



Early Learning Center Policies & Procedures Agreement

Child's Name _____

Please carefully review all procedures and guidelines prior to signing.

The purpose of this document is to provide protection for our parents as well as the Center. In order to assure that we can provide the services that your children are entitled to, it is essential that the financial status of the Center be stable. The Center's salaries and overhead expenses cannot be reduced because of "absentee losses" in income. In essence, This Agreement is a personal guarantee to the center that you will financially support the enrollment space guaranteed for your child.

Please initial after reading each policy.

Preschool Program Fees are _____

(Full time 10 hours or less. Hours of operation are M-F _____)

1. 5% discount for multiple children enrolled in The Early Learning Center
2. 5% discount for monthly auto payments
3. 5% discount for Washoe County School District teachers
4. Fees are due by the Friday before each week childcare is provided or a \$5 late fee per day shall be charged to the account per child. There will be no deductions for illness, absences, vacations or holidays.
5. Parents are still required to pay for days when the center is closed for observance of holidays and an annual staff development day.
6. Annual Registration is \$20 and Materials Fee is \$80 and will be charged when you first begin and additionally every August for the following school year.
7. A 2 WEEK WRITTEN NOTICE MUST be given PRIOR to WITHDRAWL. If this notice is not given, I agree to pay the full 2 weeks tuition.
8. Regular tuition will be due throughout the year including **holiday weeks**. Each family may utilize one vacation week per year (Aug to Aug) in which tuition will be credited.
9. The Early Learning Center is open from 6:30 am to 5:30 pm. Each child must be picked up by 5:30 pm. A late fee will be applied for anyone picking up after 5:30 pm. The charge is \$30 for the first 10 minutes, starting at 5:41 an additional \$3/minute will be added. Each time you are late will result in a Late Pick up notice which you will need to sign. After the 3rd late pick up you will be suspended from the center for ONE week. If you wish to remain at the center, it is your responsibility to pay for that week in full before returning. Furthermore, we do ask out of courtesy for our staff if you are running late please call your Site's Office number. ELC 1 775-322-9030 ELC 2 775-360-2495 ELC 3 775-360-2494 ELC 4 775-360-2482
10. Parents needing their children in care over TEN hours in a day will be charged at the hourly rate after the 10th hour, of \$5.00 per hour, if prior arrangements **have** been made. With **no** prior arrangement, charge is \$30 for the first 10 minutes, starting at 5:41 an additional \$3/minute will be added for the time a child remains in the center. If your family receives assistance from any of the state agencies you will need to call your case manager and request that they pay for the overtime, if it is work related.
11. If your child will not be attending for any period of time due to sickness or for other reasons, please call and let us know as soon as possible so we can plan for the day's meals, staff and activities. If, for any reason, your child will be in later than 9:00 am, you **MUST call before 9am to reserve your spot for the day. Children being dropped off after 9 am, that did not call, will not be accepted.**

12. **Children are not allowed to be dropped off at naptime (11:00 am-3:00 pm) for ANY Reason. Please schedule all appointments outside of 11 am – 3 pm.**
13. Parents are expected to sign their child in and out daily, and to make sure your child is under the supervision of a teacher prior to leaving. At pick up children will not be released to any adult not listed on the pickup sheet. Children may not be released to anyone under the age of 18 without written authorization from a parent releasing the center from liability. If you are not signing in and out daily you will be charged a \$5 fee.
14. Each family is given one key fob that must be used to enter the building. Additional key fobs can be purchased for a \$10 fee.
15. Parents must provide the necessary health form as stated by the State of Nevada and the Health Department, these include; Immunizations which are current and what is called a well baby check stating that your child is able to attend preschool with no limitations. **We do NOT accept any immunization exceptions. It is your responsibility to ensure that your child is up to date on immunizations at all times.** This also can contain a statement for OTC Medicines or Prescription medication needed during the day. (Tylenol or Albuterol as examples) **OTC medication cannot be given without a doctor's note.**
16. I understand that the Department of Social Services Community Care Licensing personnel, State Health Department, School Readiness Nurses, Counselors and/or staff have the right to access and/or review all children's file. Child care licensing personnel also have the right to interview
17. The Department of Social Services requires you to bring a fitted sheet and a blanket for your child at naptime. There will be a \$5/day fee if not brought in. We do not utilize extras. If your child is under 1 year we will provide the sheet and blanket until they transition onto a cot.
18. Parents must provide an adequate amount of disposable diapers if your child is not fully potty trained. We will give you a reminder prior to you fully running out. If you run out we will charge you \$5/diaper of ours used. If you run out for 3 days your child will not be allowed back in until you bring in new diapers and pay the fees. **No Pull ups or Cloth Diapers Allowed – please refer to our potty learning policy**
19. Parents please send your children in comfortable, washable, play clothing each day. Remember your child will be painting, cutting, water play and other messy activities. Jeans, shorts, old t-shirts are very appropriate for our program. Good fitting shoes or athletic shoes are acceptable. Please no cowboy boots or open toed shoes. Parents of potty-trained children are required to provide a 2 complete backup set of clothing (**shirt, pants, underwear, socks, shoes** etc.) for their child. The backup set will be stored in the child's cubby. *For potty training children, parents are required to supply (6) complete sets of clothing.*
20. In the event of an emergency, the Center has my permission to administer first aid or obtain emergency medical treatment in the child's best interest. I agree to pay all expenses incurred due to emergency involving my child.
21. Children who become ill may not remain at the Center, the parents will be called to pick their child. The State of Nevada requires that children be picked up **within 1 hour of notification**. It is the parent's responsibility to make sure that they have an alternate person we can call if they are not available. If the child is not picked up within one hour a late pickup fee of **\$3/minute** will be charged. Children absent from the center with a contagious disease will be readmitted following the proper steps that are outlined on the **Illness Guidelines** form in the parent enrollment packet.
22. The center will provide a nutritional Breakfast, Lunch, and afternoon snack daily. There will be monthly menus available in the front lobby and electronically. Parents may **not** bring any outside food. Although we do our best to accommodate all children, due to our participation in a federally funded food program and the large number of children that we serve, we cannot always accommodate children with allergies. Please discuss your child's allergies with the site director prior to enrollment
23. Each classroom has meal times posted, we ask that if your child isn't here by the meal time that they are fed prior to drop off.

24. To ensure that children in classrooms receive the teacher's full attention teachers are not permitted to make outside phone calls. However, they may use their phones for updating parents with pictures of daily activities. All incoming parent calls will be answered by the front counter. If a teacher is needed we will take a message and get it to the teacher.
25. The Center is committed to providing an all-inclusive program for your children. Our inclusive program includes children with special needs. In adherence to Americans with Disabilities, ADA, our program does not discriminate based on the child's disability and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.
26. The Center recognizes that in most situations both parents have the legal right to be a part of their child's life. If the center has a Court Order/Temporary Protective Order we will follow the instructions on that order.
27. The Center is committed to working with all of our families. We expect families to participate in every aspect of their child's program. It is very important to you, as parents/guardians to communicate your needs and desires regarding your child's development openly and honestly with your child's teachers and/or the Center's Director. You are encouraged to discuss any changes in the child's schedule, parenting, or home situations that may affect their time at school.
28. Parents are encouraged to attend an annual parent-teacher conference. Additional conferences may be set up on an individual basis. Parents can set up a meeting with the site director at any time.
29. **Smoking is never allowed in the building or on the property at any time.**
30. **ANIMALS ARE NOT ALLOWED IN THE BUILDING. SERVICE ANIMALS WELCOME**
31. Should the Center Director determine that your child cannot adjust to the program offered, or if any of the above contract agreement is not fulfilled your child will be withdrawn and this contract terminated.
32. I have read and understand the following policies, procedures, and illness guidelines
33. I understand that this agreement is subject to change with 30 days' notice to comply with government or state regulations or for any other reason.
34. I understand that the Center is closed for some holidays. These days are posted in the front lobby and will be sent electronically. I also understand that I am still responsible for paying for these closure days.
35. The ELC's send out informational emails weekly. It is your responsibility to check these emails, keep your email updated, and if you are not receiving weekly emails to let your Site Director know.
36. I understand that I can get copies of calendars, menus, closure and other information on the ELC website <http://elwelc.org/> Please utilize the website whenever possible, we have over 100 families and it takes away from providing care and education.
37. I understand that there are now outside toys allowed at school. It is your responsibility to ensure that ALL toys, including stuffed animals are left at HOME or in the car before entering the building.
38. I understand that ALL children 3 and older **MUST** be potty fully trained to attend the Early Learning Centers.
39. I understand that it is my responsibility to walk my child to his/her classroom and make sure that his/her teacher knows that my child is present.
40. I understand it is my responsibility to provide my child/children (ages 1 yr and above) with a labeled crib sheet and blanket each week for naptime to be placed and labeled in the provided black garbage bag. Nap time blankets must be dropped off in your child's classroom each Monday and taken home each Friday.

Signature of Parent/Guardian

Date

Admin Signature

Date