

GREAT BEGINNINGS

Parent Guidelines, Policies, and Procedures

HOURS OF OPERATION:

Our centers will be open Monday through Friday, 6:30am-6:00pm. However, we will be closed on the following days;

- Saturday and Sunday
- New years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day: Thursday and Friday
- Christmas Holiday: December 24th, 25th, & 26th.

WELCOME HOME:

GREAT BEGINNINGS is a place we want you to call home. We pride ourselves in having an environment where children have a desire to learn and develop in a hands on, literacy rich environment. We also pride ourselves on instilling to your children a high standard of moral character. We try to ready your child for school by having a set schedule for each age group teaching them structure and classroom etiquette. The bulk of our lessons are taught in the morning. Lessons are reinforced throughout the day thru play and educational games.

We have an open door policy and encourage parents to come and go as they please. Parents who wish to participate in projects, events, field trips, etc. are welcomed

Children are encouraged to learn from each other as well as from our teachers and environment. Safety and proper use of toys and equipment, as well as sharing, appropriate language and respectful use of hands and feet are expected and supported through positive reinforcement daily.

GREAT BEGINNINGS does not discriminate against anyone (adult or child, staff member or parent) on a basis of sex, age, religion, national origin, race, marital status, physical or mental disability, or veteran status.

REGISTRATION:

In order for you to attend **GREAT BEGINNINGS**, we require a completed registration form, Know Your Childcare Facility, medical consent form and emergency data card for each of their students before their first day of attendance. Children not enrolled in public school must also provide a current and original shot/immunization record (blue form) and physical (yellow form) for their child within 30 days of enrollment. Children without current physical and shots cannot attend due to DCF regulations. Registration and supply fees along with your child's first weeks tuition are due before your child can attend.

TUITION:

Tuition is due each Friday for the week following. Payments are to be made at the front desk to ensure proper credit to your account. Your tuition amount will be determined at the time of registration depending on the program your child is entering. After 90 days of enrollment you are eligible to receive one week vacation credit per year. This may be used for any reason. In the event of long term illness or hospitalization of at least 3 weeks please contact management as soon as possible. Children with reduced tuition because of specials will not receive the vacation credit.

Please if you are paying with cash always insist on a receipt.

If you wish to withdraw your child from our program we ask that you give a written notice two weeks prior to the withdrawal date. In addition, non-payment of services may result in termination from our program.

ADDITIONAL FEES:

- \$25.00 weekly late fee for past due accounts. Charged to delinquent account every Tuesday morning.
- Children with late tuition will not be allowed to attend until balance is caught up. You are paying for a spot whether you attend or not, vacation credits of **one** week per calendar year are allowed. You must continue to be current in payment to keep your spot.
- \$25.00 reinstatement fee if your account is terminated due to non-payment. Accounts will be terminated if 2 weeks tuition is due at any time.
- Tuition rates are based on a 10 hour day. If your child is in attendance for more than 10 hours your account will be charged \$5.00 per hour above the 10 hours.
- \$1.00 per minute per child late fee after center closing time.
- \$25.00 fee for any returned check. (If we receive 2 returned check in a 12 months period you will be put on a cash only basis.)
- \$5.00 per 15 min beyond allotted one hour pick-up time if you are called due to your child becoming ill.
- If your child is in the VPK program they have to be at the school when the program starts. If your child is more than 5 minutes late the state will not pay for that hour and you will be responsible to pay the \$5.00. If your child is picked up later than 10 minutes after the program ends you will be charged the late pick-up fee of \$1.00 per child per minute payable that day. Late fee applies to **VPK ONLY** children.
- Coalition funded children will be held responsible for and billed for all absences beyond the ones allowed by contract. Billing will be based on the amount paid to GBLC by the coalition.
- Snack and wipes are due at the beginning of every month. If they are not brought in your account will be charged \$3.00 per item and per child.

ATTENDANCE:

Our centers must track every child scheduled to be in our care on a daily basis. Please call us as soon as you know your child will be absent. If your child is absent from school or gets picked up early please call before 1:30pm to inform management of absence. Our buses will not leave any school before making sure where each child is. Children funded by the coalition are allowed 3 paid absences a month. Following the allowed absences you will be responsible for your tuition. Your account will be charged for every day past those allowed.

DROP OFF AND PICK UP PROCEDURES:

We require that you carry or walk your child into our facility, sign them in and walk them to class if there is not a teacher there to escort them. When picking up your child please remember to sign them out. **DCF REQUIRES THAT YOU SIGN YOUR FIRST AND LAST NAME ALONG WITH THE TIME** when signing your child in and out. This allows us to properly credit your account and keep track of your child. In the event that someone else picks up your child they will be asked to provide a photo ID that must match the name given on your child's registration form. **Parking must be in the designated parking area to ensure safety for those coming and going to pick up their children.**

ILLNESS, MEDICATION AND FIRST AID:

We want to make sure that all children stay healthy. If your child is ill, they may not attend. If your child is sent home from public school due to illness, they may not attend our center. If your child becomes ill after being dropped off we will contact you immediately and your child must be picked up within one hour. Your account will be charged \$5.00 per every 15 minutes that exceeds your one-hour allotted time. It is very important that we have current and correct contact numbers in case of illness, accident, or injury.

Your child will be considered ill by our center as per state guidelines if they have any of the following symptoms:

- Fever of 100 degrees or higher (Your child may not return to center until 24 hours after the fever has broken.)
- Diarrhea
- Vomiting
- Colored nasal discharge
- Pink eye
- Rashes, bumps, or any other questionable conditions
- Head lice

In some cases a doctor's note may be required in order for your child to return to our center.

In the event your child needs any medication; it must be in a prescription bottle with your child's name and dosage instructions attached and must be within its expiration period. However, we will not administer medications that only require a twice a day dosage. A Medication Authorization form must be filled out before we can administer it to your child. All medication must be kept at the front desk to ensure that it is in a safe place. Please also notify your child's teacher of medication and times that it is to be given. Our centers will not give over the counter medications.

In the event your child has head lice you will be called immediately to come pick them up. In order for your child to return to our center they must be checked at the front office and be totally nit free (no eggs).

If your child needs minor first aid treatment, please be advised that our staff members are CPR/First Aid certified and are capable of providing this treatment. If an injury requires medical attention, appropriate emergency procedures will be followed and you will be contacted immediately.

DISCIPLINE:

It is our wish for your children to feel at home in our center. As a result of this we follow a more relaxed disciplinary guideline than other programs. Our number one method in dealing with behavioral issues is through positive reinforcement between the child, teacher and parents. We feel that keeping the lines of communication open solves most problems effectively. If these techniques do not prove to be successful we will then place the child in an age appropriate time out to allow them to gather themselves and then return to their activities. Children who have continual problems resulting in safety issues to other children and staff and who fail to respond to the previously mentioned disciplines will be suspended from our program. The first suspension will be for one day. The second suspension will be for three days and the third for five days. If another offence occurs after their third suspension the child will be permanently withdrawn from our program with no refunds available. Aggressive or dangerous behavior in which other children or staff can be hurt will not be allowed and will result in termination if it cannot be resolved.

FIELD TRIPS:

We believe that field trips enhance and educate children, serve as a great social experience and provide an opportunity to see and do new things. We schedule many field trips at no additional cost to you. However, there may be times when an additional fee is required.

We do require that your child wear a **GREAT BEGINNINGS** T-shirt while on all field trips. We have shirts available for purchase at our front desk as you need them. These shirts are to help our staff in quick identification which increases safety. All parents will sign a permission slip for each field trip your child attends. You will know in advance where we are going and the times we will be gone. You will be able to decide if you wish your child to attend a field trip.

INCLEMENT WEATHER:

In the event of severe weather our centers will remain open unless there is a mandatory evacuation of the area. In the case of closure your account will not be charged for services not received. We follow local school for our closures. If they are closed we will follow them and close our centers for safety.

DRESS CODE:

- Closed toed shoes only! NO SANDELS
- Comfortable clothing allowing mobility as your child plays and moves about.
- Appropriate clothing for the weather. (Jacket, sweater etc for colder days)
- No jewelry should be worn with the exception of pierced earrings. Earrings should be stud type and not hanging type for safety. GBLC is not to be held responsible for lost, stolen or broken rings, necklaces, etc.

NOTE: Please label **all** clothing brought by your child with their name as many items look similar.

SUPPLIES:

- Labeled extra outfit for your child (to be left at center, accidents do happen)
- Diapers to last your child at least one week (please check supplies daily)
- Wipes for all children. One package per month.
- Small blanket for nap time.
- No diaper bags or back packs please.

MEALS AND SNACKS:

Our centers provide a nutritious lunch for your child daily included in your tuition. Lunch hours are from 11:30am-12:30pm. Please have your child at school at least 15 minutes prior to lunch time to avoid any classroom disruptions. Your child will be given a snack day once a month. You will be responsible for providing a healthy snack for your child's class on that day. If your child has any allergies or special dietary needs please inform the front desk and your child's teacher and also provide this information in writing on your child's enrollment form.

I have read, understand, received a complete copy (pages 1-5 with additional signature page) and agree to follow the guidelines, policies and procedures outlined in this manual and wish my child to attend **GREAT BEGINNINGS**.

Parent / Guardian Name: _____

By signing you acknowledge that you received a copy of and agree to adhere to the entire policies and procedures.

Parent / Guardian Signature: _____

Date of Enrollment: _____

Child(ren) Name(s): _____

Center employee signature: _____