

Laughter N Learning Center

Parent Handbook Agreement Form

Dear Parents,

Please read, initial each section that you understand what is stated, signed and return this agreement to the Director.

Check each bullet point to confirm your agreement

- 1. I hereby agree to the general policies and procedures of Laughter N Learning Center regarding tuition and fees, attendance and other items specified in the Parent Handbook. I am aware of the scheduled preschool holidays. I understand that the registration fee is non- refundable.
- 2. I have read and understand the safety/ emergency procedures, which will be followed in the event of an accident while my child is attending Laughter N Learning Center. I hereby authorize Laughter N Learning Center to take appropriate emergency action for the safety of my child.
- 3. I have read and understand the healthy policy of Laughter N Learning Center. I also understand the requirement for written authorization for medication to be administered to my child.
- 4. I have read and understand the discipline policy of Laughter N Learning Center. I hereby agree to notify Laughter N Learning Center two weeks in advance of withdrawal, such an event occur, or pay the difference.

Parent's signature _____

Parent's signature _____

Date _____ Directors initials _____ Date _____

Philosophy

It is our goal at Laughter N Learning Center to give each child enrolled in the center the best quality and loving care that they all deserve. We will provide quality child care, which enhances the social, emotional, physical and mental development of each child. We will also ensure that the children will be given praise and will build up their self-esteem and self-confidence. It is our center's belief that these areas are an essential ingredient in a child's life. We will also teach self-discipline through positive guidance and redirection.

We respect parents as the primary and most important provider. We believe parents and teachers are partners when it comes to the children's care. Our teachers are sensitive to each child's needs and rate of development. All children will be respected as valued and unique individuals.

Mission statement

Our mission is to provide quality care, education and development for each child, to their greatest potential mentally, physically, socially and emotionally.

Preparing your child for Preschool

Preschool is going to be a new and great experience for your child. It is worthwhile for parents to help their child overcome the fear of facing new situations. You may help your children by:

- Always speaking of going to school as a pleasant, joyous event.
- Taking time to talk with your child about the new experiences they will have so that they will look forward with pleasure to their first important year in school.
- Prepare your child for the fact that they will be left alone in school to enjoy the company of other children.
- Know the teacher. Your child will be happy and secure if they know that their teacher and parents are friends.

The first days of school can be a very happy or unhappy experience for your child. By your words and actions, on the first few days you can help. Guard your actions about leaving your child in tears. When the child realizes that you are not available, they will accept the teacher's guidance more readily.

Your child may have some fears and anxiety about being away from you. Children need time to adjust to their new surroundings. Our caring staff will be there for your child when you need to depart. Feel free to call the Director when you arrive at work to see how your child is doing.

Programs

Laughter N Learning Center program will be accomplished through a balance of creative play, songs, stories, structured activities, crafts and outside of play. We offer full time care for ages two week through twelve years old. Our hours of child care are from 6:00 a.m. to 6:00 p.m. Monday through Friday. We also offer 24 hour care upon request.

Curriculum

We know that the first five years of childhood are the most important in a child's development and learning period. The curriculum we use for the two year olds and up is the KIDSPARKZ curriculum. The KIDSPARKZ curriculum ensures that the children will be taught new material on each age level and that there will be sufficient review old material each year. Children can progress steadily from year to year. This curriculum provides for much review in a variety of ways to ensure good learning. We use the High Reach of curriculum in our one year old class period theme based curriculum that focuses on a different thing each week and a new shape and color each month. Our teaching method is through learning centers, also preschoolers will choose from art, block, home living, puzzles and manipulatives where activities have been planned to help teach the children. Computers are incorporated in the learning centers in ages two and up.

Monthly calendars and News letters

You will receive your preschool calendar and newsletter each month. Each calendar will include the monthly curricular topics, staff and children's birthdays and scheduled events In the classroom.

Staff

Every effort is made to hire the most qualified people to help your child reach their full potential. References are checked on every employee; all state standards are met or exceeded.

Enrollment

For your child's safety and to comply with the state regulations all health forms and enrollment papers must be completed and filed at the center prior to your child's first day of attendance. The following items must be submitted at the time of enrollment.

- ✓ Application for enrollment
- ✓ Childs preadmission health history

- ✓ Identification and emergency information
- ✓ \$85.00 registration fee
- ✓ Admission agreement
- ✓ Physicians report
- ✓ Notification of parent rights
- ✓ Consent for medical treatment
- ✓ Personal rights
- ✓ Parents contract agreement
- ✓ Field trip
- ✓ Medication policy

Laughter N Learning Center does not discriminate in regard to religion, sex, national, or ethnic origin in our admission policies. Other items needed to ensure your child's stay at Laughter N Learning Center include:

Infants: bottles, wipes, diapers, blankets, formula baby food, Kleenex, bibs, and two sets of clothing.

One year olds: Sippy cup, wipes, diapers, Kleenex, blanket and change of clothing.

Two year olds: Wipes, diapers (Pull Ups or Training Pants), blanket and change of clothing.

Three and four year olds: Blanket and change of clothing.

Registration and supply fee

A registration fee will be due upon enrollment per child. The registration is **non-refundable**.

Tuition policy

Tuition fees are due and payable are due on **Monday**, or on your child's first program day.

A late fee of \$25.00 will be posted **Tuesday after 6:30 p.m.** if payment has not been received.

If fees are still not payed our center will reserve the right to deny services for your child, until payment is made in full. No account will be allowed to go two weeks without a payment. Laughter N Learning Center reserves the right to adjust its tuition policy as deemed necessary period.

Tuition can be placed in the tuition box next to the parent news board bin the hallway. PLEASE DO NOT LEAVE IT ON THE OFFICE DESK if no one is there to take it. You must receive a receipt for cash payments.

All families receive a statement for tax purposes by January 31st for the previous year, is long as your account is paid in full.

Returned checks

Laughter N Learning Center will charge **\$25.00 fee** per check on returned checks. Payment is to be remitted in cash within five business days. After the second returned check, future payments will only be made in cash. If NSF checks are not cleared in a timely manner, Laughter N Learning Center preserves the right to submit NSF information to the STATE Attorney's Office for legal assistance.

Late Pick- Up Charge

Parents who pick up their children **after the regular closing time (6:00pm)** will be charged a late fee of **\$1.00 per minute interval**. Late charge will be **due the next day** (there will be no exceptions). The parent will be asked to sign a late pick-up form acknowledging that the child was picked up late and that the late fee is due. If this becomes an ongoing problem, then you will be asked to find another center that can accommodate your needs.

Food

Our center will provide a nutritious breakfast, lunch, dinner, and two snacks per day, if your children need breakfast, we ask that you bring your children to the center **before 7:30 am**. After 7:30am, your children will not be served breakfast. Classes have their morning snack by 9:00am, if there is anything your child cannot eat, please make sure the office and your child's teacher is aware.

Daily Sign in/out

A daily sign in/out form is posted near the office. Please make sure that you sign your child in and out on a daily basis. The time your child is dropped off and picked up should be entered and your signature beside it.

Release of Child

Children will be released only to those persons whose names are listed on the child's enrollment form. Parents must provide a **written** notice to the Director or Assistant Director if someone else will be picking up your child. Any person picking up any child will have to show their ID at the front office. This is for your child's safety.

Holidays

Our center is closed for the following: New Year's Eve & New Year's Day, Martin Luther King Day, President's day, Memorial Day, Independence Day, Labor day, Veteran's Day, Thanksgiving Day & the following Day, Christmas Eve, Christmas Day, & the following day (December 26th will be used as a personal day!). Laughter N Learning Center reserves the right to amend the days that the center is closed. If we choose to close on an unscheduled day, ample notice will be given so that you may make other accommodations.

Field Trips The Pre- Kindergarten class will take field trips at least twice a year (excluding December). Parents are encouraged to help on field trips: however, we must limit the number

of chaperones per field trip to **two**. All chaperones will pay the admission fees on all field trips. A field trip flyer is sent home prior to all field trips. Please make sure all monies are paid (**cash only**) by the due date. All children going to the field trip are encouraged to wear their Laughter N Learning Center shirt. (Children that are not participating will remain at center with staff)

Vacation or Occasional Absences

No refunds shall be made for sick days or absences. Refunds, credits, or make-up days cannot be granted. If your child is out for two consecutive weeks due to an illness, you will be required to bring in a physician's note. You will be required to pay full tuition for the first week and then you will be allowed to pay fifty percent (50%) of the tuition for the second week, to hold your child's place. If your child is sick for more than two days, please call the center to let us know. It is helpful to the center and to the teachers to know if a child will be out for more than two days.

Illness policy

Please keep your child home if he or she displays any of the following symptoms:

- A fever of 100 degrees or more, or has had a fever in the past 24 hours.
- A constant cough, wheezing, nasal discharge, sneezing, vomiting, or diarrhea.
- A communicable disease. Please notify the director immediately if your child has or has had a communicable disease. Your child must be on anti-biotics for 36hours before coming back to the center.
- Redness of the eyelids accompanied by discharge. (pink eye)
- Severe itching of body or scalp. (lice)
- Sore throat.
- Unusual spots or rashes.
- Mouth sores with drooling.

A phone call to let us know why your child is absent would be appreciated. Children with a fever cannot return to our center until 24 hours after the fever is less than 99 degrees. Children with diarrhea bowel movements during the day, we will make a courtesy call to let you know. After the 3rd diarrhea bowel movement, you will be asked to pick up the child. Children with a serious illness will not be allowed to enter our center without a physician's approval. (Must be in writing)

Should your child become ill during the day, you will be notified as soon as possible. Parents are required to promptly (30 minutes) pick up their children from the center.

Parents that are unable to pick up their child in a timely manner will need to have an authorized person on your child's enrollment form if needed. In the events of a serious illness or injury and we are unable to contact you or any person listed on your enrollment form, at the discretion of the Director or Assistant Director, the paramedics will be called and your child will be transported to an emergency facility. Daily health checks are made on

each child upon their arrival. If a child shows visible signs of being ill or any time during the day, the parents will be called to pick up their child.

Medication

A physician must prescribe all medication given to a child at our center. The parents will be required to fill out a medication release authorization form. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, amount and time of dosage. All medication must be kept in the office. No over the counter medication will be given, unless a written doctor prescription is presented with the medication. Again, the correct dosage and time of medication must be on the doctors prescription. It is the responsibility of the parent to pick up the medication from the front office.

Drop off policy

All children should arrive in their class by 8:00 A.M. this will ensure that your child gets the best learning experience for their day. **No child will be allowed to be dropped off after 9:00 A.M.** This policy is to allow the other children in the center to have rest time without any interruptions.

Discipline policy

Our discipline policy involves step procedures that will be utilized by our teachers:

1. Prevention

- A. Children are kept busy
- B. Children are given positive attention, notice, and praise.
- C. Positive actions, sharing, taking turns, and kindness towards others.

2. Positive redirections

- A. Children are calmly redirected.
- B. Children are distracted in a negative situation.
- C. Focus on the **behavior** rather than the child.

3. Special Time (Time out)

- A. Children will be placed in a special time to collect themselves.
- B. For continued inappropriate behavior
- C. For physical harm to another child.

Each situation will be calmly, gently, and positively discussed with your child and focusing on the **behavior**. After an understanding is reached, your child may return to the activity, or be redirected to another activity. Should a child's behavior become an ongoing problem, our center reserves the right to withdraw your child. Parent conference will be held in the event of

continued unwanted behavior. After meeting with parent and behavior continues termination of services will follow.

Biting Policy * In order to provide the best possible care for all the children here at the center, we have implemented a biting policy. The parents will be notified when a child has bitten another child or staff member. One teacher will shadow the child trying to avoid another biting incident from happening. If the child bites again during the same day, we will contact the parent to come and pick up the child from the center. If the child bites another child and breaks the skin the child will be suspended for one day. After the child has bitten 3 times or becomes an ongoing problem our center reserve the right to withdraw your child.

Potty training

This is a task when teachers and parents need to pull together as partners. When you feel your child is ready to begin potty training, we recommend that you bring in at least (4) extra changes of clothing each day. All children are unique individuals and have their own pace to potty training.

Clothing

Please dress your child in comfortable play clothing. Your child will participate in a variety of different activities throughout their day. Clothing should be durable and washable. Straps or complicated buttons, slippers and belts that cause frustration must be avoided. If one piece outfits are worn, the child must be able to get in and out by themselves. Comfortable shoes that provide protection should be worn; closed toe shoes with rubber soles that are securely tied or fastened (tennis shoes, sneakers) Please no dress shoes. Boots, flip flops or sandals. Dress your child in season appropriate clothing. All jackets, sweaters and coats should be labeled with your child's name in permanent marker, we cannot be responsible for unmarked clothing. You will be asked to supply a complete set of extra clothing. (Shorts pants, shirts, socks, underwear and shoes) We suggest that the clothing can be placed in a clear zip lock bag with your child's name on it. We discourage clothes with fighting characters (ninja turtles, power rangers, etc) the children tend to act out the aggressive behaviors and hurt each other.

Nap and rest time

After lunch, a nap/rest time will be required for all preschool children. Parents will need to furnish a small blanket with your child's name on it. Your child's blanket will go home on Fridays to be washed and returned the following Monday.

Toys

Since it is often difficult to share personal toys, we ask that your child does not bring toys from home. . Laughter N Learning Center, toys are provided for the children that have been

selected for their educational and age appropriateness. If your child's teacher requests that an item be brought for show and tell please remind your child that the toy is for show and tell and will remain in their cubby until show and tell time. Please do not bring toy guns or weapons of any kind. We cannot be responsible for broken or missing toys brought from home. **Please make sure toys are left at home.**

Outside play

Your child's experience outside is an important extension of their classroom learning. All children will go outside unless its raining. Please make sure your child has a jacket or coat for the weather. because of staffing it is not possible to keep your child inside when the class goes outside.

Birthday/Parties

Our classes have parties for Valentine's day, Easter, Fall festival and Christmas. A sign up sheet or notice concerning the party will be posted on each classroom door. The teachers may request food or party items and your help is greatly appreciated.

Birthdays are important to children and we are happy to celebrate your child's birthday with them. If you wish, you may bring a cake cupcakes, cookies, muffins, or doughnut holes as a birthday treat. Please make sure you let your child's teacher know ahead of time so that they can plan their afternoon snack time. Please keep everything simple, we cannot hand out invitations to home parties **unless all the children in the class are invited. For all safety reasons balloons are not permitted.**

Emergency closing policy

In the event that an emergency arises which makes it necessary to close the center parents will be notified as quickly as possible. We will always do our best not to close on unplanned days but nature has a way of changing our schedule sometimes! No allowance for tuition will be made for such an occurrence. We ask you to call our voicemail for updated information.

Withdrawal

A two week notice is required when withdrawing your child from our center. If a two week notice is not given you will be charge the regular tuition for the two weeks.

Grievance Policy

Parents are encouraged to speak to their child's teacher first to discuss situations of concern. If things are not resolved to parent's satisfaction, the Assistant Director should be contacted. If she is unable to resolve the concern to the parent's satisfaction, then it should be brought to the attention of the director. Communication is an essential key that is needed to provide the best quality care for your child.

