

# Welcome to Early Years Enrichment Center!

This handbook has been developed to help facilitate the relationship between teachers and parents by providing you with specific information about our center and the programs we offer. It includes in-depth descriptions of our programs, policies, procedures, and parent expectations.

Early Years provides a wonderful place for your child to grow and develop in a warm and nurturing environment. We believe that our children need to feel secure and important at all times! We build on a strong foundation by providing learning, adventure, and guidance. Children will grow in an environment that invites and encourages their curiosity and questions as well as provides outlets for them to express themselves. We encourage thoughtful and respectful interaction between all people involved with our center making children feel comfortable to open up and take life in!

Parents are a key factor in creating a successful child care and preschool program. Through parental involvement we are better able to meet the needs of our families. We like to think that families should work with us as a team to provide an environment that facilitates the growth of children into well-adjusted individuals with positive self images.

If you have any questions or concerns after you have read our handbook, please feel free to contact the Center Directors:

**Linda Bakken**  
Owner/Financial Director  
[Linda@earlyyears Moorhead.com](mailto:Linda@earlyyears Moorhead.com)  
Work: 218-287-8988  
Cell: 218-329-2000

**Chelsey Steinlicht**  
Center Director  
[info@earlyyears Moorhead.com](mailto:info@earlyyears Moorhead.com)  
Work: 218-287-8988  
Cell: 218-329-3013

## Our Mission Statement

The goal of Early Years Enrichment Center is to create an environment for children that supports and nurtures their growth and development. There is an emphasis on learning, yet an understanding of the importance of interactive play and imagination. Our trained, experienced, and caring staff will be on hand to guide children to thoughtful, respectful interaction as well as make every child's learning and daily experiences nothing but positive.



## CHILD CARE REGULATIONS

1) **Early Childhood Services** – Department of Human Services. Early Years is licensed by the state of Minnesota. We are licensed for 158 children between the ages 6 weeks to 12 years of age. The purpose of these regulations is to establish minimum standards for licensed child care centers and to assure that those standards are maintained. Should a parent suspect a licensing violation or want to report a complaint, please contact the Dept. of Human Services, Division of Licensing at (651) 296-3971. Reports can be made in person, by telephone to or in writing.

2) **Child Abuse and Neglect Law** – Early Years recognizes the basic human and legal rights of each individual served. It is the policy of our center that all staff and volunteers treat individuals with dignity and respect. Physical abuse, verbal, or neglect of any individual within or outside the center is strictly prohibited. Any staff or volunteer who has knowledge of abuse or neglect of an individual or has reasonable cause to believe that an individual has been abuse or neglected, **MUST** report this information to the Director and to the appropriate authorities. Failure to report abuse/neglect may implicate the observer and may lead to disciplinary measures. In addition, all possible abuse/neglect situations will be reported to the county of residence as required by the State of Minnesota.

3) **Health** – The center will have annual health and sanitation inspections completed by an environmental health practitioner. The center follows guidelines as suggested by Minnesota Health Services. We also have monthly health visits from our health consultant who will review any changes or procedures on health policies within our center.

4) **Fire** – The center will have annual fire inspections completed by local or state fire authorities. Fire and tornado evacuations will be performed in accordance with state and local fire department's guidelines.

5) **Confidentiality** – Information pertaining to the admission, developmental progress, health or transition of a child is confidential. Access shall be limited to staff, parents, students, and persons who possess a written authorization form, from the child's parent or legal guardian and Officers of the law or County Social Services.

## Hours of Operation

Early Years Enrichment Center is open from 6:30am to 6:00pm Monday through Friday. Full time children have a maximum of 10 hours they are allowed to be in the center for one day. A part time child which only applies to preschool and older will have a maximum of 30 hours per week.

We will be closed the following holidays: **NEW YEARS DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, FRIDAY FOLLOWING THANKSGIVING DAY, CHRISTMAS EVE, AND CHRISTMAS DAY.** In the event a holiday falls on a weekend, the Center will close Friday and/or Monday. The Center reserves the right to close for staff training days. Parents will be given appropriate notice for other arrangements to be made for childcare.

Early Years will make an independent decision regarding closing. There will be an announcement posted on the radio, TV, and answering machine at the center. If possible, an email will be sent out as well.

## Adult-Child Ratios

Early Years serves children ages 0 to 9 years of age. The Center meets or exceeds the adult/child ratios established by the Minnesota Department of Human Services. The ratios are:

<u>Group</u>	<u>Ages</u>	<u>Adults: Children</u>
Infant	6 Weeks – 16 Months	1 : 4
Toddler	16 Months – 33 Months	1 : 7
Preschool	33 Months – 4 years	1 : 10
Pre-K/School Age	5 years and up	1 : 15

## Curriculum

Early Years' curriculum is based on the social and mental development of the child. We do a variety of activities in our day including sensory, social/emotional, cognitive, fine/large motor, music/language, creative and science. We encourage parent involvement and feedback in all aspects of our center.

Our creative projects emphasize the 'process' not the 'product'. Therefore, you may have to ask your child more in-depth as to what the project is and how they interpreted it. A positive way to go about this is to ask "How did you make this?" this will encourage your child to use their imagination!

## Enrollment Procedures

Parents may enroll their child at the Early Years' director's office at 3510 12<sup>th</sup> Avenue South, Suite F. **A \$50.00 per child (or \$70.00 per family) non-refundable fee along with the first two weeks tuition** will be due at the time of enrollment. If your child can not be immediately enrolled they will be placed on a waiting list at no charge and the enrollment fee with the two weeks of tuition will not apply until you can be enrolled.

- Parents must submit a typical weekly schedule at the time of enrollment
  - If your actual pick up and drop off time differs without prior approval from what is originally listed on your 'typical weekly schedule' you will be given one verbal warning, the second time this occurs the center's director will be notified and you will be sent a written warning, if it occurs a third time we will call you or your emergency contacts to pick up your child.

Before your child attends the Center, a short pre-admission conference will be scheduled with the Center Director and classroom teacher. Visiting the program allows both the parent and child to become comfortable with our environment, staff, and schedule.

**Parents are required by the state of Minnesota to submit a health care summary** for their child/children within 30 days of enrollment. Health care summaries must be submitted annually after that for children who are two years of age and younger.

## Waiting List

The Center Director will maintain an enrollment list. Priority on this list will be given as follows:

- 1) Early Years' Employees
- 2) Current families – siblings of children who are already in the program
- 3) Remaining families on the list by date

**Early Years does not discriminate on the basis of race, gender, color, religion, or national origin.**

## Security

Parents will be given security cards to enter the front main doors of the center. Please let the center know immediately if your card is lost or stolen so that your card can be deactivated. **Early Years will replace one card per family; second card and so on will be \$5.00.**

## Withdrawal Procedures

**Written notice of intent to withdraw a child from Early Years must be submitted to the Center Director two (2) weeks in advance of withdrawal.** You will be still responsible for payment for two (2) weeks if a proper notice is not given.

Parents are responsible for tuition for two weeks after the notice is given, whether or not your child attends Early Years in that time. Re-admission will be on space available and a new registration fee must be paid prior to re-enrollment.

## Billing Procedures

Invoices will be posted every other Friday. Billing periods are for 2 weeks in advance. Payment of each bill is due Friday by 6:00PM. Payments not received at that time will be assessed a \$10 per business day late fee. An annual calendar will be available for print and posted to our parent board by the front entrance showing each Friday that payment is due and posted.

- Early Years will provide an itemized monthly statement for each family.
- Early Years will provide an itemized yearly statement of child care payments by January 31<sup>st</sup> for tax purposes.

Each family is given a current fee schedule during their initial visit to the center. If there is any length of time between enrollment and the start date it is the family's responsibility to review the fee schedule before the start date for any changes. Early Years is constantly improving its facility and resources. Families currently attending Early Years will be given at least 30 day notice of any changes in fees.

- **Fees are due by closing time on the last business day of every week (usually Fridays).** If no fee is paid by the end of the business day a late fee of \$10 per day will be applied. After the third business day of the week a final reminder will be given. If payment has not been made by the following Friday, care will not be provided until payment has been received.
- **NSF Checks:** A handling fee of \$30 will be charged for processing any check returned because of insufficient funds. After one returned check all future fees must be paid by cashier's check or money order.
- Early Years offers the freedom and convenience of debit or credit card payments online. Please check with the Center Director for more information.
- Cash payments will not be accepted. Please pay by money order or cashier's check.

Families receiving Child Care Assistance are responsible for notifying the Director of your need for the forms and submitting them to the appropriate agencies. You must list on the enrollment information the name and county of your social worker.

### Fees

Fees are based on the room of the child enrolled in the program.

<b>Multi-Child Discount</b>	Early Years will offer a \$20 discount per billing cycle for most multi-child families whose children are enrolled in the Center. The discount is applicable on a bi-weekly basis and is subject to the following criteria: <ul style="list-style-type: none"><li>▪ All multi-child discounts are only applicable for family units who reside in the same household.</li><li>▪ The multi-child discount does not apply to the employees of Early Years.</li></ul>
<b>1 Month Advance Payment</b>	Families that pay one month in advance will receive a discount of \$15 per month.
<b>Illnesses</b>	Sick children will pay full tuition for any illnesses unless approved by the center director.
<b>Holiday Closing</b>	Early Years will be closed on the following holiday days: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day and any annual training days for staff (Which will be listed in advance) 100% of regular fee is due.
<b>Other</b>	Absences for parent illness, maternity leave, storm days, or funeral 100% regular fee still charged.

## Parent Teacher Communication

Parent-teacher communication is achieved through several methods including:

**Newsletter** - A monthly newsletter will be available for parents from the Center's Director. Information will be made available on our parent boards, room newsletters, and various other items of interest.

**Parent Bulletin Board** – Menus, billing information, or information regarding the program and parent education notices will be posted.

**Daily Sheets** – Each program provides daily information on your child regarding activities, physical care, supplies needed and special events.

**Parent-teacher conferences** – scheduled conferences are held 1-2 times each year. Parents will be notified of dates in advances. Other conferences may be held throughout the year at either the parent or teacher's request.

**Phone Contacts** – Classroom teachers and the Center Directors will be very happy to discuss any questions or concerns with you. You should feel free to call them at any time; however, the teacher may need to call you back at a more convenient time so they can give you the attention you deserve. Another way of contacting the center directors are via email.

Financial Director/Owner, Linda Bakken  
Center Director, Chelsey Steinlicht

[Linda@earlyyears Moorhead.com](mailto:Linda@earlyyears Moorhead.com)  
[info@earlyyears Moorhead.com](mailto:info@earlyyears Moorhead.com)

**Day Time Visits** – The center has an open door policy to all parents of registered children and to those individuals authorized as "Authorized to Pick Up" located on the registration form in your child's file. You have access to this file at any time to change the authorization for any changes in writing that you deem necessary. Early Years welcomes and encourages parent visits and involvement.

**Children Not In Attendance** – Parents need to call us by 9:30am on the days your child will not be in attendance in order for us to get an accurate head count for meals. It is also helpful to keep the center director and your child's teacher informed on any changes in your schedule. **Any changes in your schedule must be approved by the center director, NOT YOUR CHILD'S TEACHER.**

**Field Trips** - Children will be transported from time to time for field trips or other activities. **Written permission will be obtained in advance for any child who wishes to participate in the outing.** No child will ever be left unattended in a vehicle at any time. Child/teacher ratios will be maintained at all times to ensure the safety of the children. The driver shall be in compliance with all relevant state and local regulations and insured at all time.

**Advanced written permission will be obtained from parents before any child is allowed to participate in any experimental research or public relations activity.** A separate permission form must be obtained before each occasion. All documentation of such events will be kept in each participating child's record.

**Smoke Free Policy** – Smoking is prohibited in Early Years to protect the health of children and employees.

**Program Grievance Procedure for Parents** - If at any time parents have a grievance relating to their child's program they should speak with their child's teacher. If speaking with the teacher is an uncomfortable thought for parents, please contact the center directors, Linda Bakken and Chelsey Steinlicht.

**Health Policy** – We take every precaution to protect YOUR child’s health. In turn, it is your responsibility to help us protect the health of the other children.

- 1) A record of immunization must be on file at the time of admission to Early Years. The child will be withdrawn from the program, if the child’s statement of health form is not on file within 30 days after your child’s start date.
- 2) A staff member will give all children daily informal health screening. The staff member’s decision will report to the Center’s Director who will determine whether your child may stay at the Center after consulting the MN licensing regulations.
- 3) If a child becomes ill while at Early Years, the child will be isolated from the other children and the parent will be called to pick up the child within the hour. If the child has not been picked up after one hour, the emergency contacts will be called.
- 4) Should the children be exposed to a communicable disease, the Center will notify the parents of the possibility of exposure, symptoms, and period of incubation. This information will be posted in main viewing areas of the Center

### Illnesses

Keeping all the children who attend Early Years as healthy as possible is a top priority. Illnesses can be difficult and frustrating and we appreciate all of the cooperation and understanding when dealing with these issues. Children may NOT attend Early Years with symptoms of illness or a communicable disease. Below is a listing of possible signs of illness and communicable diseases. Our health policies will not be undermined even by a doctor’s authorization for attendance. Even if your child is not still in a contagious period, but is not well enough to participate in regular activities we ask that you keep them out of the center until they are able to participate in normal activities. Below is a listing of possible signs of illness and communicable diseases and if your child shows one or more of the following the child will be sent home.

- The illness prevents the child from participating comfortably in activities as determined by either the child’s teacher or the Center Director.
- The illness results in a greater need of care than Early Years’ staff can provide; which in turn would compromise the health and safety of the other children.
- The child has any of the following conditions:
  - **Fever:** no child will be admitted to or allowed to remain in the center with a **temperature of 100 degrees or higher** (Temp set by MN licensing regulations) **before fever reducing medication is administered.** If a fever begins while the child is at the center the parent will be called and expected to pick up the child within the hour. A child must be fever free for **24 HOURS** before returning to the center.
  - **Diarrhea** – 3 or more abnormally loose stools since admission that day must be removed from care.
    - When a child is teething their stools may become looser but diarrhea is not associated teething.
  - **Vomiting:** 2 or more episodes in the previous 24 hours (more than spit up)
  - Rash with fever or behavior change, until a health care professional determines that these symptoms do not indicate a communicable disease.
  - **Pink Eye (contagious conjunctivitis):** discharging eyes or ears until the child has been on medication for 24 hours.
  - Labored breathing such as wheezing or extreme congestion
  - Lethargic, non-functional behavior
  - Uncontrollable coughing

**Exclusion of a sick child:** To keep other children safe from any infectious process a child that develops an illness while at the center will be excluded from the regular classroom activities. For comfort, the child will be given a blanket and cot in the Director’s office. The child will rest there until their parents arrive.

**It is our responsibility to protect all the children in our care. Please consider others when your child is ill. Pick up as soon as possible, keep your child home if any symptoms arise or continue.**

Parents will be notified in writing of any exposure to an infection illness that has occurred at Early Years. Parents are required to inform Early Years Enrichment Center immediately if their child is diagnosed as having a contagious reportable disease. Please see the list of reportable communicable diseases from the MN Dept of Health.

**EARLY YEARS RESERVES THE RIGHT TO REFUSE THE CONTINUED CARE OF ANY CHILD WHO, IN OUR JUDGEMENT IS DEEMED ILL.**

## **Medications**

A "Permission to Administer Medication" form MUST be signed by parents before any medication is to be given. This includes Tylenol, skin creams, Oragel, and all other over the counter medications. No medications will be administered without a parent's **WRITTEN consent**. Parents can obtain this form from the front office or from your child's teacher. Parents are required to bring their own supply of all medications in their original packaging. If medication is prescribed by a physician, it must be accompanied by the doctor's written instructions as to proper dosage and storage, and is labeled with the child's first and last name with the date.

**Medication forms are valid no longer than one week unless prescribed by a physician.**

- All medications are kept in a secure storage that is out of the reach of children
- Medication that requires refrigeration will be kept in a sealed container away from any food items.
- No Syrup of Ipecac will be kept at Early Years Enrichment Center.

**THE TERM 'MEDICATION' APPLIES TO ALL PRESCRIBED AND NON-PRESCRIBED MEDICATION, ALL SURFACE MEDICATIONS, OINTMENTS, ETC.**

## COMMUNICABLE DISEASE

(List is not all inclusive)

<b>Disease</b>	<b>Minimum exclusion period</b>
Chicken pox	5-7 days from onset of rash or until ALL lesions are scabbed over.
Impetigo	24 hours after antibiotic treatment has begun
Pink Eye	24 hours after antibiotic treatment has begun and no drainage is present.
Influenza	24 hours after fever and symptoms have ceased
Lice and Scabies	After treatment has begun and determined to be non- communicable.
Hepatitis	Physician's statement required for re-admission
Strep Throat or Scarlet Fever	24 hours after antibiotic treatment has begun and no longer has a fever.
Tuberculosis	Physician's statement required for re-admission
Measles	4 days after onset of rash
Rubella	6 days after onset of rash
Mumps	9 days after the onset of paratid gland swelling
Pertussis (Whooping Cough)	5 days of antibiotic treatment has been completed
Ringworm	24 hours after treatment has been started and lesions must be covered or scabbed over.
Shingles	If all sores can be covered by clothing or a dressing no exclusion necessary. If they can not be covered, exclusion until all sores are completely scabbed over.

### ***Unspecified Respiratory Illness***

(Includes common cold, sore throat, croup, bronchitis, runny noses, or ear infection)

The child must be excluded if illness is characterized by one or more of the following:

- The illness has a specified cause that requires exclusion
- The illness limits the child's comfortable participation in Early Years' activities
- The illness results in a need for more care than the staff can provide, which compromises the care and safety of the other children.

## Emergency Procedures

**Parents will be notified immediately of any emergency or injury involving their child.** If parents cannot be reached individuals they have designated at emergency contacts will be notified.

**Medical emergencies and disaster plans:** Staff is trained upon hire in first aid and CPR, and will be prepared to administer care as trained whenever needed. If immediate care is not needed the parents will be contacted to transport the child to the hospital. If the parents cannot be reached the emergency contacts persons will be called to transport the child. If ambulance transport is indicated 911 will be called. The child will be accompanied by a staff member until parents arrive.

- Emergency response procedures and phone numbers are located by every telephone within the center. Fire escape routes are located within each room and staff is trained in emergency procedures upon hire.
- Early Years performs monthly fire and tornado (April through September) drills in preparation should a disaster occur. Logs are available for viewing at any time.
- Should a disaster occur and the center must be evacuated the children will be escorted to Horizon Middle School. Parents will be contacted as soon as possible.
- **In cases of severe weather, Early Years will follow the Moorhead Public schools.** If Moorhead schools are closed or are closing, Early Years will be closed or will close as well. There will also be an announcement on local radio and television.

Our **source of emergency care** will be MeritCare or Innovis Hospital. Emergency dental care will be provided by Edeen Family Dentistry. If immediate care is not needed the parents will be contacted to transport the child to the hospital. If the parents cannot be reached the emergency contacts persons will be called to transport the child. Early Years will have a car seat for each age group on site at all times for emergency situations where transport by the center is necessary. If ambulance transport is indicated 911 will be called. The child will be accompanied by a staff member until parents arrive.

Every precaution will be taken to ensure the safety of the children in our care. **Early Years provides the required staff trained in First Aid and CPR.** If necessary they will be prepared to administer aid as trained whenever needed. Parents will be informed of any accidents, incidents, injuries, and all action taken. Accident reports will be filled out by teachers when any accident, incident, or injury occurs. A copy of that report will be kept in the child's file and the accident, incident, or injury will be recorded in the center's accident log.

## Behavior Guidance

Corporal or physical punishment will NEVER be used in any form at Early Years. No child will ever be subjected to emotional stress/abuse. There will be no punishment for lapses in toileting. There will never be withholding of food, water, light, clothing, or medical care. Physical or mechanical restraints will never be used. Positive strategies for behavior guidance will be used in order for your child to keep his or her dignity and to strengthen self esteem.

### Early Years will:

- Ensure that each child is provided with a positive model of acceptable behavior.
- Tailor to the development level of the children that the center is licensed to serve.
- Redirect children and group away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly-related consequences will for a child's unacceptable behavior.

### Persistent Unacceptable Behavior Policies and Procedures include:

- Early Years will provide extra resources should a classroom be dealing with behavioral issues. Extra staff members if available will be scheduled to give teachers more time to deal with the behavior. All measure taken will be recorded and kept in the child's record.
- Early Years will observe and record the behavior of the child and staff response to the behavior.
- Dealing with persistent unacceptable behavior involves an initial consultation with the parents to establish goals and create a partnership to address the behaviors. A second conference may be necessary to outline new approaches and discuss consequences. Any child whose behavior places himself/herself in danger of jeopardizing the health, safety, and welfare of others in attendance will have a parent notified to pick up the child based on the severity, may will be dismissed from the program.

**No child will be separated from the group unless the following has occurred:**

- Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
- The child's behavior threatens the well being of the child or other children in the program.

**A child who requires separation from the group must:**

- Remain within an enclosed part of the classroom where the child can be continuously seen and heard by a program staff person.
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

\*If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log.

\*If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for persistent unacceptable behavior will be followed.

Early Years has a responsibility to protect the safety of all children as well as that of volunteers and staff. Therefore, when a child engages in persistent unacceptable behavior (examples: violent behavior, and inappropriate language), the following procedure must be followed:

1. Staff will observe and record the behavior of the child and staff response to the behavior.
2. Staff will work with parents and other professionals (if needed) to develop a plan to address the unacceptable behavior.
3. If the unacceptable behavior persists in spite of the use of the established plan, the child may be suspended or terminated from the program.

**A child between the ages of 6 weeks and 18 months will not be separated from the group as a means of behavior guidance.**

### **Biting and Hitting**

Biting and hitting may occur in several of the rooms. This happens periodically in even the best child care programs and is an unavoidable consequence of group care. When it happens it can be scary, frustrating, and very stressful for children, parents, and teachers. It is not something to blame on the children, parents or teachers and unfortunately there are no quick or easy solutions. Both biting and hitting are normal toddler behavior, but the safety of all children in our care is the priority. Early Years will do everything we can to prevent a situation where this policy must be put into effect. Staff will follow the unacceptable behavior procedure listed above if biting or hitting occurs.

**What teachers do when biting or hitting occurs:**

- Focus on the child who was injured
- The aggressive child will be redirected
- Simple language is used "Biting Hurts!"
- Explain to the child that they need to use gentle touches. Explains what our mouth is used for.
- Accident/Injury Report will be given to parents of the child who was bitten. The child who bit will have a verbal conference with a staff member in the room. Teachers will track occurrences of biting or hitting. Listing the time of day, reason (if known), and action taken by the staff.
- Conference with parents will be scheduled at the director and teacher's discretion
- Strategies will be provided to the parents and agreed upon by the lead teacher, director and parents to reduce hitting/biting behavior
- Strategies will be evaluated

Confidentiality will be maintained at all times (the name of the child who bites will not be released to the parents of the child who is bitten). Biting is a developmentally appropriate infant/toddler behavior. Delayed punishment does not work. Infants and toddlers do not connect an event of one time of the day to be a consequence of an event, activity, or action of an earlier time of the day. Teachers address the biting incident when it happens and assist the children in appropriate alternatives at that time. We discourage parents from punishing or reprimanding their child later in the day for a biting or hitting incident which occurred at the center.

## Accident Procedures

Injuries at the center will be documented and kept on file. If your child is injured while at the center you will receive a written report telling you what happened and what actions were taken by the staff. Parents must read and sign the reports. The report will be stored at the center in your child's file.

## Special Needs

Children with special needs are more than welcome at Early Years. However, parents will need to discuss the needs of the child with the Director of the center and the teacher that will be involved in the child's care. Early Years does not train staff to deal specifically with special needs. A trial period will be set up. If the director, the child's teacher, or the child's parents decide they are uncomfortable with the care provided by the center care may be terminated immediately.

## Nap and Rest

Parents will be consulted at the time of enrollment and as needed about their child's napping habits. A two hour period will be set aside everyday for the children to rest and take a break from the day's activities. A cot will be provided by the center. Children are more than welcome to bring a security item from home such a small stuffed animal, blanket, and/or small pillow. These items will need to be taken home and washed weekly. Any child that has completed a nap or rest period will not be made to stay on his/her cot after 30 minutes. There are wake up activity areas for all ages.

## Proper Clothing and Personal Items

Children should be dressed in "play" clothes suitable for art projects, climbing, outdoor play, and sometimes eating. We ask that children wear shoes suitable for walking, running, and dancing. Preferably rubber soled, close toed shoes. **Always have clothing that is appropriate for the weather. All clothing should be clearly labeled with child's first and last name.**

- If your child needs and does not have another set of clothing, please be prepared for Early Years to request additional clothing.

No personal toys or other items other than security items for nap/rest should be brought into the center to avoid breakage or loss. Each group has "Show and Tell" days scheduled by the teacher. Toys brought in on those special days must be removed on the same day. Violent toys such as guns, knives, or swords are NOT allowed in the center at any time. Early Years cannot be held responsible for lost or damaged personal items.

## Animal Policy

Pets are wonderful to most children. During specific themes animals may visit the center however; pets must be immunized properly, well maintained and approved in advance by a Director.

## Food Handling and Preparation

Children are served a nutritious breakfast, lunch, and afternoon snack everyday when in care. Breakfast is served at 7:30am, lunch is served at 11:00am, and afternoon snack at 2:00pm and 3:30pm when children arrive from school.

- All food allergies and special diets will be posted. A consultation may be necessary prior to enrollment to discuss allergies or special diets.
- Children will have meals brought to and served in their rooms. All meals are served **family style** using the proper utensils.
- At no time are children left unattended while eating.
- Infants are fed individually according to their developmental needs and feeding patterns.
- **Mixing formula:**
  - Formula will be mixed with tap water.
  - Bottles will be heated using water warm in a small crock pot on low heat.
- Any formula left in excess after feeding will be discarded (maximum of one hour).

**Food allergies** are handled on a case by case basis depending on the allergy. Please meet with the director for details.

Early Years provides Target brand formula, rice cereal, oatmeal, and baby food for infants. Any formula or baby food/cereal outside of these items will have to be provided by the parents of the child. Please ask the Center Director for a Nursery packet which includes more detailed information.

**Food from home will not be allowed to be served to other children in the center.** We love to celebrate birthdays with store bought treats! If you have any questions please see the director.

# Early Years

## TUITION

(Tuition is paid every other Friday.  
Please see tuition calendar for further details)

**Full Time:** 30+ hours per week

**Part Time:** 29.75 or less hours per week

(Part time rate only applies to preschoolers and above)

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### INFANT

Approximate ages 6 weeks to 15 months

**Full Time:** **\$330.00**

### TODDLERS

Approximate ages 16 months to 3 years

**Full Time:** **\$310.00**

### PRESCHOOL

Approximate ages 3 years to 5 years

**Full Time:** **\$280.00**

**Part Time:** **\$250.00**

Supply fee - \$2/week

### KINDERGARTEN

**School Year (Sept-May): \$220.00**

### SCHOOL AGE CARE

**School Year (Sept-May): \$180.00**

**Before or After School Only \$130.00**

### SUMMER CARE FOR SCHOOL AGES

**Full Time: \$270.00**

**Part Time: \$250.00**

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### DISCOUNTS

**ONE MONTH ADVANCE PAYMENT - \$15.00 DISCOUNT PER FAMILY**

**MULTI CHILD DISCOUNT - \$20.00 PER FAMILY (BI WEEKLY RATE)**

### VACATION RATE

All ages are eligible if form is completed a week BEFORE vacation

**Rate per week: \$100.00**

The planned vacation rate is only applicable to families who fill out the form at least one week in advance. The planned vacation rate is applicable for any child that has a planned absence of 5 consecutive days within the two week billing cycle. A calendar has been posted on the parent board with reference to the billing due dates.

*Example:* infant room vacation rate = \$330/2 Weeks + \$100 vacation rate = \$265 (2 week rate)



## Contract Signature Page

I have read and understand the policies set forth in the Parent Contract and Fee Schedule. I agree to abide by the policies and procedures outlined. I understand that I am responsible for the financial obligations throughout the service of this contract.

I have, in my possession, a copy of the contract and will refer to it with questions as they may arise.

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Today's Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Start date: \_\_\_\_\_

### Contact Information:

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Office use only

Tour given by: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_

Start Date: \_\_\_\_\_

Room: \_\_\_\_\_