

**OPERATING POLICIES/PARENT CONTRACT
2011-2012 SCHOOL YEAR**

PARENT INVOLVEMENT

Parents are encouraged to visit their children at any time during the school day. Please refer to our monthly newsletter for any events scheduled outside of our daily business hours.

We appreciate parental feedback and have a suggestion/grievance box located at both main entrance ways. Parents should feel free to address such matters to the director or any other staff member.

Conferences will be offered to parents annually, however, we are always available for conferences upon request.

HOURS of OPERATION

Children's Creative Learning Center, Inc. ("Center") is open from 7:00 AM through 6:00 PM, Monday through Friday. The Center will be closed for all major holidays. Children are expected to be picked up by 6:00 PM. Emergency contacts will be made if the child has not been picked up by 6:30 PM. Parents who do not pick up their children according to their scheduled time, when scheduled pick-up time is before 6:00, will pay the hourly rate (see the tuition table for specifics) for all additional time beyond scheduled pick-up time. Parents who do not pick up their children by 6:00 PM will be charged \$20.00 for each 10 minutes thereafter.

OPERATING SCHEDULE

The Children's Creative Learning Center, Inc's schedule will coincide with an academic calendar. The following is a list of scheduled closings for the 2011-2012 academic year:

Labor Day	September 5, 2011
Thanksgiving Recess	November 24-25, 2011
Christmas Holiday	December 26, 2011
New Year's Holiday	January 2, 2012
Good Friday	April 6, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Teacher Preparation Day	August 24, 2012

ARRIVAL AND DEPARTURE

Children must be accompanied by parents/guardians into the classroom to ensure proper supervision. The parents/guardians are also required to reenter the classroom for pick-up. All children must be signed in and out daily by parents/guardians. Please note this is in accordance with State of Connecticut Day Care Regulation.

Names of all persons, other than parents/guardians, who are authorized to pick up must be listed on the Child Release Permission form. In this event, you must provide the Center with the name of the person and the time he/she is expected to pick up the child. The person will be asked to show us a form of identification. If the person is not listed on the Child Release Permission form, parents are required to provide the center with written authorization. In the event of an emergency, verbal release will be granted only if we have confirmed the number you called from by matching Caller ID with the number/s we have on file for you.

At least one person other than the Parents/Guardians must be listed as an Emergency Contact; this person's name must also be included on the Child Release Permission form. This contact must be able to arrive to the Center within 1 hour. Please note that we will always attempt to reach parents/guardians first.

Children's Creative Learning Center, Inc is a weapon-free environment. Firearms or weapons are prohibited on the premises by anyone who is not a peace officer. This is in accordance with State of CT Daycare Regulations.

MEDICAL POLICIES

Upon enrollment, we require a current medical and immunization record to keep on file for each child. Records must be updated annually or as needed.

Parents/guardians will be required to pick up sick children within one (1) hour following notification. Children may not return to the Center until they are no longer contagious. Please see our Health Care Policies for specifics.

We will administer topical/oral medications upon request of the parents/guardians. Inhalers and epi-pens kept at the Center will be administered when needed. **Parents/guardians must provide the medication in labeled containers accompanied by physician's instructions. Medication must be handed directly to a staff member to ensure proper storage. We will not administer the first dose of a new medication or give the first dose out of a new bottle/box of medicine excluding Epi-Pens.**

In the event your child sustains an injury, staff members will complete an Incident Report. You will be required to sign this form for our records upon pick-up time on that given day. An additional copy of the Incident Report will be provided to you.

DISCIPLINE

While a nurturing and enriching environment is typically an environment in which minimal behavioral difficulties arise, there are still incidences for which behavioral intervention is necessary. In these cases, the caregiver may employ the following:

- Ask the child to evaluate his/her own choices
- Encourage children opportunities to settle differences
- Provide mediation for children who cannot independently resolve conflict
- Redirect the Child
- Remind children of rules and expectations

No child may be physically restrained unless it is needed to protect the immediate safety of the child or others.

For behaviors interfering with the programming safety of that child or other children, we reserve the right to terminate a child's placement without notice.

At our sole discretion, we also reserve the right to terminate a child's placement without notice based upon a breakdown in the relationship between the Center and the child or his/her parents/guardians.

CLOTHING

A change of clothing must be kept at the Center to be used as needed. Please be sure clothing is seasonally appropriate, and that it is labeled. We are not responsible for lost clothing.

We encourage parents to dress their children comfortably on a daily basis. We recommend sneakers, however, they are not required. Children are required to be dressed appropriately for each season. We will go outside daily, except during inclement weather. Please send jackets, boots, snow-pants, hats and mittens during the winter months.

REST

Children who attend the Center for more than 5 hours daily will have a rest period of at least 45 minutes each day.

RECORDS

A state licensor may review a child's record at his/her discretion to ensure state requirements are being met. The list of state requirements is available to all parents upon request to the director.

Children's records will be kept confidential and will not be available to anyone who is not directly involved in their care. Parents have the right to review and add any information relevant to their children's files and may request deletion of information other than that which is required by The State of Connecticut Department of Public Health. A copy of the children's records will be forwarded to parents/guardians upon written request once the child has stopped attending the Center.

MEALS

Please send in a nutritious lunch and drink for children. We allow desserts; however, please limit them to one per meal. The following are prohibited: all types of nuts, products containing nut ingredients, soda, juices or beverages containing red dye. Snacks will be provided by the Center except for infants.

A morning and an afternoon snack will be served daily with juice or milk. We will be happy to assist with serving your child breakfast or dinner; it is your responsibility to provide any food or beverages other than what we serve at snack time.

LABELS

Please label all items that are regularly brought or kept at the center. Such items may include: outer wear, lunch boxes, boots, changes of clothes, blankets and pillows, a favorite stuffed toy for naptime, bottles, packages of disposable diapers, etc...

TUITION AND FEES

A non-refundable registration fee of \$75.00 will be charged upon enrollment. A Registration-renewal fee of \$35.00 will be charged for each year thereafter. The renewal fee for children not attending our summer program is \$200.00 per child.

	Infants	Toddlers	Preschool	School Age
Hourly Rate (Under 10 hrs.)	\$9.50	\$9.25	\$9.00	\$8.25
Hourly Rate (10-34 hrs.)	\$8.50	\$8.25	\$8.00	\$8.00
Full Time (35-45 hrs.)	\$275.00	\$270.00	\$235.00	
Full Time (46-55 hrs.)	\$315.00	\$310.00	\$275.00	
Drop in Rate (all age groups)	\$9.75 per hour			

Schedules must be planned at the time of enrollment. You are required to pay the tuition for the schedule you have set up for your child on a weekly basis, regardless of whether or not your child attended his/her scheduled time in any given week. You will be charged the hourly rate for any extra hours your child attends. Scheduled drop-off and pick-up times must fall on the hour or half hour with the exception of school-age children. The Director of the Children's Creative Learning Center, Inc must be notified of any schedule changes. For any reduction in hours, or termination of enrollment, thirty (30) days written notice must be given to the Director. Regular tuition payments will be required for thirty (30) days following written notice. In the case of a reduction in hours, the payment will be adjusted following the thirty (30) days notice. You will be responsible for any legal fees accrued due to unpaid accounts. Children may be enrolled several months prior to actual start dates to hold available openings. Given that other families will be turned away during this time, a non-refundable \$200.00 holding fee will be required for those enrolling in our infant program.

Tuition is due by the Friday of the week preceding. A \$15.00 late fee will be charged for all payments received past noon on Monday of the non-paid week. Please note that we do not provide weekly billing statements to you unless there is an outstanding balance on your account; otherwise tuition is due as stated above. If you prefer to pay by the month, tuition is due by noon on the first Monday of any given month. Month end statements are available upon request. Families who are two weeks or greater past due, without a prior agreement with the owners, will be withdrawn from the program until the account is current. If there are no openings at that time, you will be placed on a waiting list. Payment is still due for holidays on which we are closed: we will accommodate you in making this time up whenever schedules permit us to. Please call ahead to inquire. There will be a \$30.00 charge for all checks issued on insufficient funds. No checks will be re-deposited.

A fee of \$4.00 per day will be charged for transporting to/from local schools or lessons. The fee should be included in your weekly tuition payment. This fee is a part of your weekly tuition and will be charged regardless of absences, school holidays, vacations or Center closings.

The Center is not responsible for providing you 30-day notice in the event we need to terminate your child's enrollment with us, however, any prepaid tuition will be reimbursed to you.

OVERDUE ACCOUNTS/COLLECTIONS

In addition to late fees, interest shall also accrue at the rate of 10% per annum on all accounts overdue by thirty (30) days or more. You will be responsible for all legal fees and costs incurred by the Center if your account is referred to an attorney for collection. Any accounts past due for greater than thirty (30) days may be referred

to an attorney for collection. All parties signing this agreement, even if billed separately at parents' request shall be jointly liable for all tuition payments due to the Center for their child/children.

SICK DAYS

Full time children will be allowed 3 sick days per year for which his/her responsible party will not be charged. Full time is defined as 35-55 hours per week. Part time students/those paying the hourly rate do not qualify for sick day credits.

VACATION TIME

Following one consecutive year of full time enrollment, you will be granted 5 vacation days. Full time is defined as 35-55 hours per week. You are responsible to make payment for any additional time you choose to take off. Part time students/those paying the hourly rates do not qualify for vacation time.

HEALTH CARE POLICIES

If your child has any of the following conditions or symptoms, we will contact you to pick up your child from the Center (within one hour) in order to prevent contagion as well as to ensure proper care for your child:

- Contagious childhood disease (chicken pox, measles, mumps, impetigo)
- Conjunctivitis, Pink Eye
- Mouth sores that are open
- Scabies, head lice, pinworms, or other infestations
- Strep throat
- Colds accompanied by colored nasal discharge
- Fever greater than 100.5 F.
- Vomiting and/or diarrhea
- Any illness disabling the child from participating in the program fully
In order to return to the program, your child must:
 - take any prescribed antibiotics for a full 24 hour course
 - be free from fever, vomiting, diarrhea for a full 24 hours
 - be free of open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is not contagious and 2) the involved area(s) can be covered with a bandage in a way that prevents contagion
 - be free of infestations
 - be able to participate comfortably in all usual program activities
 - The Center reserves the right to require a doctor's note.

We have read and agree to all policies listed in the 2011-2012 Operating Policies/Parent Contract of Children's Creative Learning Center, Inc.

***Parent/Guardian Signature:**

_____ **Date:** _____

***Parent/Guardian Signature:**

_____ **Date:** _____

CHILDREN'S CREATIVE LEARNING CENTER, Inc

***Signature:**

_____ **Date:** _____

*** Signature required by both parents/guardians.**