

LOVE & LEARN PRESCHOOL

Policies

Enrollment

Please initial where indicated:

- _____ 1. All information, medical, and activity forms must be completely filled out and returned before beginning childcare. The registration fee is paid at time of enrollment. This registration fee is non-refundable.
- _____ 2. Medicine will be administered at this location with a completed medication consent form.
- _____ 3. Parent agrees to submit (on or before the first day of care) a copy of each child's current immunization record.
- _____ 4. The parent understands Love & Learn Preschool is responsible for informing parent of any accidents occurring during the day. Accident forms are filled out, signed, and filed into child's history folder.

Payments

Payment for the week is due by Tuesday at 6:00pm. You have the option of paying in cash, check, money order, debit, credit, or electronic billing.

- _____ 1. Payments must be made by Tuesday night at 6:00pm or a late fee of \$25.00 will be automatically billed to your account.
- _____ 2. No spots will be reserved without a registration fee being paid.
- _____ 3. Post-dated checks for childcare will not be accepted. Check must be dated for the day services are being paid.
- _____ 4. Returned checks will be assessed fees payable in cash or money order for
 - a. The full amount of the check
 - b. A \$25.00 service fee
- _____ 5. If two checks are returned, you must pay in cash thereafter.

Hours/Days

Opening time for Day Care is 5:45 a.m. and pick up time is no later than 6:00 p.m. If you are late picking up your child, you will be charged a late pick-up fee of \$5.00 every 5 minutes past closing time.

- _____ 1. The price for full time tuition includes 11 hours and 30 minutes a day, five days a week.
- _____ 2. Holidays that fall during the week will be paid for even though the center is unavailable for care.
- _____ 3. You will receive ten days a year of free vacation/sick days. After the ten days, full time rates will apply even if the child is absent from school.

Holidays

The following days are paid holidays for Love & Learn Preschool. On these days the Preschool Center is closed, substitute care is not provided.

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| New Year's Day | Labor Day |
| Memorial Day | Thanksgiving & the Friday after Thanksgiving |
| Independence Day | Christmas Eve we close at 12:00 p.m. & Christmas Day |

If the holiday falls on a Saturday the school will be closed that Friday and if the holiday falls on a Sunday the school will be closed the following Monday.

Meals

Love & Learn Preschool provides breakfast, lunch, and an afternoon snack. The meals are nutritious well-balanced meals. You should be aware of meal times to ensure that your child is present.

BREAKFAST – 8:30 a.m.

LUNCH – 11:00 a.m.

PM SNACK – 2:30 p.m.

Illness

If your child is sick and could be contagious, you will not be allowed to bring your child into the center and you will need to find alternative arrangements for childcare. When the child is no longer contagious, and is healthy enough to actively play with other children, he or she may come back to the center. This helps protect the health and well being of all the children at the Center, and enables us to provide the best possible environment for the children. Children who are sent home with a fever, vomiting, or diarrhea, cannot return to the preschool within 24 hours. If a doctor's note is provided stating that the child can return and is not contagious they may return the next day.

These are common symptoms that a child has a contagious condition:

Active sneezing or coughing

Colored discharge from nose

A sore throat (with fever or swollen glands.)

Discharge from eyes or ears

Diarrhea (three or more watery stools in 24 hours)

Vomiting (two or more times in 24 hours)

A fever (a temperature of 101.0 degrees Fahrenheit or more)

An eye infection

Rash (especially with a fever or itching)

*Medication can be administered at this location with a completed medication consent form.

Clothing and Supplies

Children's belongings must have their name written on it somewhere. Please send your children in clothing appropriate for the weather.

Parents are urged to bring a small pillow & blanket for the children to use for naptime.

_____ 1. Parents will supply a change of clothes each day, even if their child is fully potty trained.

Parents are responsible for diapers, wipes, and special-needs food.

Pickup Procedures

Parents will pick up their child at the daycare center and walk their child to the car.

_____ Only designated persons will be allowed to pick up the children. All children must be signed in and out daily on a provided sheet and computer using full signatures with first and last names.

Discipline Procedures

Children of new clients will be placed in care on a two-week trial basis. This allows both parties to get acquainted with each other and see any personality conflicts or disciplinary problems that may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative childcare arrangements.

In case of disciplinary measures, our goal is to work with the children in a developmentally appropriate environment to help them grow as children into creative, independent, responsible human beings. In doing so we use several different forms of guidance at Love & Learn Preschool. No form of physical or mental abuse will be used as discipline ever. Some forms of Guidance are:

- Classroom Rules
- Using our Curriculum
- Redirection
- Positive Behavior
- Positive Role Modeling

If a child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

Termination

Love & Learn Preschool reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment and/or misbehavior or unruliness of the child. The Preschool staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw your child from the Preschool at any time, for any reason. However, you must give Love & Learn Preschool a one-week notice when canceling service.

By signing this form you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of tuition, or both. This policy agreement is subject to change with two weeks written notice.

Father/Guardian’s Signature	Date:
Mother/Guardian’s Signature	Date:
Center Director’s Signature	Date: