

LOVE & LEARN PRESCHOOL

Statement of Services

Services:

We provide full time and part time care for children 6 weeks to 5 years of age.

Hours of Operation:

We are open from 5:45 am to 6:00 pm Monday through Friday.

Enrollment/ Disenrollment Procedures:

All forms of paperwork must be completely filled out with a copy of the child's immunization form attached before they may attend. All tuition and enrollment fees must be paid prior to enrollment. A week's written notice must be given to the center for disenrollment. Any child can be disenrolled at any time for any of the following reasons:

1. Non payment of tuition
2. Non compliance with Love & Learn Preschool policies
3. Physical or verbal abuse to staff or children by parent or child
4. Dangerous behavior to a child, staff or self
5. Disruptive or disrespectful behavior to children or staff

Tuition Policies:

Weekly tuition fees are due in advance for the week. Payments must be received on Tuesday's by 6:00 pm to avoid a \$25.00 late fee. Our fulltime rates are as follows....Infants \$215 weekly, Toddler one's \$200 weekly, Toddler two's \$190 weekly, Preschool three's \$183 weekly, and Preschool four's \$175 weekly. There will be a \$25 NSF fee for any checks returned. A \$5 late pick up will be charged for children picked up after close of business for every 5 minutes the child is at the center.

Child Admission and Release Policies:

All children enrolled at the center must be signed in and out daily with first and last name. Children are only released to those who are authorized to pick up on the child's emergency card. A photo ID must be shown.

Discipline Guidelines:

We use positive discipline and re-direction for all children. No forms of physical or verbal abuse will ever be used.

Holidays:

Love and Learn Preschool will be closed on the following holidays; New Year's Day, Labor Day, Memorial Day, Independence Day, Thanksgiving and the Friday after. Christmas Eve we close at 12:00 p.m. and will be closed Christmas Day.

Parent Responsibilities:

Parents are responsible for complying with all policy and procedures at Love & Learn Preschool. Parents are responsible for all items belonging to the child that are brought into the center. All items must be labeled with the child's first and last name. Parents are encouraged to bring a blanket for their child and two extra sets of clothing. Parents are responsible for bringing diapers and wipes for all children not potty trained.

Liability Insurance:

Our center carries the minimum general liability insurance required by the State of Arizona.

Medication Policies:

Gina Lance is authorized to administer medication at this facility in her absence Ange Damato will administer medication. We will administer medication at 11:00am. Love & Learn Preschool will administer prescription medication only with a medication consent form. All medication must be in their original prescription bottle with their first and last name, along with the RX number.

Emergency Procedures:

Staff members are certified in First Aid and CPR at the center. If any medical attention is needed, 911 will be called first, then the parent and or guardian of the child. Emergency evacuation is to exit the business offices located to the east of the center.

Inspection Reports:

This center is regulated by the Arizona Department of Health Services, office of childcare licensure located at:

150 N 18th Ave suite 400
Phoenix AZ 85007
602-364-2539

Inspection reports are available upon request.

Transportation/Field Trips

This facility does not provide transportation or field trips.