

I.	Introduction .....	2
A)	Mission Statement .....	3
B)	Program and philosophy .....	3
C)	Starting School .....	3
II.	Our Program .....	5
A)	Non-Discriminatory Policy .....	5
B)	Open Door Policy .....	6
C)	Curriculum .....	6
D)	Teachers and Staff .....	7
E)	Parent - Teacher Communication .....	7
III.	Hours of Operation: .....	7
A)	Full/Part-time programs .....	7
B)	Class Hours .....	8
C)	Arrival .....	8
D)	Pick - Up .....	9
E)	Holidays .....	10
F)	Vacation .....	10
IV.	Health and Safety .....	10
A)	Health Records .....	11
B)	Attendance Limitations .....	11
C)	Administering of Medication .....	13
D)	Child Abuse .....	14
V.	Meals: .....	15
A)	Lunch .....	15
B)	Snack .....	15
C)	Breakfast .....	15
VI.	Fees and Financial Policies: .....	15

A)	Registration Fees .....	15
B)	Tuition Payments.....	16
C)	Returned Checks .....	16
D)	Vacation and Sick Leave.....	16
E)	Late Pick Up Fees .....	17
F)	Subsidized Tuition.....	17
VII.	Discipline Policy .....	17
	Television Policy	
VIII.	Dress Code.....	19
	A) Uniforms: .....	19
	B) Extra Clothing: .....	19
IX.	Potty Training.....	20
X.	Photo Video/Audio Release .....	20
XI.	Activities Release .....	21
XII.	Items From Home.....	21
XIII.	Birthdays.....	22
XIV.	Holidays/Summer Camp.....	23
XV.	Modification/Termination Clauses.....	23
XVI.	Statement of Cooperation.....	24
XVII.	Agreement .....	24

## **I. Introduction**

### ***A) Mission Statement***

It is the mission of ABC Learning Center to provide a caring and supportive learning environment for children. The curriculum used promotes the social values of sharing, cooperation and friendship. All children are helped to develop positive self-concepts and to develop tolerance and understanding for others from different backgrounds. The school admits students of any race, deferring abilities, national and ethnic's origin, gender or creed. The program delivers high quality educational child care in a safe, nurturing and stimulating environment with knowledgeable staff members that promote the physical, social, emotional and cognitive growth to ensure that our children and their families are ready for a lifetime of development and learning.

### ***B) Program and philosophy***

ABC Learning Center is a private organization owned and operated by Tatiana Child Development, Inc. It's our mission to provide quality, low cost childcare and educational services to all children.

It's our philosophy that early childhood is a time to warmth, fun, security, exploration and discovery. Preschool children are receptive and creative; the staff strives to nurture and encourage these qualities in our children and create a balanced atmosphere of play and academics. This is achieved through a healthy combination of teacher activities as well as child initiated play.

### ***C) Starting School***

Starting school is an exciting experience for a young child <sup>but</sup> it can also be a difficult one. Despite the personality of the child, however eager he or she may seem to be for the new situation, there will be a moment when the child suddenly realizes that their parents are not going to be there. The apprehension that accompanies this realization is a normal reaction. Some children have little difficulty adjusting to school after they have made an initial visit with a parent. Nevertheless, it is important to introduce the child to the school in ways that will make this first separation from the parent as easy as possible. Here are some suggestions:

## 1. Child's Orientation to School

- a. We encourage parents to visit the school with their child one day during the week prior to the date the child is intending to start, so that they are acquainted to their new environment.
- b. Please call us the week prior to your child's start date, to ensure that we are prepared for the arrival of your child and that we have all of the necessary paperwork in order for your child to start, his/her file must be complete.
- c. On your child's first day, please plan on spending at least half an hour here in the morning. During that time, we will review your child's file to ensure that we have received all of the necessary documentation and that you are acquainted with our policies.
- d. When leaving your child that morning (and every morning) DOES NOT sneak away without saying good-bye. Give your child a hug/kiss, say good-bye, tell them that you have to go to work, and reassure him/her that you will be back to pick him/her up. Then leave quickly and unhesitatingly.
- e. We strongly suggest that children be picked up a little early on the first few days of school. Sometimes children do fine until other parents arrive for their children. Apprehension may then begin as to whether they are going to be picked up too.

It is normal to go through a period of adjustment during such a big change in a child's life. We try to prevent distress by anticipating the many difficulties that may arise. Even if no difficulties arise, it is good to be prepared. It is usually better to find out at the very beginning if the child is going to have some difficulty with the separation. Sometimes on the first day the child will be so absorbed with the toys and the environment that there won't even be an awareness of being separated from the parents. Frequently in such an instance, the adjustment must be made sometime later anywhere between from a few days to a few weeks later. It is a normal part of a child's wholesome growth in learning to accept change and being away from home.

Children's emotions are similar to those of adults, we must have wholesome empathy for the child's problems of separation. Remember to give your child some extra time, personal (physical) contact, and love during the first few days of school (it's advisable that others in the family do so too). Allow the beginning days of school to be gentle, casual, and non-threatening by not constantly reminding them of it at home, but by responding to

questions or comments from the child.

## 2) Separation of Parent from Child

It is sometimes just as difficult for parents to face the separation from the children on the first day of school as it may be for the children to separate from the parents. We assure you that anxiety and apprehension are normal reactions.

One of our staff members will be glad to sit with you to review the school program, the health and safety precautions, the opportunities for the children to learn, grow, and have fun, the opportunities for individual care and attention, and all other details about the overall staff planning for the children's adjustment to the school.

We encourage conversation between parents. We suggest that you speak with a few parents of children who are already in school about their children's experiences with us. Such conversation can bring about friendliness that will lead to increased confidence. You are welcome to call us throughout the day to inquire about your child, we will be happy to answer any questions that you may have!

## II. Our Program

Children are grouped according to their age and their individual levels. However, if we observe that a child is mature enough and academically prepared for a higher level, we will place the child in the proper level. If, on the other hand, we feel that a child is not mature enough for the next group level, a conference may be scheduled with the parents to discuss retaining the child in the same level for another term. Children should be free to develop and progress at their own individual pace.

### A) ***Non-Discriminatory Policy***

ABC Learning Center is open to all children who may benefit from our type of program, who are at least 2 years old and less than 5 years of age regardless of race, color, sex, nationality, creed or disability.

ABC Learning Center complies with the Americans with Disabilities Act

(ADA), the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Regulations of the U.S. Department of Health and Human Services issued pursuant to the act, Title 45 Code of Federal Regulations Part 80, 84, 91 and other applicable Federal, State and Local Laws and Regulations.

### ***B) Open Door Policy***

We maintain an open door policy for parents during our hours of operation. At certain hours the classroom's doors are kept locked for the safety of the children. Please go to the office to let you in.

You are welcome to visit our Center at any time. However, we ask that you observe your child without him/her seeing you, as to not disrupt the classroom routine.

In accordance with Florida law, the Center honors court orders regarding visitation by non-custodial parents.

### ***C) Curriculum***

We use The Creative Curriculum for Preschool, a comprehensive early childhood educational system that has been shown to promote the cognitive, language, social/emotional, and physical development of young children.

#### **Materials and Supplies**

For the two years old, parents must provide diapers and wipes in a regular basis as needed.

A school supplies list is provided to the parents at the child's enrollment.

Throughout the school year your child's teacher may request that you bring in specific materials \_please read all written correspondence and bring in requested materials by the specified dates so that your child can partake in special activities

**D) *Teachers and Staff***

Our teachers are certified and are active in our state and local professional Early Childhood Associations. They are experienced early childhood educators and participate in a continuous program of in-service education and studies for professional advancement. They do this in order to remain alert to the ever-changing needs of today's families and the findings of current research in child development.

**E) *Parent — Teacher Communication***

Good lines of communication between the home and school strengthen your child's developmental potential. However, we ask that you do not disrupt the learning environment in order to speak to your child's teacher. If at any time you would like have any questions answered or discuss any issues or concerns, feel free to schedule an appointment to speak with your child's teacher and/or an Administrator. Conferences may also be requested by the child's teacher and/or an Administrator in order to discuss your child's progress. It is the parent's responsibility to attend scheduled conferences.

At times we may communicate important messages by means of signs and memos. It is imperative that you read all posted signs and memos on the main entrance, on the sign-in sheet table, on your child's class' bulletin board, and cubby. Parents may also choose to communicate with us in writing; you may submit written special requests, comments or information about your child to your child's teacher and/or the Administrative Staff.

**Parents are always welcome to our school.**

**III. Hours of Operation:**

**A) *Full/Part-time programs***

We are open Monday through Friday year round (excluding some holidays). For children enrolled in our full-time program services are available from 7:00 am-6:00 pm.

We offer part time program services. For children in 2- and 3-year-old

classes, the **part-time** schedule is from 7:00 am to 12:00 noon. Children enrolled in the part-time programs will participate in all of the morning activities and have lunch with their class; however, they will not take a nap at school or participate in afternoon activities or snack.

Children that turn 4 before September 1<sup>st</sup> and are residents of the state of Florida are eligible to participate in the **Voluntary Pre-Kinder program (VPK)**. VPK instruction is free of charge and takes place Monday –Friday from 9:00 am –12:00 noon. VPK does not cover care for scheduled vacation/holiday dates (please see additional fee schedule). In order to maintain eligibility in the VPK program the number of absences allowed is limited.

Extended care is available for those children enrolled in the VPK program at an additional cost.

**B) Class Hours\***

Class hours are from 9:00 am to 12:00 noon. Please do not bring your child any later than 9:00 am because it disrupts the morning routine for your child and the class.

\*Please request a sample class schedule for your child’s age group.

**C) Arrival**

When you bring your child to school in the morning, you must park your car and walk your child to the classroom. The receiving staff member will conduct a daily health check. Before you leave, please make us aware of any changes in your child’s health (runny nose, cough, moodiness, scrapes, bruises, etc.)

For the safety and security of your child, it is imperative that you sign your child in every morning, we become liable for the safety of your child when (and if) he/she is signed in.

Please place your child’s bag (or any other belongings) in his/her cubby. If your child has a snack, please be sure to write your child’s name on it with a permanent marker and give it to a cafeteria employee. If your child must take prescribed medication, please be sure to fill out an Authorization for

Medication and leave the medication with an Administrator. Also, please communicate any important information that you feel we should know about your child.

DO NOT drive up to the front door and have your child walk him/herself in. It is your responsibility to ensure that you sign your child in.

IF YOUR CHILD ARRIVES AFTER 9 AM, YOU MAY NOT WALK YOUR CHILD TO HIS/HER CLASS, as to not disrupt the classroom learning environment. YOU MUST GO TO THE OFFICE AND WAIT FOR A SUPERVISOR TO BE AVAILABLE TO WALK YOUR CHILD TO HIS/HER CLASS. However, you are still responsible for signing your child in and for filling out any necessary forms (i.e. Authorization for Medication).

If someone other than yourself were to drop off your child in the morning, please explain our arrival policy to them and ensure that they adhere to it.

#### **D) Pick — Up**

When picking up your child, please follow similar procedures as morning arrival. You must park your car and walk to your child's class (or area of scheduled activity depending on the time that you arrive). For the safety of your child, it is extremely important that you sign your child out every day.

Please read any notices that are posted on the front door, your child's classroom door, or designated bulletin board. We also ask that you take home the items from your child's cubby –especially any plastic bags which are likely to contain soiled clothing.

Only persons listed on your child's enrollment form will be allowed to pick your child up. However, they will be required to stop at the front office and show a proper form of photo identification. In the event that someone other than those listed would be picking up your child, you will have to inform us in advance via fax or by phone. Please provide that person's full legal name and brief description and/or a statement that

authorizes the release of your child to that person on the specified date with your signature. Please tell this person that he/she must stop at the front office and show proper photo identification. Please be advise

that an intoxicated/impaired individual will not release children.

In a situation where one parent has legal custody and states that the other parent is not allowed to pick up the child from school, we must be provided with a copy of the legal document stating these facts (which we will maintain on file in the child's record).

Please DRIVE SLOWLY (**under** 5mph) in the driveway –remember that there are children present! Also, please drive up as forward as possible to allow room for other parents to park behind you.

### **E) Holidays**

Our center will be CLOSED\* on the following holidays:

#### **ABC Learning Center Observed Holidays**

New Year's Day	Labor Day
Martin Luther King's Birthday	Thanksgiving & Friday after
Good Friday	Christmas Eve (half day)
Memorial Day	Christmas
Independence Day (4th of July)	New Year's Eve (half day)

**\*No tuition credit is given for scheduled closed days.**

### **F) Vacation**

Children enrolled in the programs are expected to attend year round. Families with children in those programs that wish to take more than 2 weeks off throughout the year must make weekly tuition payments to maintain a place for their child. Otherwise, their child's place in his/her classroom will be forfeited (see page 11).

Children in the VPK program should schedule vacation on non-VPK class dates (please request VPK holiday schedule).

## **IV. Health and Safety**

## A) **Health Records**

Current medical documentation is mandatory for entrance. No student will be allowed to begin (or remain in) school until all medical forms have been filled out by the attending physician and are on file at the school office [medical documentation must be kept up to date; children must receive appropriate immunizations by the required date(s)].

Forms required from your child's physician:

1. A Physical Examination (yellow sheet; form 3040)
2. All Required Immunizations (blue sheet; form 680)

Forms to be filled out by the parent/guardian:

1. Developmental History
2. Allergies
3. Emergency Medical Authorization

Any special disabilities that would keep the child from following the regular curriculum of the school should be included in the Medical Health History (including any allergies).

## B) **Attendance Limitations**

Receiving staff members conduct a daily health check as every child arrives at school. You should notify the person receiving your child of any unusual behavior or changes in your child's health, if someone else were to bring your child, please call the office and inform us of any changes you feel we should be looking for. We ask that you notify us if your child will be absent due to medical illness. Also, you are required to notify us if your child has possibly been exposed to any communicable disease.

If any illness appears during the day you will be notified immediately. If the illness warrants, your child will be immediately isolated from the others until he/she is picked up.

Your child **must be picked up/may not attend school** if the following acute signs or symptoms are present:

- **Severe Cold/Flu**: with a very heavy nasal discharge and/or a severe, constant cough accompanied by behavioral changes such as unusual lethargy, irritability, persistent crying or difficulty breathing.

- **Temperature:** Oral (mouth)/Tympanic Membrane (ear) temperature 101 degrees or greater, Auxiliary (under arm) temperature 100 degrees or greater, accompanied by behavioral changes such as unusual lethargy, irritability, persistent crying or difficulty breathing and/or signs of severe illness.
- **Diarrhea:** defined as three or more episodes of loose stool.
- **Vomiting:** two or more vomits in a 24-hour period.
- **Mouth Sores:** associated with an inability for the child to control his/her saliva.
- **Rash:** with fever until a physician has determined the illness is not considered to be a communicable disease
- **Purulent Conjunctivitis (Pink Eye):** which is defined as pink or re-conjunctivae with white or yellow discharge, often with matted eyelids after sleep and eye pain or redness of the lids or skin surrounding the eye until completion of effective treatment and/or symptoms resolve?
- **Tuberculosis:** until the child's physician or local health department authority states the child is non-infectious.
- **Impetigo:** a child with multiple exposed visible lesions (one or two lesions maximum can be covered with bandage while under treatment).
- **Streptococcal Pharyngitis:** until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours.
- **Head Lice and Scabies:** until 24 hours after treatment has begun and healthcare provider has given permission to return to school.
- **Ringworm, Infection Itinea corporis (body) and tinea capitis (head)J:** until treatment has been completed.
- **Varicella (Chicken Pox):** until 10 days after onset of the rash or until lesions have dried and crusted.
- **Shingles:** only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
- **Pertussis (Whooping Cough):** <sup>12</sup> within 14 days of laboratory conformed

illness, or suspected based on symptoms, until 5 days of appropriate antibiotic therapy has been completed.

- **Mumps**: until 9 days after onset of parotid gland swelling. .
- **Hepatitis**: a virus infection; until one week after onset of illness and jaundice or until after immune serum globulin has been given to appropriate children and staff in the program as directed by the responsible health department.
- **Measles**: until 6 days after the rash appears.
- **Rubella**: until 11 days after the rash appears.

Your child is able to attend school if:

**For symptoms/signs of communicable diseases:** Your child's doctor must provide a note stating that the communicable disease is no longer contagious and it is safe for the child to be back in school.

In case of any accidental injury we will make every effort to contact the parent/guardian. If we cannot reach you we attempt to contact the persons on the emergency contact list. If necessary, we will also call for emergency services. Until the arrival of a parent/guardian, a person on the emergency contact list, an ambulance or paramedics, the Director or an Assistant Director will be in charge of making any decisions about the care of the child. The school will keep a signed Authorization for Emergency Treatment consent form agreeing to this provision (Appendix C). It is **imperative that you keep the school up-to-date with phone numbers and other pertinent information that would allow us to contact you.**

### **C) *Administering of Medication***

ABC Learning Center is not required to give medication. However, if ABC Learning Center chooses to do so the following will apply:

- If your child needs medication you must supply the medication and fill out a Medication Authorization Form giving direction for the administration of the medication.
- **NO MEDICATION WILL BE GIVEN WITHOUT WRITTEN PARENTAL CONSENT.**

- ABC Learning Center will not supply any type of medication except fever reducing medication in emergency situations only. In such cases, parents (or other emergency contact person) MUST fax or e-mail authorization\*. The medication will be administered according to printed manufacturer's label. Written authorization grants us permission to administer medication as necessary.
- Prescription and non-prescription medication brought to the child care facility must be in the original container. **Prescription medication must have a label stating the name of the physician, child's name, name of the medication and medication direction.** All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label. All medications will be given as specifically prescribed. Medicines will be stored separately and locked or placed out of a child's reach.
- Medication which has expired or is no longer being administered will be returned to the custodial parent or legal guardian. ABC Learning Center will only give medication that must to be taken during the time the child is in school. Medications that must be taken three times a day should be given once at home in the morning, once at school and the last dose at home. The school cannot **give three doses** of any medication because no child should be at school for more than eleven (11) hours.
- Nebulizer medication will only be administered at school IF dosages fall within school time (i.e. in the afternoon/once a day).

#### **D) Child Abuse**

The Director and all employees have the obligation to report to Child Development Services (CDS) and/or the local police department any suspicion of child abuse (sexual or otherwise), neglect, or endangerment as mandated by the State Penal Code Chapter 415,FS. The local licensing agency, CDS, has the right to observe the physical condition of any child, request to interview the child,

family and/or school staff, inspect and audit all records maintained by the school without securing the prior consent of anyone.

## **V. Meals:**

Our meals are based on the CCFP guidelines in terms of nutrition, quality and portions. We received our meals from a licensed catering service.

You must notify us of any foods that your child is allergic to (list them on the Allergies Form)

### **A) Lunch**

Lunch is included in the tuition price. If your child is a picky eater or does not like a specific menu item, we ask that you provide a meal that he/she will eat; we will try to have your child eat the school lunch first, but serve the food from home if necessary.

If your child arrives after 11:30am from a doctor's appointment, please be sure to feed him/her a nutritious lunch before bringing him/her to school.

### **B) Snack**

An afternoon snack is provided after nap-time for children enrolled in the full-time program. If you prefer to bring a snack for your child you may bring it daily or weekly, please be sure to write your child's first and last name on the item(s) with a permanent marker and give it to the cafeteria employee.

### **C) Breakfast**

We serve breakfast daily until 8:45 am.

Please feel free to request a sample menu.

## **VI. Fees and Financial Policies:**

### **A) Registration Fees**

Registration fees are non-refundable and non-transferable. Receipt of this fee confirms your decision to enroll your child and reserves a place in the classroom. Attendance *must* begin within two weeks. If your child is withdrawn mid-year and you decide to re-enroll your child, you must go through the registration process again. This entails class placement (if there is no open spot, your child will be placed on a waiting list) and re-payment of the

registration fee.

### **B) Tuition Payments**

Tuition\* fees are charged weekly. However, they may be paid weekly, bi-weekly, or monthly\*\*, but always in advance. **Payments are due on Tuesday. Daily late fees\*\*\* of \$10.00** will be added for payments not received by Tuesday afternoon. Please include late fee with the following week's tuition payment.

**Please write your child's first and last name in the memo portion of the check as well as a brief itemized description (i.e. week of..., uniforms, activities...).**

\*Tuition prices are subject to yearly increase.

\*\*If payment is made monthly, you must pay tuition for the number of weeks in each month.

\*\*\*If tuition payments are two weeks late, your child will be excluded from attending.

### **C) Returned Checks**

We will not re-deposit returned checks. The amount will be re-charged to your account along with a \$20.00 returned check fee. The total amount of your account must be cleared in cash within five working days. After the second returned check on the same account we will no longer accept any checks for payment on that account -only cash or money order will be accepted.

### **D) Vacation and Sick Leave**

All weeks are due in full. There is an allowance for time off consisting of two weeks each term. This can be used for sick leave or vacation time. These are the only two weeks in which the tuition fee is waived. A *term* is defined as the time from which your child is registered until the ending of the current school

term. As we are a year round program, our *school term* runs from the second week of August till the end of the first week of August (the following fiscal year). For example, 2006-2007 school term:

### **E) *Late Pick Up Fees***

If you know that you will be late, please call us ahead of time so that we can make accommodations for your child to receive extended care.

#### **1. Full-time Program:**

If you foresee that you will be delayed past 6:30pm, please call us so that we may have someone available to stay with your child. In case of an emergency, our afternoon teachers will care for the child who stays after 6:00pm. There will be a late pick-up fee (per child) of \$1.00 per every additional minute that you are late.

#### **2. Part-time Program:**

After 12:45pm you will be charged \$1 .00 per every additional minute that you are late. If your child is in the part-time program and you know that you will be more than half an hour late, please notify us so that we can provide your child with a cot so that he/she can nap\*.

You will be charged an additional \$15 fee for the full day.

You must sign a late pick-up form so that we may bill you correctly.

**This policy will be strictly enforced.**

### **F) *Subsidized Tuition***

We accept Miami-Dade County Department of Child Development Services (CDS) sponsored vouchers. In accordance with the rules of the state of Florida, you are responsible for paying your assessed fee and any difference between our current rates and the State's maximum payment. Please be aware of time specifics and dates that your child is covered. It is your responsibility to maintain eligibility status by adhering to the dates and deadlines that CDS sets. You are responsible for paying, in full, any costs incurred during any lapse in your eligibility status. Registration fee is due at time of registration and is not covered by CDS.

## **VII. Discipline Policy**

We provide a busy schedule for our students. We believe that developmentally appropriate and engaging activities keep children occupied and act as deterrents

to disciplinary problems. If a child behaves inappropriately the teachers will make attempts to re-direct the child's attention to a more appropriate and constructive tasks. Our emphasis is on positive behavior interventions, rather than punishment. Children are praised when they behave well so that good behavior is reinforced and maintained. If there is a conflict between children the teacher acts as a mediator and assists the children in constructive problem-solving. Should discipline measures be needed, time-outs are used (a time-out area is designated in each classroom). This gives the child a few minutes\* away from his/her activity (but still within the teacher's sight), to be able "to think about what has just occurred." After some thinking time\* the teacher discusses the issue with the child to ensure that he/she understands the behavior and consequences, so that even a disciplinary action becomes a learning experience for the child.

If the problem persists after numerous time-outs, the teacher will document the behavior for review by the Center Director and an individual behavioral plan will be devised. If the behavioral difficulties continue, we will request that a parent/guardian conference be scheduled; it is the parent's responsibility to attend scheduled conferences regarding your child.

Sometimes small changes in the home environment can cause unusual behavior in children. It is in the best interest of your child to make us aware of any changes, as minor as they may seem, that have taken place at home. Communication between parents/guardians and the school is the most important tool in helping your child.

Parents: You may not discipline or call the attention of children from other families, please notify the staff member in charge (or an Administrator) of any conflicts and they will be dealt with appropriately.

Tips for effective discipline:

- Discuss and teach them right from wrong.
- Make them aware of and help them control their own behavior.
- Do not threaten with extreme consequences that you know you will not be able to fulfill.
- NO "empty threats".
- Reward them for good behavior (not just with toys –praise & hug them).
- Be consistent & reasonable with your actions (rewards/consequences).

\*Time-outs: One (1) minute per year of age maximum.

### **TELEVISION POLICY:**

There is just one television at our center and we have a specific policy for

it use. The use of television and video is occasional only to reinforce concepts under discussion in class.

**We do not use it all as part of any routine or class.**

## VIII. Dress Code

### A) **Uniforms\*:**

School uniforms are mandatory for all the children who are enrolled in the school program. Think of the messy art work materials and other messy activities-and provide clothing that is washable. Think of our playground and provide clothing that is sturdy. Think of the weather and dress your child accordingly. Think of their safety when playing and running outdoors and have them wear closed shoes\*\* (tennis shoes & sneakers are best; NO open toed, or bare back shoes are allowed).

If your child arrives at school not wearing the appropriate uniform, your child will be changed into a school uniform and you will be billed accordingly.

\* Uniforms can be purchased at our office.

\*\*Children not wearing closed shoes will not be allowed to participate in outdoor activities.

### B) **Extra Clothing:**

Every child **must have a complete change** of clean clothing in their cubby at all times for emergencies. This can be kept in a large plastic bag with your child's name written on the bag and each item of clothing. In the event a child needs to change clothes and none is available, the parent will be contacted in order to immediately bring a change of clothes or to pick up the child. In the event a parent or guardian cannot be contacted the school will provide the child with a new uniform and the parent will be responsible for costs incurred.

We appreciate contributions of clothes or uniforms that your child might have outgrown. Please only donate items that are in good condition.

## IX. Potty Training

If your child is not yet potty trained\*, you must provide 5 diapers per day (or a weekly supply accordingly), as well as baby wipes and any diapering supplies that your child needs. It is your responsibility to ensure that your child's supplies are available daily. If your child does not have diapers, the Center will supply diapers at a cost of \$2.00 per diaper (payment will be due the following day).

We begin potty training at around age 2\*\*. Your cooperation at home is extremely important for success.

Children are not considered "potty trained" until they no longer require a diaper (or a pull-up) during nap time AND have no more than one accident per week.

Children must be potty trained in order to be placed in a Pre-K 3 class.

We will initiate potty training once your child begins to exhibit signs of readiness.

## X. Photo Video/Audio Release

On various occasions, your child may have his/her picture taken and be video or audio taped for one of the following reasons only:

- as a gift for parents/other family members/teachers
- to display in the classroom/bulletin boards for special activities as a part of the learning experience
- to mark special occasions/activities
- for identification purposes of your child's personal items
- to post in the website

Pictures/videos/audio recordings will never be used for profit of the program and will only be displayed within the confines of the Center (unless permission is granted otherwise).

Individual pictures/videos/audio recordings will only be released to the parent/guardian of the child. Group photos may be given to individual parents (only when their child is in the picture/tape) at the Center's discretion.

If you do not grant us permission to photograph/video/audio record your child or would like to revoke the permission you have

already granted, please submit a written notification to the office.

## **XI. Activities Release**

As part of our daily program, children play outside with various outdoor toys and equipment (i.e. balls, slides, jungle gyms, tricycles, etc.). We inspect the playground daily to ensure that playground equipment is safe; however, it is only natural that children may fall and get hurt while playing outside. Our staff will take appropriate action in such cases, as well as fill out an incident report, which you will be asked to sign.

If your child's skin is sensitive to the sun, you may submit a written request to the office and your child's teacher to have him/her wear a hat and/or sun block applied on your child before playing outside (parents are responsible for ensuring that the teacher receives the request and for supplying the necessary materials).

There are events in which children will participate in special activities such as holiday celebrations, birthday parties (which may include, but are not limited to, bounce houses, clowns, ball pits etc.). In the summer, such activities will take place on a weekly basis for children (additional costs will apply for summer activities).

Your initials at the bottom of this page hereby authorize your child's participation in all school activities.

If you would prefer that your child not participate in special events or activities, or would like to revoke permission already granted, please submit a written request to the office.

## **XII. Items from Home**

We do not recommend that your child bring any items from home to school unless specifically requested (in writing) by your child's teacher, as we do not assume responsibility for lost items (i.e. jewelry, ribbons, hats etc.).

We DO NOT ALLOW children to bring toys from home to school. We

have plenty of fun and educational toys at our Center and in each classroom - toys from home tend to cause distractions and often

cause conflicts with the other children. Only toys that are specifically requested (in writing) by your child's teacher (ex: during spirit week, for show and tell etc.) will be permitted. *Again, we do not assume responsibility for any toys that your child may bring to school.*

However, if your child has a book that would be of special interest to his/her class, we would appreciate it if you would bring it in. Please be sure to entrust the book to your child's teacher – please do not leave it in your child's cubby or on any shelf. Remember to write your child's name on the inside cover of the book so that it can be easily identified.

**NO guns, war toys or other toys of destruction are permitted in school.**

### **XIII. Birthdays**

Children in the Part-Time program may celebrate their birthdays during lunch. The extent of the lunchtime parties are limited to a simple celebration: singing "Happy Birthday" and serving cake, cupcakes and/or providing lunch (such as pizza, happy meal, etc.). Lunchtime parties will take place in the lunchroom during your child's regular scheduled lunchtime. If you cannot take off from work to celebrate with your child, you may bring in a cake or cupcakes and we will sing "Happy Birthday" to your child during lunchtime.

Children in the **Full-Time** program may celebrate their birthday during afternoon snack time (from 2:30 pm -4:00 pm; parties may not extend beyond this time). The parties will take place outside in the picnic area (weather permitting; if the weather prevents us from having the party outside, the celebration will be limited to singing "Happy Birthday" during your child's regular scheduled snack time in the lunchroom). Parents must furnish all party supplies, make all party arrangements as well as *set up* and *clean up* the party area parties can be as simple as a cake, but you can bring in snacks, drinks, goody bags (please only fill goody bags with the age appropriate items). Keep in mind that parties take place during snack time – in order to maintain the children's meal schedules *you must serve the children the snack before any other party activity may begin.*

Please keep in mind that we provide this service so that our students may celebrate their birthdays with their classmates. However, space and time are limited, so please limit the extensiveness of the party as well as the number of guests (only immediate family members may

attend).

We no longer permit bounce houses, carnival rides, ball pits, ponies or any other additional outside activities (as per our insurance regulations). Only clowns, face painters and character visits are permitted (this is limited to Pre-K 3 classes and older, because the younger children tend to be afraid of characters).

NO piñatas, gum, confetti, candies or toys that children can choke on & NO inappropriate toys (i.e. guns...).

#### **XIV. Holidays/Summer Camp**

Families of children enrolled in our Summer Camp are responsible for adhering to all of the rules, regulations and policies of ABC Learning Center. Pre-registration is required and all forms must be updated each year.

Children in Kindergarten — 5th grade are welcome to attend our Center on their days off from school (holidays, spring break, teacher workdays & summer vacation). We ask that you call to inform us that your child will be attending one week prior to the date so that we can make accommodations for your child. Please also ask about our daily/weekly prices for services as they may have changed since your child was last with us. During the summer we have a camp program filled with fun activities. Summer activity fee applies.

#### **XV. Modification/Termination Clauses**

ABC Learning Center retains the right to modify the terms and services listed in this manual. Such modification will be made in writing and must be signed and dated by the parties involved in order for it to be binding and effective (changes may be made in the form of addendums). Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

ABC Learning Center retains the right to terminate the terms and services listed in this manual at the discretion of the ABC Learning Center administration. The following are examples of grounds for termination:

- a. The school year has come to an end, for graduating students leaving our program, and children not re-enrolling.

- b. Serious illness of a child preventing school attendance.
- c. The parents or guardians of the child allow their accounts to become delinquent.
- d. Failure of the parents or guardians to honor the obligations listed in this manual or any notices promulgated or provided by the school.
- e. The school in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
- f. The school in its sole and unfettered discretion determines that it is not in the best interest of the school or other children enrolled to have the child in attendance.
- g. Failure of the child's parents or guardians to cooperate with the school, which the school determines, in its sole and unfettered discretion, is serious enough to warrant termination.
- h. Excessive conflicts, communication breakdowns, school confrontations and constant special demands. Disruptions within the family, as in marital disputes, divorce, child custody battles or visitation rights, must not carry over into the child's school.
- i. A subpoena (of any kind) addressed to any employee of ABC Learning Center Inc. Day Care. All employees of ABC Learning Center Inc. Day Care will be protected from the stress of involvement in legal battles of personal matters between parents or other family members.

## **XVI. Statement of Cooperation**

Should legal action, for any reason, be taken against ABC Learning Center, the school, any employee or agent thereof, on my child's behalf and these are not found to be at fault, I agree to pay any attorney's fees, court fees, damages and any other costs that ABC Learning Center Day Care Inc., employees and/or its agents incur in order to defend itself against such action.

## **XVII. Agreement**

For services listed in this Enrollment Manual and in accordance with this Manual, I agree to pay ABC Learning Center a registration fee of \$ \_\_\_\_ and a weekly tuition fee of \$ \_\_\_\_ (for this school term).

My initials in each of the \_\_\_\_\_ pages of ABC Learning Center's

Enrollment Manual certify that I have read and that I agree to cooperate with the policies of the school, to perform the obligations of parents/guardians set forth in this agreement, and to abide by the rules, regulations and policies promulgated and provided by ABC Learning Center.

My signature further indicates that any and/or all of my questions have been satisfactorily answered. My signature grants full authorization to the staff of ABC Learning Center to implement all of the components of the daily curriculum and all that it entails.

I understand that the Enrollment Manual is a binding contract and that any negligence of the rules, regulations and policies explained may result in withdrawal of my child from the Center at the discretion of the administration at ABC Learning Center.

\_\_\_\_\_  
Name of child being registered

\_\_\_\_\_  
D.O.B.

\_\_\_\_\_  
Name(s) of Parent(s)/Guardian(s)  
registering the child:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Director \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_