

RED BIRD LEARNING CENTER POLICY & PROCEDURES

REDBIRD LEARNING CENTER SCHEDULE

1. The Center hours of operation are from 6:00 a.m. to 6:00 p.m.
2. The Center is open Monday through Friday
3. The Center is closed on the following holidays: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day following; and Christmas Day.
4. The Center is licensed to accept 201 children, ages birth to 12 years old.

MEDICAL AND ILLNESS

1. Each child must have a physical exam within the twelve-month period prior to enrollment.
2. A licensed physician must sign the medical record.
3. The child must have immunizations appropriate for his/her age level.
4. We cannot accept your child if he/she has:
 - a. A temperature of 100.4 or greater
 - b. Diarrhea or vomiting
5. You will be notified if your child becomes ill at the center.
6. Medication can be given by the staff only if the following occurs:
 - a. Parents must sign the medication chart noting dosage amounts, times to be given, medication name, date, parent's signature and child's name.
 - b. Medicine must be in original container and have child's name, doctor's name and current date.
 - c. These requirements also apply to over-the-counter medicine, such as: aspirin, cough syrup, etc.

CLOTHING

1. All clothing must be marked with child's name.
2. An extra set of clothing should be at the Center in case of an emergency.
3. Red Bird Learning Center is not responsible for personal belongings brought to our center, such as toys, jewelry, etc. We will make every effort to see that these items are returned to you safely, however, no monetary reimbursements will be made. Children are requested not to bring toys from home.

FOOD

1. Healthy and nutritious meals will be served daily.
2. Healthy snacks will be served daily.
3. Please notify the Director, in writing, if your child is on a restrictive diet or has allergies to certain foods. You may need to supplement our menu.

REST

Each child of kindergarten age or below must rest quietly during designated naptime for the child that needs sleep.

PROGRAM

1. The children participate in development programs.
2. Field trips are taken in conjunction with the program.
3. Creative art projects are an integral part of the program.
4. ABEKA curriculum is used for children 2 through 5 years of age.

VISITING, CONFERENCES AND PARENT/STAFF GROUP

We invite you to visit the center at any time and want you to feel free to ask questions. Please consult with the Director or the child's Teacher, should any problems arise concerning your child; whether at home or at the center. We seek your active involvement as parents, in the center's program, especially in following your child's progress and the parent/staff group.

Appointments are required in order to have a conference with the Director. We encourage you to take advantage of opportunities for daily contact with the Center's Director and Teachers. We want your contribution of ideas to enable us to have an even higher quality program. Please utilize the daily communication folder.

ARRIVAL AND DEPARTURE

1. Children are only allowed to be picked up by parents or adult(s) whose name appears on the authorization sheet.
2. If an adult other than the parent or authorized adult is scheduled to pick up a child, a note signed by the parent must accompany the child upon arrival or a call has to be made to the Director in advance.
3. Children are not allowed to leave on their own with unauthorized persons.
4. The parent or authorized adult must report to the office upon arrival at the Center and be prepared to furnish identification with a photo.

REPORT OF ABSENCES

1. If a child is ill and will not be attending the center, it is the responsibility of the parent to notify the Center. It is necessary for the Center to be aware of the nature of the illness.
2. A child's absence extending beyond one week will result in your child being automatically dropped from the roll, if the center has not been given prior notification.
3. If a child is enrolled in the center's Before and After School Program the center must be notified at least one full hour in advance of the scheduled pick-up time, if your child does not require pick up at the public school on a given day.

PHOTOGRAPHS/VIDEOGRAPHY

Photographs of your child enrolled in the center and participating in the before and after school program may appear in media avenues such as video, print, and web publicity and advertisements without any compensation to you and/or your child. By signing this policy statement, you hereby specifically release Red Bird Learning Center from any liabilities, obligations, and damages with regards to you and/or your child.

DISENROLLMENT

Red Bird Learning Center shall have the right to drop any child from the roll at any time, for any reason, whatsoever, at the sole discretion of the center, consistent with any applicable federal, state, church law, local law, rule or regulation.

RELEASE OF RECORDS

In order for any records to be released to the parent, all tuition must be paid.

TUITION AGREEMENT

A non-refundable registration fee of \$85.00 is due at the time of enrollment and is due every June 1st and August 1st.

Weekly tuition is due on Monday. A \$30.00 late fee will be added if payment is not received by 6:00 p.m., Monday, of each week. Your child will not be accepted on Tuesday morning without full payment, including late fees. You will be notified 30 days in advance of any price increase. THERE ARE NO TUITION REFUNDS.

SCHOOL-AGED PROGRAMS

The tuition for 4- and 5-year olds who attend public school for a half-day and attending the center for the remainder of the day is \$65.00 per week.

Before and after school care with transportation is \$65.00 per week. Public school children will be charged an additional \$5.00 per day for holidays and any other day the child is in attendance for a full day at the center. Transportation will not be provided during inclement weather.

DROP-INS

The daily "drop-in" fee is \$30.00 per child. If drop-in is more than 2 days per week, the parent must pay the registration fee and complete the required forms. Payment for Drop-Ins must be in the form of a money order and is due upon arrival.

VACATION POLICY

Due to our program requiring us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent. Each child is allowed one (1) calendar week per year of vacation time, after six months of attendance, for which no tuition is charged. If your child is not in attendance at anytime during the week, you will be charged for a full week.

A child's absence, extending beyond two weeks, will result in your child being removed from the role. EXCEPTION: A written statement from a licensed physician, certifying that the child has been ill and required professional medical attention.

DISCIPLINE AND GUIDANCE

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.