

## WHIZ KID LEARNING CENTER, INC. POLICIES AND PROCEDURES

Welcome to Whiz Kid Learning Center, Inc.! The purpose of this handbook is to outline the policies and procedures under which we operate as a licensed child care facility. Children in our care are given the opportunity to learn, feel safe and loved; meanwhile they begin to build a positive self-image. Your child will receive the highest quality of care. Each child will receive an opportunity to gain practice in language, fine motor, large motor & self-help skills. Your questions and comments are important so we can achieve the very best experiences for your child. Children will not be denied enrollment on the basis of sex, race, religion or disability.

Below you will find the following policies and procedures pertaining to Whiz Kid Learning Center, Inc. These policies are non-negotiable and are legally binding.

### **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 nonrefundable and is paid at time of enrollment.
- \_\_\_\_\_ 2 The client understands that medicine forms must be filled out before any medication will be administered.
- \_\_\_\_\_ 3 Parent agrees to submit (on or before the first day of care) a copy of each child's current medical card or insurance card, as well as each child's immunization record.
- \_\_\_\_\_ 4 A two-week notice or two-week's pay must be given if parent decides to terminate their contract.
- \_\_\_\_\_ 5 The parent understands Whiz Kid Learning Center, Inc. is responsible for informing parents of any accidents occurring during the day. Accident forms are filled out, signed, and filed into child's history folder.

### **Payments**

Tuition is due on the Friday prior to the week in which services will be rendered. You have the option of paying by check, money order, credit card, and or debit card. **NO CASH** accepted. All rates may be reviewed and increased annually.

- \_\_\_\_\_ 1 If a payment is not made on the due date, you will be charged \$10 for each day that the payment is late.
- \_\_\_\_\_ 2 No spots will be reserved until the registration fee is paid.
- \_\_\_\_\_ 3 We do not accept post-dated checks. Checks must be dated for the day services are being paid.  
Check writers must include driver's license number and date of birth on all checks. Checks will be processed via Telecheck by way of EFT ( Electronic Funds Transfer)
- \_\_\_\_\_ 5 Returned checks will be assessed fees payable in cash or money order for:
  - 1. The full amount of the check, and
  - 2. A \$25.00 service fee and
  - 3. Any additional fees incurred due to non-clearance of a check.

\_\_\_\_\_ 6 If two checks are returned, you must pay in cash thereafter.

### **Hours/Days**

Opening time for Whiz Kid Learning Center, Inc. is 6:30 a.m. and pickup 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 \$1 for each additional minute past closing time.

- \_\_\_\_\_ 1 Parents will be charged for the full week whether the child comes for one day or all five. Holidays that fall during the week will be paid for although the center is closed. \_\_\_\_\_ (Initial)
- \_\_\_\_\_ 2 Parents receive one free week of vacation time per school year (August to August). Child can not be in attendance during this week. Vacation can not be taken the last week of July.
- \_\_\_\_\_ 3 The center will be closed the last week of July. Parents are responsible for paying the full amount of tuition.

### **Arrival Procedures**

- \_\_\_\_\_ 1 Students attending school for the day should not arrive after 8:30 a.m.
- \_\_\_\_\_ 2 To ensure that each child is safe and supervised at all times and to foster daily communication between families and faculty, a parent or authorized guardian must accompany each child into the school and make sure that the child is under supervision before leaving the premises.
- \_\_\_\_\_ 3 Parents/guardians are responsible for signing their child in and out daily by using the time clock system located in the office.

### **Departure Procedures**

Parents will pick their child/children up at the door and will walk their child to the car. No child will be released to a honking horn.

- \_\_\_\_\_ 1 Only designated persons will be allowed to pick up the child/ren.

### **Fire and Safety and Severe Weather Procedures**

Fire safety drills will be held monthly. In the event of a fire, personnel and students will be relocated to the New Life in Christ Lutheran Church at that time parents will be notified. Severe weather drills will take place every six months.

### **Discipline Procedures:**

We use discipline to reinforce appropriate behavior and or redirect inappropriate behavior. This is achieved through love, consistency, and firmness. Facility rules are discussed and reinforced daily. If any of the rules are broken the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**Discipline Procedure cont.**

3. **Time out:** the child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.
4. **Last resort:** When a child’s behavior is continually upsetting or dangerous to others, or any staff member a conference will be called with the parents. If the problems can’t be resolved, arrangements will have to be made for the child to go elsewhere for care.

- \_\_\_\_\_ 1 A period of 2 weeks trial is given for adjustment. During this time period the parents or provider may decide to terminate care without prior notice. Once the trial period has expired, care can be terminated with 2 weeks written notice. Payment for two weeks will be accepted in lieu of notice. All final payments are paid at the time of notice. In cases of non-payment, legal actions may be taken and the parents will pay all legal fees incurred.

**Meals**

Children will be provided one hot meal per day. Meals consist of breakfast ,lunch and an afternoon snack.

Please refrain from sending food or gum unless it has been pre-approved by the director. You should be aware of meal times to ensure that your child/ren is/are present.

**BREAKFAST** 7:00 AM to 8:00AM  
**LUNCH** 11:00 PM to 12:00 PM  
**PM SNACK** 2:30PM to 3:30 PM

- \_\_\_\_\_ 1 If your child is dropped off after breakfast, it is your responsibility to feed your child. It’s advisable that children do not bring in outside food, because there is never enough to go around.
- \_\_\_\_\_ 2 Students are encouraged to eat but not forced to. However, children who choose not to eat will not be served an additional meal until the next mealtime.

**Clothing and Supplies**

Children’s belongings must have their name written on it somewhere. We are not responsible for lost items. Please send your children in appropriate clothing for the weather.

Students are expected to adhere to the uniform policy listed below:

Yellow Shirt and Khaki pants, skirt, shorts, skorts or capris. Brown, black or white shoes are allowed. Shoes that contain cartoon characters or lights are prohibited.

\_\_\_\_\_ 1 Parents will supply a change of clothes, even if their child is fully potty trained. This includes school-aged children.

Parents are responsible for supplying pull-ups and wipes.

### **Holidays**

The following holidays are observed as days when we are officially closed:

New Year's Day

Martin Luther King, Jr. Birthday

President's Day

Good Friday and the following Monday

Memorial Day

Independence Day

### **Last Week of July**

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

If any holiday falls on Saturday we will be closed the Friday, before, if the holiday

Parents are responsible for payment during school closings. No alternate care is provided.

Parents will be responsible for finding back- up care on days in which the center will be closed.

### **Absences**

If your child is absent for any reason, you will still be charged the normal daily rate.

\_\_\_\_\_ 1 Parents will call before scheduled time of arrival if they are late or not coming that day. (Late fees still apply).

### **Illness**

Your child will not be allowed to attend school for the following reasons (this list covers most common illnesses, but is not inclusive for all reasons for exclusion):

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than our faculty can provide without compromising the health and safety of other children.
- Fever (100 axillary, 101 orally, 102 aural /ear) accompanied by other symptoms, i.e.: lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting.
- Diarrhea – stools with blood or mucus, and /or uncontrolled, unformed stools that cannot be contained in a diaper/ underwear or toilet.
- Vomiting – green or bloody and /or two or more times during the previous 24 hours.
- Mouth sores associated with drooling.
- Rash with fever or behavioral changes, unless a physician has determined that it is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva, with white or yellow eye discharge until on antibiotics for 24 hours).
- Impetigo until 24 hours after treatment.

- Strep throat until 24 hours after treatment.
- Head lice until after treatment and all nits are removed.
- Chicken Pox until all lesions have dried and crusted. (Usually 6 days).
- Pertussis (whooping cough) until 5 days of appropriate antibiotics.

**Illness cont.**

- Hepatitis A virus until one week after onset of illness, after immune globulin has been administered.

\_\_\_\_\_ 1 For your child’s comfort and to reduce the risk of exposure, children must be picked up within 1 hour of notification. Your child should remain home for 24 hours without symptoms before returning to school.

\_\_\_\_\_ 2 Medication can be given if it is in the original container, labeled with the child’s name; we must have a currently signed medication authorization form on file.

**Termination**

\_\_\_\_\_ 1 Whiz Kid Learning Center, Inc. reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child.

Our staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

\_\_\_\_\_ 2. Parents have the right to their child at any time, for any reason. However, you must give a **two-weeks** notice when canceling service.

We retain the right to enforce these at policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect

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. This policy agreement is subject to change with two weeks written notice.

Father/Guardian’s Signature	Date
Mother/Guardian’s Signature	Date
Whiz Kid Learning Center, Inc.	Date