

Yellow Brick Road

Parent Information and Enrollment Agreement

GENERAL

ENROLLMENT AGREEMENT This agreement starts one year from day of enrollment and is renewed automatically yearly until day of graduation. Parents are required to give four weeks written notice of dis-enrollment or deposit will be forfeited.

HOURS Schools hours are 7:30am to 6:00pm. Monday through Friday.

INFANT AND TODDLER Tuition is due weekly, one week in advance. Checks should be made payable to Yellow Brick Road and left in my mailbox. A Service charge of \$25 will be given for returned checks. Subsequent payment may be asked for in cash.

PRESCHOOL TUITION Tuition is due the first week of each month. Checks should be made payable to Yellow Brick Road and left in my mailbox. All tuition payments must be received no later than the 15th of each month. Payments received later then the 15th are subject to a \$5.00 per day surcharge. A Service charge of \$25 will be given for returned checks. Subsequent payment may be asked for in cash.

SIGN IN The State requires each family to sign in and out daily. Please check with the teacher for the location of the sign in book.

ILLNESS It is our policy that parents will be called to pick up a child if they are not feeling well enough to participate in activities, has a fever or other contagious symptoms. Please call the school by 9:30am if your child will not be attending for the day. Should your child require medical attention during the day, parents must document that information in a log. See teacher for more information. **Children diagnosed with strep throat must be on medication and free of fever for 24 hours before returning to school. Children with diarrhea or vomiting may not return to school for 24 hours after last incident occurred. Children with Pink Eye may not return to school until oozing has stopped and prescription medication has been administered for 24 hours. After a fever children must have a normal temperature for 24 hours before returning to school. Please keep in mind, I have the responsibility to serve the health and well being of all students and staff. These policies will be strictly enforced.**

EMERGENCY INFORMATION Should your home or office information change, please remember to inform teachers so change can be reflected on registration materials.

LABELING Please label your child's name on any items before bring them to school, such as jackets, hats , gloves, lunch boxes, crib sheets. blankets, etc.

DRESS Please send children dressed in appropriate play clothes. Sometimes the most favorite activities are the messiest ones, such as digging, mixing mud, painting, etc. Shoes are important. Sneakers are best for climbing. Please be aware of jackets with strings. Cut or remove all strings from hoods. They can result in serious accidents.

SEVERE WEATHER CONDITIONS Every effort will be made to remain open on snow days. Should we need to close due to severe weather conditions, an information message will be

on the school's machine by 6:30am. Please call the school for closing information.. Deductions may not be made for these days.

BIRTHDAYS We love to celebrate your child's birthday. Feel free to send in cupcakes or a snack for the day. Please let you child's teacher know in advance of any plans you may have.

VACATION/ ILLNESS Deductions cannot be allowed for days not in attendance unless your child is out for an entire week due to illness or vacation. Each family is allowed **ONLY TWO WEEKS OFF WITHOUT PAY PER ENROLLMENT AGREEMENT YEAR.**

HOLIDAYS We will be closed the following holidays. Deductions may not be taken for these days. Any holiday falling on a weekend will be observed the closest Friday or Monday. **Labor Day, Thanksgiving and Friday after, December 24th and 25th , December 31st and January 1st, Presidents Day, Good Friday, Memorial Day, July 4th.**

PICK UP There may be occasions when you will not be able to pick up you child. List the people you permit to pick up your child on the registration form. Please let us know, whenever possible, in writing. If a situation arises during the day, please contact us immediately. We will not allow anyone to pick up a child with out proper ID.

LATE PICK UP- Parents who do not pick up their child by closing will be charged \$10 for the first fifteen minutes, \$1 per minute after that. Late fee must be paid at the time of pick up. In the event a child is not picked up one hour after closing, and we do not hear from you, Yellow Brick Road will contact the listed emergency numbers. If your child is still not picked up, we will contact the authorities.

EXPULSION See attached policy

INFANTS

REQUIRED ITEMS Infants will need disposable diapers, wipes, and anything else you would like used in the diaper area (i.e. powder, cream, etc).2 complete changes of clothing, crib sheet/ blanket, milk, formula and/or juice bottles for the day, and enough food for the day.

KEEPING INFORMED A daily sheet will be kept for each child to inform you of your child's day. Also, check your child's mailbox for important information and notices.

SCHEDULE Each child follows his/her own schedule with regard to eating and sleeping.

TODDLERS

REQUIRED ITEMS Toddlers will need disposable diapers, wipes, and anything else you would like used in the diaper area (i.e. powder, cream, etc), 1 complete change of clothing, crib sheet/ blanket.

LUNCH Lunch should be packed in a lunch box labeled with your child's name. Please include beverage, necessary utensils, bib, and training cup. All cups, containers, bibs etc must be go home nightly to be washed.

SNACKS We will provide daily snacks.

KEEPING INFORMED A daily sheet will be kept for each child to inform you of your child's day. Also, check your child's mailbox for important information and notices

PRESCHOOL

CHANGE OF CLOTHES Each child needs to keep a change of clothing in their cubby. Keeping them in a Zip lock bag works well. Please label everything. Also, please remember to change clothing with the season.

BREAKFAST The early morning rush to get to school and work on time is hectic for some families. You may send you child with breakfast in the morning if they do not have a chance to eat at home.

SNACKS We provide morning and afternoon snacks. Such snacks include crackers, pretzels, fruits and vegetables, etc.

LUNCH Lunch is the social event of the day for most preschool children. It should be packed in a lunch box labeled with child's name. Please include drinks and necessary utensils. If heating is required, please send food in a microwavable container.

REST TIME Each child in the full day program has a quiet time following lunch. The school provides a rest mat for each child. Parents provide a crib sheet, small blanket, small pillow and stuffed animal. The rest time sheets should be taken home weekly to be washed.

KEEPING INFORMED Each class has a wipe off board summarizing daily activities. Most children are not inclined to give parents too much information about their day. The board provides an opportunity for parents to ask specific questions such as, " So, how was that applesauce you made today?" Please read the board as you leave each day. Also, please check your child's mailbox for notices, artwork etc.

Please do not hesitate to call me with any questions or concerns. These are magical time for our young children. Although the times do not last forever, the memories will. Let's all work together to make our children's first school experience as happy and memorable as it can be.

Sincerely,

Grace

Yellow Brick Road Expulsion Policy

Unfortunately there are sometimes reasons we have to expel a child from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Parental Actions Resulting in Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.

Child's Actions Resulting in Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Proactive Actions That Will Be Taken In Order To Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.

Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the Parent /guardian may work on the child's behavior or come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/ guardian will be informed of the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
- Failure of the child/ parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child Will Not Be Expelled

* If a child's parents:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
- Reported abuse or neglect occurring at the center. (1-800-215-6853)- or (1-800-792-8610 after 5pm)

* Without giving the parent an adequate amount of time to make other child care arrangements.