EarlyBird Childcare & Learning, LLC.

Parent Handbook

“Where Fun, Care and Learning Begin”

3122 E US Highway 54

Andover KS, 67002

(316) 210-8599 or (316) 295-3124

Kansas State ChildCare License #: 0068852 & 500279

DCF Provider ID: C166225 & C912386

**Program Policy: Parent’s Responsibility**

As a condition of enrollment in EarlyBird ChildCare & Learning Center the parents have the following responsibilities regarding the center and/or their children:

 A. All parents are required to review the contract with the program director and agree to all terms prior to their child attending

 B. All parents must provide the center with all the state required forms and registration. These forms are required by state as well as well as local agencies. Notifying and documenting the director of any health problems, developmental delays and/or allergies.

 C. Parents are responsible for all items, belongings and supplies needed for their child to begin the program as well as maintaining day to day needs of the child. The Center Supplies List consists of:

 - Backpack to be brought daily to store all the child’s belongings as well as daily classroom work, crafts, notifications.

 - Leak proof cup or water bottle to remain at the center for daily use

 - Toothbrush to daily brushing after meals *(Toddler classroom Exempt)*

 - 2 spare clothing sets (*Please swap as seasons change. Includes 2 pants, shorts, sweats. 2 long sleeve or short sleeve shirts, 2 pairs underwear, 2 socks)*

- Diapering Supplies if needed (*Including wipes, diapers, diaper rash cream, etc.)*

- Indoor shoes for indoor use only (*Must not have been worn outside. Crocs, slip- on shoes, slippers, or tennis shoes accepted)*

 D. Parents are responsible for updating their child’s health forms each year/(birthday) as there may be new immunizations required that need to be on file for the child.

 E. Parents are required to maintain their contracted arrival and departure times listed in the parent contract on file with the Provider and must notify the center of any changes for approval.

 F. Parents must contact the director no later than 9:00 am on the day of occurrence if their child will be late or absent for any reason. It is preferred that the director be notified in advance of any appointments, late arrivals or early pickups, etc. to ensure little interruptions with the center’s daily schedule. This will avoid any prolonged delays with child if they are involved in an activity.

 G. If an emergency occurs parents must be easily available to contact and/or to pick-up their child. An emergency information form is filled out during enrollment providing the director with the best contact numbers to reach parents in case of such. If child is needing picked up this should occur immediately, with no more than 30 minutes extended.

 H. Authorized Pick-Up’s must be approved and documented. This information is to be completed and/or updated on the KDHE Medical Profile Form and/or an attached form, signed and dated by the parent. If an authorized pickup will be picking up it is important that this is communicated with ***DIRECTOR*** only, to then vehicle description and State issued ID will be mandatory upon meeting the authorized individual before the child will be released. In the events we were not notified of the individual picking up other than the parents contracted on file, we will not release the child, even if the individual is listed as an authorized pickup as this will need to be communicated in advance to ensure the child’s safety as well as the center.

 I. Parents should carefully read the parent bulletin boards, newsletters and other materials handed out as they contain important information and dates such as: - Curriculum changes - Celebrations/Holidays - Center Closing Information - Illness exposure/ Health Information

It is also important that each parent has signed up for and activated the classroom messaging link system through Remind so they can be instantly informed with classroom reminders, pictures, celebrations, closures and/or emergency notifications.

 J. Parents should utilize the center’s “Open-Door Policy” expressing messages, concerns or ideas to the director relating to their child’s needs, behaviors and development.

 K. Parents should send sufficient and weather appropriate clothing, coats, nap time supplies, etc. for their child. This needs to be stored in the center provided storage bin with the child’s name tag in their assigned cubby. Should any clothing be laundered parents are responsible for taking these items home and returning replacement items as soon as possible. (Nap time supplies is the center’s responsibility and is laundered at the center weekly)

 L. It is the parent’s responsibility to notify the director of any scheduled vacations, absences, illnesses or scheduled appointments resulting in the child’s absence or late arrival/early departure.

 M. Center Policies regarding illnesses:

If the child is ill and meets one or more of the symptoms listed below the center will enfore a 48 hour time period that the child will remain out of care providing no symptoms for the full 48 hours and/or a medical note signed & dated by a medical professional in order to return.

In the events of a COVID-19 exposure and/or illness, the time frame will be based on state regulations that are set in place at the time of occurrence. *These policies and procedures are subject to change based on county or state officials.*

 **Symptoms include but not limited too:**

 \* Fever 99.9 or above

 \* Diarrhea

 \* Chills, Cold Sweats, Clammy to the touch and sight

 \* Vomiting

 \* Headache

 \* Sore Throat

 \* Green Drainage or Sinus Infection

 \* Body Rash

 \* Severe Cough (*This does not apply to children with written documentation of Asthma or Allergy conditions on file. Please make sure we have breathing machine, inhaler, epi-pen,allergy medications on site at the center to help off-set symptoms.) A KDHE medical form will need to be completed prior to center dispensing, DIRECTOR must be notified and written documentation must be on file for dates/times medicine is needing to be given to child.*

 N. It is the parent’s responsibility to notify the director of the child’s withdrawl from the program; a two week written notice is required and is to be submitted to the director. The two week notice will be exactly 10 business days from the day the notice was given with all normal tuition fees still being owed. If the two week notice is not given and the child withdrawl’s from the program or the child withdrawl’s from the program prior to the ending date it is the parents responsibility to pay the center the child’s full tuition amount for the total of (2) two full weeks.

\* Weekly Tuition Full Time as of August 1st, 2022 is $205.00 per week ages 18 months to 6 years. *At this time we do not accept infants; however if we were too accept infants the weekly rate would be $235.00 per week. Infants are considered ages 18 months and younger.*

\* Weekly Tuition Part Time as of August 1st, 2022 is $35.00 half day positions, with a minimum of 3 days consisting of enforced times of 7:30am t0 12:00pm or 12:30pm to 5:00pm. Full day Part Time positons are $60.00 per day with a minimum of 3 days per week hours are 7:30am to 5:30pm.

 (Example: Full Time Weekly Tuition $205 per week x 2= $410.00 owed)

 (Example: Part Time Weekly ½ day Tuition 3 days $105 per week x 2= $210.00 owed)

 (Example: Part Time Weekly 3 Full Day tuition $180 per week x 2= $360.00 owed)

 (Example: Part Time Weekly ½ day tuition 5 days $175 per week x 2= $350.00 owed)

 O. Each child’s weekly tuition payment will be due by the end of the day/5:30pm closure on Friday before the up & coming week. The tuition paid on Friday will be for the following up and coming week of attendance. Late fees will be applied if tuition is not paid on this day (Friday) by 5:30pm closure.

 1. Late payments: If childcare payment is not received at the end of child’s last scheduled attendance day for the week or by the Friday before the week of starting care; I understand there will be a late fee of $5.00 per day applied to payment for each day late per child and/or the provider will refuse care/services until payment is paid in full.

 2. I understand that I am still responsible for my child’s tuition and tuition payment is due on due date (Fridays) by 5:30pm close regardless of my child’s attendance or absence. This applies to any missed days to due to family/personal reasons, illness or vacation.

 3. I understand that if the center has to close due to unexpected events such as natural disaster, electrical power outage, water supply outage, etc. I am still responsible for full payment regardless of days missed/closed due to the unforeseen circumstances.

 4. In regards to COVID-19, I understand that my center has to abide by KDHE state regulations in regards to closure, protocols of handiling such positive cases within the center as well as any possible exposures. The center is not liable or in any way responsible for such exposures, confirmed cases, closures or protocols enforced. In the event your child misses due to COVID-19 closure, exposure or confirmed case you take full responsibility for the protocols in place to protect my child and the classroom, as well as the full amount of tuition due for the time missed and/or closed.

 5. Payment Methods: The center does not take any credit card payments. Payments accepted are VENMO friends, PayPal friends, Zelle, DCF services and/or Check. Any returned payments will result in a $50.00 returned fee to be paid immediately along with new payment for returned week. The parent has the option to pay in weekly, bi-weekly or monthly payments.

 P. Overtime rates will occur and be considered for any drop off’s before 7:00am for Full Time enrolled children and 7:30am or 12:30pm for Part Time enrolled children. As well as any center pick-up’s after 5:30pm for Full Time enrollees and 12:00pm or 5:30pm for Part Time enrollees. (Unless otherwise agreed upon by both provider and parent in advance)

 1. I understand that prior arrangements with the provider must be made and if the child is to stay before or past center hours I will occur a $25.00 per hour charge or portion thereof even if under an hour. This is this is to be paid in full prior to overtime care.

 2. I understand that if prior arrangements for overtime care were not arranged with the center provider/director I will occur a $10.00 charge for the first minute along with $1.00 per minute each additional minute for early drop-off and/or late pick-up times charged beyond the contracted times. This rate will be strictly enforced by the provider/director and is to be paid in full the day of occurrence or first thing the following morning prior to the enrollee attending for care.

Q. **Center Closings: (Holidays, Vacations, Absences)**

The following days are paid closure dates for the center:

* **For the holidays listed below the center will close at 4:00pm the day before the below listed holidays. For Labor Day & Memorial Day, this will be on the Friday before since that holiday consecutively falls on a Monday.**
* **New Year’s Eve and New Year’s Day**
* **Day before Thanksgiving, Thanksgiving Day and Day after Thanksgiving**
* **Memorial Day**
* **Entire week of 4th of July (If the Holiday falls on a weekend, the closure for the holiday will begin the Monday starting of the weekend date.)**
* **Labor Day**
* **Christmas Holiday (Including Christmas Eve, Christmas Day and Day after)**
* **Holiday Closure 4th Week of December to be in conjunction with Christmas Holiday and/or New Years Holiday**
* **3 Sick Days Annually**
* **Snow Days may occur and are unforeseen; but will only be enforced if city closings and/or weather prevents opening due to safety, full center operations and road/parking lot conditions.**

R. A deposit of $125.00 or $100.00 per child for siblings is required and to be paid prior to the child starting preschool. This fee/deposit serves as an enrollment fee and/or holding reservation fee for my child’s position and is non-refundable. The deposit **WILL NOT** be applied towards any tuition, fees, closures, payments or notices regarding my childcare/preschool services during the time I am enrolled in the program.

S. Charges related to the provider’s/director’s illness or other emergencies that prohibits care will be the child’s regular tuition rate, as this will be used to pay/contract a licensed substitute through the state to cover any amount of time missed by director.

**Program Policy: Program Responsibilities**

**Upon enrollment EarlyBird ChildCare & Learning Center has the following responsibilities to child and parent(s):**

 A. The program will provide a healthy, safe environment that is developmentally appropriate and stimulating for the children enrolled. The program will offer a variety of activities and curriculum for the children to keep them engaged and involved.

 B. The program will meet services, activities, materials and equipment that meet’s cultural, linguistic and other special needs of children and their families being served. Within the context of group care, as much as possible each child’s individual needs, customs and learning styles will be respected and fostered.

 C. Each child and their families’ personal rights will be kept private and confidential between only the provider, child and child’s family.

 D. The program is responsible for communicating and implementing its “Open-Door Policy.” This policy is to create and establish trusting relationships between director, child and parent(s). The “Open-Door Policy” also supports and encourages parent visits and participation during the hours of operation. Ongoing communication will be provided to keep parents informed about their child’s development as well as all other aspects of their daily activities and the program. (This is done in a private setting to ensure child/family privacy and to maintain the trust built) Any additional time needed can be requested and scheduled with the director.

 E. The program will send home monthly assessments in the child’s assigned folder engaging the parent(s) in the child’s monthly progress and development.

 F. The programs goal is to establish close working partnerships and friendships with all the families, creating a second home environment for the children. This is supported by offering open communication, resources and support to all families and their children.

 G. EarlyBird ChildCare & Learning center does not discriminate among any religion, race, culture, gender, or disability. At EarlyBird ChildCare & Learning no religious instruction or beliefs are provided.

 H. The center reserves the right to drop a child from the program if it is determined that it would be to the best interests of the other children involved in the center or that individual child. The center can only serve to those children who meet the needs that are effectively met by the program. The program is regulated and limited to adult: child ratios permitted by the state. Specific circumstances that would cause for a child to be dropped from the program are as follows:

- Aggressive, anti-social or continuous unacceptable behavior to the extent of that child’s safety and health or the safety and health of other children within the program along with staff.

– The child’s inability to adjust to the program structure and/or group situation.

 Should this be decided and determined by the director proper two week notice will be given to the child’s parent(s) as well as an understanding for why the services are being terminated. This will only be considered after the program has taken other actions, parent notification, observations and implemented changes with the child. If termination of service is determined the family will be provided with referrals and resources.

***EarlyBird ChildCare & Learning has the right to refuse Business to individuals and/or clients in the event of concerns, volatile behavior, safety protocols and any other acts of dismay.***