



Preschool, L.L.C.

PARENT HANDBOOK

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# The Learning Tree Pre-School, LLC

## Parent Handbook

### A. PHILOSOPHY AND OBJECTIVES

The Learning Tree Preschool, LLC provides a clean, safe, healthy environment where every child can develop emotionally, physically, intellectually, and socially. We are committed to providing safety and security for all children. The Learning Tree Preschool, LLC encourages learning and growth through play in an environment designed so that children may strengthen muscles, build coordination, stretch their imaginations and have fun.

We believe that children should be allowed to grow at their own pace and to learn in ways that help them become self-confident in themselves as learners. Our goal is to provide all of the children with a clean, safe, comfortable, and nurturing environment. Respect towards self, others and the environment will be emphasized. We believe in the value of both structured and non-structured activities.

Structured activities will include the use of a preschool curriculum, regular reading times, circle times, arts and crafts, and musical activities. Outdoor play and center times are some of the more flexible activities we have. It is our goal to create an environment and program where the child's natural desire to learn is stimulated through meaningful, appropriate, and playful learning experiences, one that meets the needs of each child as an individual.

### B. GENERAL INFORMATION

The Learning Tree Preschool, LLC offers flexible programs to help accommodate family's needs. Our operating hours are Monday through Friday from 7:00am to 6:00pm-

The following are the programs we offer:

#### Toddlers and Pre-School Tots:

**-Toddlers: 18 mo. - 36 mo.** We offer T/TH, M/W/F, or 5 **FULL DAYS ONLY**.

The minimum age requirement for this class is 18 months, and students in this program cannot exceed the age of 36 months. Designed with a close bonding relationship in mind, the Toddler Class has a cozy 6 to 1 ratio. The goal of this

program is to socialize, develop language skills, encourage growth and expression, and accustom to daily school life. Curriculum consists of stories, art, music, indoor and outdoor supervised play.

**-Pre-School Tots: Ages 2 to 3.** We offer T/TH, M/W/F, or 5 Full or  $\frac{1}{2}$  days. Students enrolling in our program after the age of 2 may choose the option of joining our Pre-School Tots program. The goal of this program is to build strong and trusting relationships while fostering a child's individual need for self-development and expression. Social skills are learned through exploration of their environment and through guided lessons with their caregiver. Daily activities include: stories, art, music, math, science and sensory experiences, and indoor/outdoor supervised free play.

**\*\*Diaper changing and Potty Training is done for Pre-School Tots students who require it. However, students that are over the age of 3 that are having difficulties with potty training, may only continue in the Pre-School Tots program as long as they are age appropriate for their current group. Students may not transition to Pre-School unless they are fully potty trained. \*\***

### **Pre-School:**

-Children 3 years old by September 1<sup>st</sup> of year enrolling (Must be Potty Trained). We offer T/TH, M/W/F, or 5 Full or  $\frac{1}{2}$  days.

- Small group sizes to focus on social development stressed with the following for a well-rounded program: Language development, Zoo Phonics, number, shape and color recognition, large and small muscle development, sharing, taking care of their environment, dress-up and supervised free play.

### **Pre-Kindergarten:**

-Children 4 years old by September 1<sup>st</sup> of year of enrollment (Must be Potty Trained) and attending 5 days a week, Full or  $\frac{1}{2}$  day.

- Small group sizes to focus on social development, reading readiness with Zoo Phonics, number, letter and shape recognition, pattern discrimination, mathematical concepts, art, cooking, science, gardening, language development, sensory experiences, small and large muscle development, field trips, computers and supervised free play.

**\*\*\*\* Pre-K aged students, not wishing to attend 5 days, may enroll in our combination class; geared for part-time Pre-K students and our oldest Pre**

School group. This combination class is run through the Pre School rotation. Kindergarten readiness skills and continued social development will also be addressed. Please note, this program does not participate in any scheduled Pre-K field trips, cap and gown pictures, graduation ceremonies, etc. There are a limited number of spaces in that class.

#### **BATHROOM ACCIDENT POLICY (For Fully Potty-Trained Preschool & Pre-Kindergarten Students)**

Bathroom accidents create an issue with both supervision, and hygiene of the facility. We must practice proper student supervision, as well as infection control standards that maintain the cleanliness of the floors, furniture, and inventory of our school. Even an accident discovered immediately requires a heavy load of cleaning, which creates a supervision issue. If a student has an occasional urine accident, we will assist in changing the students and bag their urine-soaked underwear to be given to the parents at the end of the day. However, if the student has a bowel movement accident, please note that the Preschool and Pre-Kindergarten portion of the school is not equipped with the proper facilities to change the student, clean them appropriately, and dispose of soiled clothes properly. So, for health and safety reasons, if a child in the Preschool or Pre-Kindergarten program has a bowel movement while in underwear, we will need to call the parents to pick that child up. Excessive accidents for Preschool or Pre-Kindergarten students may result in a temporary break from school to re-evaluate the student's readiness for the program.

#### **DAYS AND HOURS OF OPERATION:**

Monday through Friday, 7:00AM - 6:00PM

School Closures: NEW YEAR'S EVE & NEW YEAR'S DAY, MARTIN LUTHER KING, JR DAY, PRESIDENT'S DAY, GOOD FRIDAY, MEMORIAL DAY, JUNETEENTH, JULY 4<sup>TH</sup>, LABOR DAY & ONE SCHOOL MAINTENANCE DAY (USUALLY THE FRIDAY BEFORE LABOR DAY), COLUMBUS DAY, VETERAN'S DAY, THANKSGIVING & THE DAY AFTER, CHRISTMAS EVE & CHRISTMAS DAY.

Surveys will be conducted for attendance on other Holidays to help assess staffing needs on these days. (Ex. Spring Break, Christmas Break)

*\*There may be certain situations where the school would need to be closed for a period of several days for maintenance, renovation, etc. In the event of that occurring, parents would be notified well in advance.*

#### **MEALS AND SNACKS**

The Learning Tree Preschool, LLC realizes that children have different eating habits and tend to be finicky eaters. Because of this, many parents prefer to provide lunch for their child so they can be sure that their child will eat. Parents are asked to bring in a

nutritious lunch every day in a lunchbox clearly labeled with your child's name.

Additionally, we ask that each child brings a refillable water bottle to school each day.

Microwaves are available for lunches that need heating up. Please provide icepacks in lunches that have items that need to be kept cool.

The Learning Tree Preschool, LLC will provide morning and afternoon snacks. These will include Goldfish crackers, cereal, pretzels, graham crackers, etc. Water is provided with all snacks. Morning snack will be offered during your child's yard class time. **\*\*A Sample Menu can be found at the end of this handbook\*\***

*\*Breakfast items may be sent with children who arrive prior to 7:45AM. Children who arrive after 7:45AM should eat breakfast at home.*

## **REST TIME**

The Learning Tree Preschool, LLC will provide a nap/rest time on a daily basis for children who are in our full day program, as required by State Daycare regulations. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. You may bring a small blanket to cover with and one for your child to lay on. A small pillow or stuffed animal for your child may be brought in as long as it fits neatly in their cubby. Blankets and pillows need to be taken home every Friday for laundering. Please return them every Monday.

*\*If a child is continuously disruptive during naptime, a parent conference might be requested to discuss whether or not the child should continue napping at the school.*

## **DAILY SCHEDULE**

7:00 - 8:30: Early Bird Arrival

8:30 - 9:00: Supervised Play

8:50 - 12:00: Morning Program (Half-Day program ends at 12:00)

**\*\*Morning snack offered during this time**

11:30 - 12:00 Lunchtime for Toddler Class

12:00 - 12:30: Lunchtime for Preschool Tots, Preschool and Pre-K program

12:30 - 2:30 Nap/Rest period

3:00 - Afternoon snack offered

3:00 - 6:00: afternoon daycare (supervised indoor & outdoor play)

## **SUPPLEMENTAL ACTIVITIES**

Supplemental classes are also available for Pre-Kindergarten and Pre-School students for an additional fee. Please see office for more information.

## **FIELD TRIPS**

As part of The Learning Tree Preschool, LLC, field trips will be planned occasionally (For Pre-Kindergarten only). Prior to each trip, information will be sent home detailing the date, time, cost, location, chaperones, etc. The permission slip must be signed and returned to the school in order for the child to attend. We welcome parents to join us for trips. If you do not wish for your child to participate in the field trip, notify his/her teacher so that other arrangements can be made for the day.

## **TRANSPORTATION ARRANGEMENTS**

Does not apply at this time.

## **ADMISSION PROCESS**

A personal interview will be conducted with each parent seeking admission into the program. The purpose for the interview is to acquaint the family with the program and fees of The Learning Tree Preschool, LLC and to determine whether the program is the best environment to meet the individual needs of the child.

## **REGISTRATION**

Registration is ongoing depending on space available, and is done primarily through our website [www.LearningTreeLomita.com](http://www.LearningTreeLomita.com). Registrations are accepted on a first come, first serve basis. Registration fees must be paid in full to guarantee your child's spot in the program, and are non-refundable. There is a new student registration fee when your child enters the program, as well as a returning student registration fee for each continuing Fall Session. Each year in early Spring, Priority Registration will take place for current Learning Tree families for the upcoming Summer and Fall programs. At that time, you will receive a schedule of Summer School date options, and registration fees for both the Summer and Fall programs. Summer school is divided into three sessions. There is a Non-Refundable registration fee for **each** Summer session. Summer school is on a first come basis for each age group. There are fewer spaces for enrollment than the regular school year due to teachers taking vacation. When signing up for a session,

you are financially responsible for all four weeks' tuition. **In addition to the NON-REFUNDABLE** registration fee required at sign-up, there is a deposit that is also due. This deposit will be credited back to you in the **last summer session you registered your child for.**

***\*\*\*Dropping out of a summer session, will result in a forfeiture of your deposit and possibility of loss of Fall space. Full attendance of a session is required in order to be considered for deposit return.***

### **ADMISSION REQUIREMENTS: Required Forms for Enrollment**

Contingent upon enrollment into the program, parents must supply the following **completed** paperwork:

#### Step 1

- Completed Application Form Online
- Registration fees paid within one week of Online Registration submission to reserve space. Registrations done in person require fees to be paid the same day.

#### Step 2

- Identification and Emergency Information Form
- Child's Pre-Admission Health History - Parent's Report
- Physician's Report - to be completed by your child's doctor
- Record of Up to Date Immunizations
- Statement of Policy
- Signed acknowledgement of Personal Rights
- Signed acknowledgement of Notification of Parent's Rights
- Sick Child Policy/Bathroom Accident Policy
- Late pick-up Policy
- Contact Information Sheet
- Media Consent Form
- Consent for Emergency Medical Treatment
- Earthquake Bulletin and Bag(s)
- Signed agreement to adhere to the policies as outlined in this Handbook

### **NON-DISCRIMINATORY STATEMENT**

The Learning Tree Preschool, LLC admits children of any race and nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the center. It does not discriminate on the basis of race, color or



national and ethnic origin in administration of its educational policies and other center administered programs.

## CALIFORNIA IMMUNIZATION REQUIREMENTS

### Age When Enrolling

### Immunizations (Shots) Required

18 months - 5 Years.....

3 Polio, 4 DtaP, 3 Hep B

1 MMR, on or after the first birthday

1 Hib on or after the first birthday

1 Varicella (chicken pox)

### EXEMPTION / STATUS REQUIREMENTS:

As of January 1, 2016, and in accordance to law SB277, Religious and Personal Belief Exemptions are no longer accepted for refusing to immunize, and/or delaying immunizations. Medical Exemptions to a required immunization must be filed through the "CDPH CAIR ME" website. A physician's authorization is required and will include -

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted
- Whether the exemption is temporary or permanent
- The expiration date, if the exemption is temporary

### MEDICAL RECORDS

Prior to the entrance of the child into the program, parents are to provide a written medical assessment of their child as well as a physician's report with TB screening and record of immunizations.

The medical assessment will include the following:

- A record of any infectious or contagious diseases which would prevent care of the child
- Identification of any prescribed medications being taken by the child
- Ambulatory status
- Notation of all allergies
- Documentation of pre-existing medical conditions

The physician's report is to be filled out by a doctor within one year prior to admission, and returned to the center when the child begins attending the program.

It is imperative that the center is aware of all allergies, previous and/or any ongoing medical conditions in order to provide appropriate, individualized care for the child

## **IDENTIFICATION AND EMERGENCY INFORMATION**

In case of an emergency such as sudden illness or serious injury, that is non-life threatening, every attempt will be made to immediately notify parents or those individuals noted on your Emergency Information Form. It is understood that enrollment at The Learning Tree Preschool, LLC confers upon its personnel the obligation to select emergency care providers in the absence of our ability to reach parents or those individuals noted on the child's Emergency Information Form, within one hour of the illness/injury.

If the situation is a life-threatening emergency, the director or qualified teacher will call 9-1-1 immediately.

The Learning Tree Preschool, LLC has a written disaster plan with a detailed earthquake plan. Parents may view this in the preschool office at any time.

**NOTIFY THE CENTER IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER!**

## **INCIDENTAL MEDICAL SERVICES PLAN**

- Types of Incidental Medical Services to be provided - Doctor Authorized and Prescribed: over the counter medication, antibiotics, creams, ointments, lotions, eye drops, Epi Pen and Epi Pen Jr., and Inhaled Medications.
- Records to be obtained and maintained - **Parent Authorization to Administer Medication form**; Prescription label and/or Physician's written instructions with the doctor recommended dosage, potential side effects, and actions to take in the event of side effects; Medication Record Log listing dates, times, amounts and whom administered medication; and current Verification of Staff CPR and First Aid Training.
- Storage Requirements - Medication (including its equipment and medical supplies) will be stored in a cabinet in the staff kitchen, free from exposure to light and

- heat, and out of reach and accessibility to children. Medications that require refrigeration will be kept in the staff refrigerator which is also not accessible to children. It is the responsibility of the parent to drop off and collect medication each day, and to track and replace expired medication and equipment. First aid necessities such as band aids and gloves, are readily available in each classroom, ice packs are stored in the staff freezer, and a complete first aid kit including band aids, gloves, disinfectant, gauze, ice packs, and scissors is located in the office cabinet.
- Training requirements - Every two years, staff members are re-trained in the above areas by a licensed instructor from the American Heart Association. This training covers how to administer medication/services, the use and maintenance of required equipment and supplies, and what to do in an emergency.
- Staffing Requirements - The following staff members have completed and are current in Pediatric First Aid and CPR Training - Silvia Mason, Kamika Paxton, Stacey Johnson, Silvia Ravelo, and Jennifer Johnson (and many others). At the very least, one of the above staff members is on campus during normal business hours. Field trips are taken only by our Pre K students. During those occasions, Jennifer Johnson will accompany the students on the trip with necessary medications, permission slips, medical consent forms, and a first aid kit to ensure medical services are not interrupted.
- Plan for ensuring proper safety precautions - Anytime medication is required to be administered, staff members will take the proper safety precautions. Gloves will be worn during any procedure that involves potential exposure to blood or bodily fluids. Staff members have been trained to remove and dispose of dirty gloves properly, and to use proper hand hygiene after removal and disposal of gloves. Used instruments and/or containers will be rinsed and returned back to the parents for proper disinfecting and/or disposal.
- Plan for transporting medication, equipment and supplies - Medications are readily accessible and will be brought on field trips, or to an evacuation due to an emergency situation, in a locked box if deemed necessary. Medication will be monitored by a CPR certified teacher.
- Parent Notification - In the event that an Incidental Medical service has been provided, staff members will keep record by log, and parents will be notified and/or receive a note in their child's cubby. In addition, a copy of that note will be kept in the child's file.

- **Reporting Requirements** - If a serious incident were to occur, the Department of Social Services will be contacted and an Unusual Incident Report will be filed by the next business day, and a report will be filed within 7 days of the occurrence. If at any time changes are made to the Incidental Medical Services Plan, families, as well as Licensing will be notified within 30 days.

### **DAILY HEALTH CHECK**

The director or a teacher will conduct a health check each day the child enters the program. Children with obvious colds or illnesses will not be admitted. Please do not put staff in the position of refusing your child. For the protection of all of the children, a child should be kept at home if he/she shows any sign of the following symptoms:

- Diarrhea or vomiting: Children with intestinal disturbance accompanied by diarrhea or vomiting must stay home until free from symptoms for 24 hours.
- Fever: Children with a fever of over 100 degrees (oral) must stay home for 24 hours after symptoms subside.
- Any undiagnosed rash.
- Sore/discharging eyes or ears or profuse nasal discharge.

If the child develops any of these symptoms while at the center, he/she will be isolated from the other children. A parent will be called and asked to take the child home as soon as possible. The absence of a fever should not be the deciding factor that your child should not go to school. If your child is coughing strongly, or has been coughing for 1-3 days, your child needs rest and fluids. Children that are, in your opinion, questionable in the morning should not be brought to preschool. If your child is coughing throughout the night, they have not gotten a restful night's sleep and are not ready for a full busy day at school. Also, medicating children with OTC medications to "get them through the day", and not providing time for adequate rest, prolongs the illness and exposes the other children and staff to unnecessary illness.

### **SECURITY ISSUES/SIGN IN AND OUT PROCEDURES:**

For the child's safety, it is required that an adult brings the child into the building and brought to a teacher to acknowledge their arrival. State regulations require that children be signed in and out each day. Parents may be fined for repeatedly failing to sign their child in and out. The sign in/out area is located in the foyer. If using the paper log, the child is to be signed in by the adult accompanying the child. The adult signs the sheet for the appropriate day, with their full signature (first and last name) and indicate

the time the child is accepted for the day. The adult picking up the child is required to sign the sheet with full signature and pick up time. In addition to the sign in/out log, The Learning Tree Preschool, LLC utilizes a computerized check in and out system. Adults authorized to drop off and pick up students will be programmed into the system with either their fingerprint or a code, and will check students in upon arrival and out upon departure. Proper identification will be required until the authorized adult has been entered into the system. State law requires that the program release the child only to adults indicated on the Identification Information Form. The parent may add or delete names on the form at any time. The program cannot release a child into any other person's custody without parental written permission.

**Children will not be released to minors.**

The Learning Tree Preschool, LLC abides by all legally served court orders. A notarized court order must be presented and on file regarding parental custody matters.

**Staff is required by law to report suspected child abuse to the proper authorities.**

**OTHER IMPORTANT INFORMATION:**

**Parent Participation:**

Parents are welcome to visit the center at any time. If your visit will be for an extended period of time, we ask that this be arranged for ahead of time with the office. Please try and keep observations short, as it can be a distraction to other students in the classroom. Parents may wish to volunteer to help in many ways. Notes and sign-up lists will be posted near the sign-in area as needs/events occur.

**Late Pick-Up:**

The Learning Tree Preschool, LLC closes at 6:00pm daily. Children left beyond 6:00pm will be charged the current Late Pick-Up rate per minute. This amount will be added on to your next tuition statement. Our teachers have obligations of their own after work and it is a major inconvenience to them to have to stay late. **IN CASE OF EMERGENCY** someone will be available to stay with your child until you can let us know the problem and when to expect you. Your child is anxious too, when not picked up on schedule. Remember that your child cannot be released to any person not listed on your emergency form unless you make prior specific arrangements. \*\*\*Any unclaimed child will be turned over to the proper authorities.

**Birthdays:**

You may choose to celebrate your child's birthday at school. Please make prior arrangements with the office to determine what is appropriate. Please do not bring balloons. All "special" snacks must be store bought and peanut free. Birthday celebrations will take place during your child's scheduled yard time.

**Clothing:**

Please dress your child in comfortable play clothes with shoes suitable for active play:

- Select clothing that enables your child to easily use the toilet - no one-piece shirts with snaps, overalls, and belts or one-piece outfits.
- Children must wear shoes at all times. No crocs, cowboy boots, no flip-flop type shoes, and sandals must be closed toe and have a strap across the foot and behind the heel. Socks are recommended with all shoes.
- Girls wearing play dresses are strongly encouraged to wear shorts underneath.
- Please keep all forms of dress-up and costume wear for home use only.
- All children need to have at least one complete change of clothing including socks and underwear in their cubby.
- Children must have a jacket or sweater at school at all times. Weather can be unpredictable.
- Please LABEL all clothing clearly.

**Sunscreen:**

We ask that you please apply sunscreen to your child prior to school. We may apply sunscreen to children during summer months that are extremely fair or have sun sensitivity ONLY with a signed Sunscreen and Ointments/ Lotions permission slip. Sunscreen must be left with a teacher or in the office, but never in a child's cubby, lunchbox, etc.

**Media Consent:**

From time to time, The Learning Tree Preschool, LLC will take pictures or videos of the students to display in the classrooms, foyer, website, etc. Permission to share or post the pictures/videos is given or restricted on the Media Release form in the Registration Packet.

**Pesticide Information:**

The outer perimeter of the school will be sprayed one Friday a month, after school hours, with an Organic Pesticide - Essentria IC3 - which is exempt from registration by the US EPA and does not require reporting or posting with The Healthy Schools Act. If you would like further information in regards to the pesticide application, please feel free to contact the school office.

## DISCIPLINE POLICIES:

We believe that all children have the potential to make good choices. But all of us at times make choices that affect others or ourselves in a negative way. If a child engages in unacceptable behavior, we will explain to him/her why his/her actions are unacceptable. Then, together, the teacher and child will plan some ways for changing the problem behavior. This may mean the child is re-directed to a different area on the playground or in the classroom. It may mean the child is not allowed to continue playing with a toy or piece of equipment that he/she may be using inappropriately. We always encourage children to make good behavioral choices.

All persistent behavior problems will be reported to the child's parent/guardian. Documentation will be made of persistent behavior problems. If the problem continues, the teacher and/or director will meet with the parents to make an action plan for desired behavior change. The child who continually hurts others will be removed from the program.

The following steps will be taken before the child is removed from the program:

1. Parents will be notified of persistent behavior problems.
2. Parents will meet with the teacher and director to discuss the problem situation.
3. An action plan, which may include counseling will be implemented to attempt to alleviate the problem behavior.
4. If, after two weeks, or a time specified by the teacher and director, no improvement is evidenced, the child will be removed from the program.

We thank you for the opportunity to have your family join our program. We look forward to the relationships that will be built while you are here. We strongly believe that consistency and communication are the key to providing your child with the best possible program. As always, please do not ever hesitate to come into the office or give us a call if you have any questions or concerns.



\*\*\*Please note that any provisions contained in the Parent Handbook may be modified, amended, or eliminated by The Learning Tree Preschool, LLC at any time with or without notice.

## STATEMENT OF POLICY

**PAYMENT:** Rates are based on a **four week** bookkeeping month with payments due in advance. There is a savings for making a 4-week payment in full on the first day of scheduled attendance. Upon enrollment, you will receive a payment due date schedule and current rate sheet.

**Here are your payment options:**

1. Pay 4-week payment in full on your child's first day of scheduled attendance. If 4-week payment is not made on the billing due date, a late fee of 10% will be applied.
2. Pay weekly with payment due on your child's first day of attendance for the week. Weekly payments are 10% higher than the 4-week tuition rates. If weekly payment is not received on the first scheduled day of attendance, a late fee of 10% will be applied. **\*\*If your child's tuition (weekly or 4-week) is not received by the end of the week, your child may not attend the following week until all balances have been paid. Any check returned for insufficient funds will be charged an NSF fee and will be billed as a late payment. \* We offer an auto-pay ACH debit option for 4-week tuition payments to families that are interested. There is an additional processing fee for every debit.**

**EXTENDED COST:** Half-day students will attend from 8:50-12:00. Children attending extra hours, before 8:50 or after 12:00, will be billed an hourly extended cost (see current rate sheet). You will have a 5 minute window on either side before the extended cost begins. Extended cost is pro-rated, so you are only billed for the time you use.

**TUITION:** There will be a slight tuition increase each June to offset cost of living, business expenses, teacher's salaries, etc. Parents will be notified of tuition rate increases by written notice at least 30 days in advance. Please see current rate sheet for further information. See price sheet for current fees. There is a late fee charged by the minute (see Late Pick Up Policy for current rate) for any student staying after 6:00pm.

**VACATIONS/ILLNESS:** No tuition allowances or discounts are made for vacations or illnesses. If your child will be absent for any amount of time, full tuition must be paid in order to maintain their space in the program.

**HOLIDAYS AND SCHOOL CLOSURES:** We observe the following Holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr Day, President's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day & a maintenance day (usually the Friday before Labor Day), Columbus Day, Veteran's Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. **\*\*\*There may be certain situations where the school would need to be closed for a period of several days. In the event of that occurring, parents would be notified well in advance.**

Attendance surveys will be done to see whether or not your child will attend: the two weeks at Christmas daycare, Spring break and any Holidays not listed above. Info about the surveys will be sent out with the monthly newsletter and used to help us assess our staffing needs and allow some teachers time off if attendance is low. Please note there is no credit for not attending.

**PROBATION:** Upon enrollment, please understand that your child is being admitted on a **three month** probationary basis. We reserve the right to dismiss any child who is unable to adapt to our program.

**WITHDRAWING FROM FALL SESSION:** If you wish to resign your child's space for any reason, a two weeks written notice must be given. You will be refunded any unused tuition. You will be held responsible for two weeks payment without written notice. **\*Summer Program has its own withdrawal policies which are explained in Parent Handbook and the Summer Registration form for the current year.**

You will be held responsible for all collection fees.

We are here to serve you and want to work together with you for the best possible care and well-being of your child. Please contact the office if you have any questions, comments, complaints or suggestions.

We welcome people of all kinds and are non-discriminatory.

**I UNDERSTAND, HAVE READ AND AM IN AGREEMENT WITH THE ABOVE POLICY STATEMENT.**

DATE: \_\_\_\_\_

NAME OF CHILD: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_



# 2021 SEPT

CALENDAR YEAR / MONTH

FIRST

Monday	Tuesday	Wednesday	Snack Schedule Thursday	Friday	Saturday	Sunday
29 <b>AM</b>	30	31	01 Saltines Water	02 PRETZELS Water	03 <b>Am snack served during your child's yard class time</b>	
05 HOLIDAY	06 SCHOOL CLOSED	07 SALTINES Water	08 CLUB CRACKERS Water	09 VEGGIE STRAWS Water	10 <b>9:30, 9:45, 10:30 or 11:15</b>	
12 SALTINES Water	13 Club Crackers Water	14 ANIMAL CRACKERS Water	15 VEGGIE STRAWS Water	16 PRETZELS Water	17	
19 RITZ Water	20 cheezits/pretzels Water	21 SALTINES Water	22 ANIMAL CRACKERS Water	23 Veggie Straws Water	24	
26 GRAHAM Water	27 NILLAS Water	28 PRETZELS Water	29 Club Crackers Water	30 VEGGIE STRAWS Water	01	
03 <b>S</b>	04 <b>A</b>	05 <b>M</b>	06 <b>P</b>	07 <b>L</b>	08 <b>E</b>	

# 2021 SEPT

CALENDAR YEAR / MONTH

Monday	Tuesday	Wednesday	Snack Schedule Thursday	Friday	Saturday
29 <b>PM</b>	30	31	01 cheerios water	02 CRACKERS water	03 Craisins/Raisins offered daily with afternoon snack
05 HOLIDAY	06 SCHOOL CLOSED	07 ANIMAL water	08 SALTINES water	09 CRACKERS Water	10 PM snack served after nap around 3:30pm
12 VEGGIE STRAWS water	13 ANIMAL water	14 CLUB CRACKERS water	15 POPCORN/SALTINES 2'S water	16 CRACKERS water	17
19 PRETZELS water	20 POPCORN/SALTINES 2'S water	21 VEGGIE STRAWS water	22 SALTINES water	23 CRACKERS water	24
26 PRETZELS water	27 CLUB CRACKERS water	28 SALTINES water	29 POPCORN/SALTINES 2'S Water	30 crackers Water	01
03 <b>S</b>	04 <b>A</b>	05 <b>M</b>	06 <b>P</b>	07 <b>L</b>	08 <b>E</b>