

Parent Handbook



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Page | 1

**Children's Choice
Early Learning Center**

**115 S. 3rd Avenue
Eldridge, Iowa 52748**

(563)285-6500

www.childrenschoicearlylearningcenter.com

Table of Contents

Mission Statement	4	Clothing	9
Philosophy Statements	4	Hygiene	9
Age Groups	5	Outdoor Play	10
Ratio	5	Rest Time	10
Enrollment Fee	5	Food Program	10
Late Pickup Fee	5	Infants	10
Payment Schedule	5	Personal Toys and Belongings	10
Sessions and Prices	6	Birthdays, Celebrations &	
Fulltime Families	6	Holidays	11
Part Time Families	6	Transitions	11
Maternity Leave	6	Discipline Policy	11-12
Summer Break	6	Access to Center	12
Withdrawal	7	Biting Policy	12-13
Vacations	7	Mandatory Child Abuse	
Calendar	7	Reporting	13
State Wide Voluntary Preschool	7	Background Checks	13
Daily Schedule	7	First Aid and CPR	13
Security Procedures	7	Drills and Evacuation Procedures	13
Sign In and Sign Out Procedures	7-8	Visitors	13
In Case of Emergency	8	Family Involvement	13
Accidents Reports	8	Walking Field trips	13
Sick Child Policy	8	Transportation	14
Administering Medication/Policy	8-9	Special Instructions	14
Sunscreen Policy	9	Confidentiality Policy	14
Sunscreen Procedure	9	Social Media Policy	14
Immunizations	9	No Smoking Policy	14
What Your Child Will Need		Donations	14
At the Center	9	Parent Provider Contract	15

Mission Statement

Children's Early Learning Center is committed to serving families with young children in a family-focused, loving environment where children's development in cognitive and language learning, fine and gross motor, routines, and where social/emotional skills are fostered through a developmentally appropriate curriculum developed by Children's Choice, aligned to significant milestones and learning standards appropriate for young children.

Philosophy Statements

Children's Choice Early Learning Center is based on developmentally appropriate practices that promote young children's optimal learning and development. Learning through play and exploration is the mode in which children develop and learn core competencies: social and emotional; cognitive; gross and fine motor; and language development.

The staff creates a caring community of learners by providing care that is influential in development for infants, toddlers and children ages six weeks through five years old, supporting consistent, positive and caring relationships between the adults and children, among children, among teachers, and between teachers and families.

We use curriculum that promotes development in the core competencies and provides learning experiences including play, small group activities, large group activities, interest centers and routines that reflects age-appropriate teaching and learning.

Children's Choice Early Learning Center teachers assess children's development and learning using curriculum tools that are ongoing, strategic and purposeful in planning and implementing experiences, communicating to families, and improving teachers and program effectiveness.

Children's Choice Early Learning Center strives to build relationships with every family where members are welcomed, active participants and informed of their child's development on a daily basis.

Our Primary goal is for children and families to feel safe and secure. Small group size and appropriate adult-child ratios allow for teachers to individualize learning activities and attend to the needs of each child.

Children's Choice Early Learning Center emphasizes continuing learning and development for our teachers and staff. Along with experience working with children, continuing education in early childhood education and curriculum development is required for teacher.

Age Groups

Children attend to the classroom with their peers according to smaller increments of multi age groupings and development. These age groups are split into two rooms by the half year until age 3. Our age groups are as follows; 2-7 months, 7-12 months, 12-18 months, 18-24 months, 2 years old, 3 years old, 4 years old, preschool, and school aged children. Transitions may take one to two weeks. See transition section on page 11.

Ratio

CCELC must maintain proper ratio at all times in all classrooms. When dropping off your child in their classroom you will be advised to stay in that room if the ratio is not met. In that instance, the director will be called immediately by that room's staff to come into that room to meet ratio requirements. You will be able to leave your child's room when the director enters the room.

Parents are strongly advised to check the status of their drop off time(s) with the front office. Schedules are to be current and up to date. If your work schedule has changed, please let us know so staffing will be scheduled to meet that need. This is a DHS requirement and we must be in compliance at all times.

Staff to child ratios

Six weeks up to age two (1:4)

Two years to age three (1:6)

Three years to age four (1:8)

Four years to age five (1:12)

School age children (1:15)

Enrollment Fee

Upon enrollment, there is a non-refundable fee of \$50.00 per child. Each enrollment fee is due at the time of enrollment.

You may opt to buy a \$50 key fob; this is refundable when the key fob is returned.

Late Pickup Fee

Children should be signed out by 6:00pm. The late fee is \$5.00 every 5 minutes after 6:00pm. Payment is due within 24 hours of the day of late pick up.

Payment Schedule

Payment for full time and part time families is due every Monday for that scheduled week. The fee for the next week will reflect the adjustment for the actual hours. **A late fee of \$15.00 will be charged if payment has not been received by the following Monday for the previous week. If the payment is not received, your child's spot will be immediately forfeited.**

Families with assistance contracts are expected to have their co-pay fees paid on Mondays for the weeks' scheduled hours.

Checks, auto-withdrawal and payments that have been returned by the bank will be charged a \$30.00 NSF fee. Automatic withdrawal from savings, checking, or credit/debit (EBT) is available. **A two week written notice is due if you plan to leave the program or reduce your days. Otherwise, charges are applied.**

Sessions and Prices

Children's Choice is open for children and families from 5:30a.m. to 6:00p.m. Monday-Friday. Part Time Children will attend sessions only to their scheduled days and times. If you must change a day or time, please notify our office staff a week prior.

Early Learning Center

Full-time under the age of 3 \$275.00

Full-time 3 years + (32+ hours) \$200 per week

must be potty trained to move to the 3 year old rate /room

Part-time (20-31 hours): \$6.25 per hour scheduled (Part-time for 3years+ only)

Minimum charge of 20 hours per week

*Non-refundable Enrollment Fee of \$50.00 per child is due at the time of enrollment.

School Age Children

Before School: \$14.00 per day

After School: \$14.00 per day

Before and After School: \$28.00 per day / \$140.00 per week

Early School Dismissal or Late Start: extra \$15.00 per day

All Day- No School Days: \$45.00

School Age Children – Summer Time & Spring Break

Full-time (32+ hours) \$200 per week

Part-time (20-31 hours): \$6.25 per hour scheduled

Minimum charge of 20 hours per week

Exception, if you are only here 1 day you will be charged the all-day rate of \$45.00 per day.

****Tuition rates are reviewed each September we reserve the right to increase with cost-of-living rates****

Full Time

For families who have variable full-time schedule, it is very important that we have your schedule at least one week in advance. Schedules that are not turned in at least one week in advance can cause problems in scheduling of our teachers to meet ratio requirements.

Part time

For families who have variable schedules, it is very important that we have your schedule at least one week in advance. You are billed according to your part time hours whether you're here or not (minimum 20 hrs/week). Payment for your scheduled hours is due on each Monday. Actual hours (minimum 20 hrs/week) are calculated the next Monday and adjusted accordingly.

Maternity/ Summer Leave

To hold your full-time position, children must remain enrolled part time for the specified time up to 12 weeks. payment for the scheduled hours is due Monday for that week's actual hours. You may drop from full time position to a part time position but you will be billed for a minimum of 20 hours.

Summer Break

This applies to our school age children who enroll in our summer program. Payment is expected each Monday of that week for the hours established upon registration day. 24 hours' notice is needed that your child is not going to attend. The actual bill is figured on Monday of the next week.

Withdrawal

In the event of withdrawing your child from the center, please stop at the front office and fill out change of status form indicating withdrawal. It is necessary that you give us at least a 2 weeks' notice to process the withdrawal, otherwise charges will be applied to your account. Key fob must be returned for a refund.

Vacations

After 6 months of attendance, each family is allowed one unpaid scheduled week of vacation per year. Each year starts over on the anniversary of the child's start date. The vacation period can be taken by single days or the full week. Full time children will receive 5 days per week, part time children will not receive vacation. When planning for an unpaid vacation, please provide children's Choice with a written notice two week prior to the requested time off.

Calendar

Children's Choice is open Monday through Friday from 5:30a.m. to 6:00p.m. Children's Choice is closed the following days:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Children's Choice will be open Christmas Eve Day and New Year's Eve Day 5:30 a.m. to 1:00p.m. Children's Choice will be open all other days, Monday through Friday unless cancellation due to disaster, or other emergency. Children's Choice closures will be posted on the website, KWQC and radio outlets.

State Wide Voluntary Preschool Program

We do not follow the North Scott School District school closing schedules for weather. Voluntary Preschool meets on their normal schedule regardless if North Scott has late start or no school. Voluntary Preschool does take off the same scheduled Christmas Break and Spring Break; however, Children's Choice is here for those hours at the normal rate. SWVPP is 10 hours total weekly; tuition for this time is free. Any additional hours outside of these 10 hours are considered daycare, refer to page 6 for those rates.

Daily Schedule

Your Child's class schedule is posted along with the teacher's lesson plans in each class. These are both posted at each classroom's door way. Daily activities include: play and project time, small group, large group, snack, lunch, outdoor and/or large motor play, and rest time.

Security Procedures

Security is one of our highest priorities. The interior entrance door is locked at all times as we will monitor who enters the building. Per Fire Code, the doors are not locked from the inside to allow all the exit in an emergency. All other exterior doors will remain locked and entry prohibited unless authorized. For a \$50.00 refundable fee, every family is eligible to receive a security key fob to gain access into the building through the main entrance. A \$74.00 fee will be assessed if the security key fob is lost. Each child is signed in by the parent on Procure App. Only adults (18+ years) who are on the approved family release may sign out a child. Per our discretion, your approved person on your pickup list may be asked for photo ID and pertinent questions from us to your pick-up person.

Sign In and Sign Out procedures

Children must be signed in and out every day by an adult (18+ years) who is listed on the approved family release form. It is mandatory that every child is checked in and out, by the person picking up or dropping off. This is done with the Procure app. When you enroll you will get a link via email to sign up. In the event your

app is not working or someone else picks up, you can ask the front desk staff to assist you in checking in or out. For safety reason we must always have an accurate count of everyone in the building in case of an emergency. Families who will arrive more than an hour past their scheduled arrival time are asked to notify the main office of late arrival. Should it be necessary for someone other than the parent/guardian to pick up your child, please notify the teacher and office staff. Provide in writing the name and description of the person picking up and consent that they have your permission to pick up your child. We will check identification before we release the child to someone we are not familiar with.

In Case of Emergency

If your child becomes seriously ill or is injured while in our care, we will seek medical treatment for them. We will NOT transport your child to an urgent care facility or the hospital. We will call an ambulance for treatment if injury is severe enough and no one on your child's emergency call list can be reached. We will contact you immediately in an emergency. Please be sure to leave updated contact numbers with the classroom teacher and office staff.

Accident Reports

A child that is involved in a mishap that requires any type of attention or first aid, and the teacher does not feel that the family needs to be called, will be notified with an accident report. Documentation of the incident: circumstances, location and action taken without identifying any other children involved. This is then put into your child's folder.

Sick Child Policy

Children are expected to stay at home for 24 hours after the last symptoms of:

- Fever (>100F axillary)
- Vomiting
- Diarrhea
- Heavy Nasal Discharge
- Red or Sore Throat
- Mouth Sores
- Lice, Scabies, Impetigo, or Ringworm
- Chicken Pox, Measles, or Mumps
- Rubella
- Impetigo
- Streptococcal Pharyngitis
- Pinworm
- Eye Infection (Pinkeye)
- Unexplained Rash
- Unexplained Pain
- Any Contagious Illness
- Severe Illness, including unusual lethargy, irritability, persistent crying, difficulty breathing

Notify the office staff by telephone or Procure as soon as you notice symptoms. Please seek medical advice for your child's well-being before returning to classes at Children's Choice. The teacher or staff member will notify the parent/guardian or emergency contact to pick up a child if they become sick or show signs of illness after they are signed in to their class. According to NAEYC's Health Young Children Manual, "children should be excluded if their illness prevents the child from participating comfortably in the program's activities." As you review the policy above, please keep this guideline in mind.

Administering Medications/Policy:

It is recommended you administer any needed medication to your child before or after school. In the event your child needs medication while in attendance at CCELC, the medication whether it be prescription or over the counter (OTC), must be in the original container with your child's name on it. All prescription medications must have the physician's name on it, the label from the pharmacy with the number on the label with printed directions for administration. OTC medications do not need a doctor's authorization. Your child's medication is stored in a locked box in the office. If refrigeration is required, the medication is stored in a separate locked box in the staff lounge refrigerator. The director or teacher who has a Medication Administration Certification from the Iowa State Dept. of Health administers all medications. Each child has a medication is not given for any

reason. For ongoing, long-term medications, authorization shall be obtained for a period not to exceed the duration of the prescription.

Sunscreen policy:

Children over six months of age shall have sunscreen applied 30 minutes prior to sun exposure during the months of April through October. Parents/Guardians must sign consent from allowing staff to apply sunscreen and stating that the child is not allergic to any of the ingredients. Parents may supply their child's sunscreen, but we are providing sunscreen for the season for a \$10.00 fee. Staff will document the time and date that sunscreen is applied. Sunscreen will be reapplied every 2 hours of sun exposure as needed. If parent or guardian desires lip balm for their child they should notify the classroom teacher.

Sunscreen procedure:

- Sunscreen will be applied during the months of April-October.
 - Parent/Guardian must sign a consent form:
- Allowing staff members to apply sunscreen and/or lip balm to their child prior to outdoor activities.
- Stating their child is not allergic to any of the ingredients in the sunscreen or lip balm.
- Sunscreen with a SPF 45-50 be provided by (XXX)
 - Parents must supply their own sunscreen and lip balm in its original container and clearly label the product with the child's name.

Immunizations

All children who are enrolled in Children's Choice must have a copy of their immunization record on file and immunizations must be current. Contact the Department of Human Services (DHS) or your child's doctor for information on immunizations. Please update any changes to your child's record as these documents are required by DHS to be up to date at all times. We do not accept children that are not being immunized because of an accepted exemption. We understand the state recognizes this exemption and the children are allowed in school, but we have a large population of newborns and pregnant mothers in our facility daily. Based on this information it is our policy to not enroll unimmunized children.

What Your Child Will Need at the Center:

- Gym shoes or like shoes with rubber soles (close-toed)
- Extra clothing (including undergarments)
- Disposable diapers or Pull-Ups (velcro sides preferred), wet wipes and any other items needed for infants and toddlers (Please no glass jars or bottles)

Please label all items with your child's first and last name.

Clothing

Please send your child in rubber soled closed toe shoes. Please dress your child in play clothes as some of our art activities are messy. If your child chooses to come to the center in a dress, we require shorts, tights, or leggings to be worn underneath the dress. We have outside play when the weather permits (Winter 20 degrees or higher and summer 90 degrees or lower). Please dress your child comfort. Label all outdoor garments (i.e., coats, hats, boots, etc.). We also require a change of clothing for your child appropriate to the season.

Hygiene

Please help your child wash their hands with soap and water upon entering the room in the morning. All children will have their hands washed after diapering or using the bathroom; before and after each snack and lunch; and before participating in a cooking activity. Wet soiled clothing is changed immediately. We do not rinse out soiled clothing. Any formed fecal matter will be dropped into the toilet. Clothing soiled by feces and

urine will be tied in a plastic bag marked with your child's name and placed in a separate container for you to pick up at the end of the day to wash at home.

Outdoor Play

Outdoor play and fresh air are essential for a child's physical as well as mental health. Our children will play outdoors each day when it is 20 degrees (F) and warmer and 90 degrees (F) or less when factoring in wind chills. Please send your child properly dressed for winter play including jackets, mittens, snow pants, snow boots, hats, etc. Please label all items with your child's name. Outdoor games with simple rules (no winner/loser) and activities will be conducted during outdoor play for development of large muscles, listening to directions, and group cooperation. No child may stay inside during outdoor play. We do not provide staff to care for sick children; should you feel your child must stay inside after an illness, we ask that you keep him/her home until your child can participate in all activities. Please dress your child in closed toed rubber soled shoes or sports sandals. No flip flops allowed for safety reasons.

Rest Time

Infants are assigned individual cribs which are labeled with their names. Cribs are sanitized and crib sheets are changed and washed daily. Through daily communication we help your child to rest in accordance to their at-home schedule. There is often an adjustment period where your infant needs to adapt to the sounds of the room. If you are concerned that your child is not sleeping enough or getting too much sleep, please keep your child's teacher informed. Infants' time of nap and length will be recorded daily.

Toddlers and preschoolers are assigned individual cots. Sheets are changed and washed daily. We do not allow personal items in cribs or on cots due to the liability of those items that are not provided by us or approved by DHS. If you are concerned your child is not sleeping enough or is getting too much sleep, please keep us informed. Time of nap and length will be communicated to you daily.

Food Program

We follow the "Child and Adult Care Food Program" guidelines. Children will receive a nutritious breakfast, a well-balanced lunch and two snacks daily. Breakfast is served from 7:00-7:30am; lunch from 11:00-12:00pm; morning snack at approximately 9:00am and afternoon snack at approximately 3:00pm. Teachers will encourage your child to "try" all the foods at each meal. Please do not send any food with your child to the center unless they are on baby food. A weekly menu will be posted at the check-in pad at the front door. Send bottles, nipples, formula and/or pumped breast milk to the center for infants taking a bottle. Please label all items. Inform us of any allergies or food restrictions. If your child requires a diet different from our food program, documentation of the variation for medical reasons from the child's physician is required.

Lunches include a meat item, bread and/or pasta item, a fruit, a vegetable and 2% milk. Snacks are served with water unless noted on the menu. Children under the age of two are served whole milk.

Infants

Families are required to provide your infant's bottles, formula, breast milk, and baby food. All bottles and formula and food must be labeled. A detailed record is kept daily as to the amounts and times your child has eaten. Unused portions of bottles must be dumped to avoid possible contamination. We are an extension of family; therefore, we will dedicate ourselves to work closely with you to provide the routines and feeding practices as close to at-home routines as possible.

Personal Toys and Belongings

To prevent loss, theft, or damage, all personal toys and belongings not included in the list of what to bring each day must remain at home. A classroom teacher will notify families when children are assigned to bring a personal item for a planned classroom activity. No toys depicting weapons of any kind are permitted at Children's Choice (i.e., toy guns, swords, etc.)

Birthdays, Celebrations & Holidays

We will celebrate your child's birthday and your family is welcome to send a special snack for the occasion to be shared with friends. DHS mandates the ingredient label stays intact with the food item as we must check for food allergies. Please provide enough snacks for the entire class. At Children's Choice we consistently evaluate how we will spend our time, energy, resources, and how we will meet our curriculum goals. As a staff, we are committed to investing time in meaningful experiences, and hence we will not celebrate holidays. Through all of the activities of Children's Choice, an attempt is made to create and develop in each child:

- A feeling of belonging, love, and respect
- Friendliness, empathy, and consideration for others
- Self-confidence, initiative, and positive self-image
- An inquiry approach to learning
- An ability to solve problems
- An opportunity to express oneself
- An opportunity to participate in large and small group activities and
- An opportunity to develop complex skills in physical, social, emotional, and intellectual areas of growth

Transitions

At Children's Choice, we will have to transition your children from classroom as they grow. Infant and toddler transitions are based on development until they reach 2 years old. They will transition based on mobility (crawling and walking) also based on eating skills. After your child has turned 2 years of age, they will be transitions based on their birthdays. But, because of classroom ratios some transitions may not happen on their birthday or when they have reached development goals. During these periods activities are always geared towards each child's ability. As always, the classrooms are age appropriate. We will always try to give you notice that your child (ren) will be starting the transitioning process. During a transition, your child will be in their new classroom for blocks of time. Times will vary based on class ratio.

Discipline Policy

Teachers are educated and are expected to maintain classroom management by engaging children in developmentally appropriate activities with teacher and children interaction. Teachers are expected to set clear expectations with the children and follow through with directions by modeling procedures and appropriate behaviors. Below is Children's Choice philosophy in addition to the laws of the State of Iowa prohibits physical punishment.

We positively guide children's behavior creating a supportive environment that:

- Focuses on children's strengths
- Encourages adults to form positive, authentic relationships with children
- Offers ample opportunity for children to make meaningful choices
- Uses re-direction as a guidance technique
- At times, ignores inappropriate behavior
- Has a consistent, yet flexible daily routine
- Provides for both quiet and active times
- Uses positive key phrases to guide children's behavior
- Offer respectful reminders
- Acknowledges each child's individual needs
- Is aware of each child's development stage
- Adopts a problem-solving approach to conflict
- Has age-appropriate expectations
- Allows expression of feelings and emotions

We facilitate resolution of conflict by offering guidance that is “solution focused”. As the teacher facilitates this, children will learn how to respect the needs of others while meeting their own needs. Children also begin to see there is more than one way to solve a conflict, that the other child’s feelings are important and that it is possible to solve conflicts so that both children’s needs are met.

Teachers also manage children’s behavior through the classroom environment and to assess if stimuli in the environment are causing specific distraction or negative behavior. Persistent behavioral disruptions will be documented through observations by the Center Director, with the family’s permission, after notification and family-teacher- director meeting. If behavior disruptions continue, the parent/guardian may be asked to come pick up their child from the center for a time to be determined by the director.

F. REQUIRED POLICIES FOR LICENSED CHILDCARE CENTERS

Access to the center: Unrestricted

All parents of children enrolled in Children’s Choice Early Learning Center shall have access at all times to their child (ren) throughout the day. The parent(s) may enter their child’s classroom at any time to interact with their child and teacher. Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. All staff members have gone thru a background check prior to begin in the center with children.

Access to the Center: Restricted

Children’s Choice Early Learning Center has a computerized security system at all entrances and exits. No door from the outside is able to be opened without a key fob. The staff key fobs are the only ones that allow access to the center thru playground doors. All parent access if thru the main front door. People picking up other than parent will have already been placed on the enrollment form and checked by the office staff. To gain access without a suck key fob, a person must be identified through the front office personnel. The procedure is as follows: A picture ID that matches authorized pick-up permission already in child’s file. A parent is able to fill out an alternate release form for a one-time pick up by someone not on the authorized list, this must be signed by the parent prior to release. Non-agency persons who are on the property for other reasons such as maintenance, repairs etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

In the event that one or both parents are not to have contact with said child, Children’s Choice Early Learning Center shall be provided with a copy of such court order and that copy shall remain with that child’s records. This information will be posted in the front office.. The staff in said child’s classroom will be informed verbally by parent/guardian and director. All other people other than parent, guardian or custodian will have restricted access to any child in the center and will be supervised by a staff member at all times. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Iowa sex offender registry shall not be allowed on the center property without the written permission of the center director. Not all requests have to be accepted and any admittance to the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact the director of other management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures.

Biting Policy

When a child is bitten, it is a traumatic situation for both children and both sets of parents. Biting is not unusual behavior for pre-verbal children. They may become frustrated when they cannot say “Move,” “I was playing with that,” or “You are too close.” Because they cannot verbalize important words, some children will bite.

When a child is bitten, the area is cleaned with soapy water and ice or cold compress will be applied. The child who is bitten (the victim) is held and consoled until they are ready to rejoin the group. The biter (the perpetrator) is told that biting is not allowed and that it hurts. The child may be given a tether and shown to bite the teething ring during frustrating situations.

In an ongoing situation, a professional is called in to assess the environment so they can suggest or help make changes in the environment or routine. The teacher is given suggestions in exploring and documenting the antecedent to the bite.

Each time that a child is bitten; the teachers will fill out an incident report to be kept in the children's file. The incident is reported to the director. The director will sit in the classroom and assess the behaviors and environment and make suggestions.

In each incident, parents of each child will be privately notified at pick up time. Children's names will not be shared.

Mandatory Child Abuse Reporting

All teachers and staff at Children's Choice are mandatory child abuse reporters by the State of Iowa Department Human Services (DHS) if any signs, symptoms of any abuse, sexual assault or neglect are suspected, documentation will promptly begin.

Background Checks

All hired employees and volunteers have passed a federal and state background check.

First Aid and CPR

All staff members are certified in First Aid and CPR. All staff take classes every two years for recertification.

Drills and Evacuation Procedures

Evacuation plans for fires, tornadoes and natural disasters are posted in each room utilized by children. Monthly fire and tornado drills are conducted and documented. All other disaster plans/evacuations are revisited yearly.

Visitor

All visitors who enter the center are required to check in to the office and present proper photo identification (i.e., Driver's License, State ID). Tours of the center may be arranged with directors or office staff by appointment only. The director will notify the office of any visitors who are scheduled to visit the classroom for the purpose of interacting with the children.

Family Involvement

Families are welcome to visit Children's Choice anytime. Families may be asked to assist with special classroom activities. Family-Teacher conferences are held two times per year. Family-Teacher conferences provide opportunities for parents to share information concerning your child and for teachers to share developmental learning documentation and assessments with your family. Additional conferences or meetings may be arranged by the family or teacher at any time during the year by setting up an appointment before or after scheduled class times.

Walking Field Trips

Walking field enrich the experiences and learning of classroom projects in a meaningful way. Teachers will notify families of scheduled field trips. The following items will be needed for each field trip away from the center: signed and dated field trip permission, and a fee if needed. The following items will go with the teachers on each walking field trip and scheduled field trip that requires transportation: first aid kit, any prescription medications for children emergency contact number and a class list of children.

Transportation

School Age children are the only children we transport by vehicle. These trips are for the school year only and special permission slips are required.

Special Instructions

Provide special written instructions to the classroom teacher during sign-in. If you need an appointment with the classroom teacher and/or program director, please schedule an appointment before or after class hours.

Confidentiality Policy

The only information teachers and staff will share with families is information concerning your family's child (ren). Information about other children, families, co-workers, supervisors, etc. is unprofessional and in some instances illegal. Child development reports and behavior incidences are kept confidential between the classroom teacher, classroom staff, program director and family.

Social Media Policy

Children's Choice Early Learning Center will not tolerate any form of negativity aimed at children, parents, the center, and/or Children's Choice staff members. Derogatory, insidious, willful injurious statements, pictures, and/or names will be investigated immediately and turned over to our company attorney and police.

No Smoking Policy

No smoking is allowed in or around the Children's Choice building, parking lots, or playground.

Donations

Please speak with the classroom teacher or the Director of any supplies or items you wish to donate. We have the right to refuse items donated.

This agreement is made by and between Children's Choice Early Learning Center and _____, parent/guardian of _____. The following has been agreed upon between the two parties beginning _____.

I, _____ have read the Children's Choice Early Learning Center Parent Handbook, I understand and agree to the following terms of this said handbook, I also understand that disregarding these policies can result in termination from enrollment at Children's Choice Early Learning Center.

I agree to the weekly/hourly rate of \$_____ per _____ to be paid every Monday or on the first day of the week that my child is scheduled.

I understand that the \$50.00 registration fee and first week's tuition is due prior to my child(ren) start date.

I understand that additional charges and late fees will be applied if my weekly tuition is not paid on time unless otherwise discussed with Shari with a written contract.

I understand that a late fee of \$5 will be applied for every 5 minutes that my child(ren) is not picked up from Children's Choice Early Learning Center by 6 pm.

I understand that I need to call the front office (285-6500) if my child (ren) will not be here on their scheduled day. I need to call the front office 24 hours in advance if my child (ren) needs to come an extra day. I understand that I am not allowed to drop in without 24 hours advance notice.

I understand that my child (ren)'s spot will be forfeited if they have not come for 2 weeks if I have not given the front office a reasonable explanation for their absence and have not filled out a withdrawal form or a vacation form.

This agreement shall be in effect until the parent/guardian or provider has given termination notice in accordance with the parent Handbook policy or negotiation of a new contract.

Print Child's name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**Children's Choice Director/Office Administrator
Signature _____ Date _____**