



Learning Stars Infant Care & Preschool, Inc.

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INFANT CARE AND PRESCHOOL CONTRACT ENROLLMENT AND ADMISSION

The following are established criteria for the enrollment and admission that are required by the State of California:

GENERAL REQUIREMENTS AND INFORMATION

Parents are expected to partner with Learning Stars Infant Care & Preschool (hereinafter referred to as Learning Stars) staff as we nurture their child's growth. A personal interview with the Director is necessary to exchange information and plan for a successful adjustment to out-of-home-care and the child's separation from the parent(s). Parents must complete the Application Package consisting of the following required forms prior to admission:

- Application for Enrollment
- Physician's Report
- Child's Pre-admission Health History / Parent's Report
- Personal Rights
- Parent's Rights
- Emergency / Identification Information
- Consent for Medical Treatment
- Copy of Child's Birth Certificate
- Signed copy of this Contract

HEALTH REQUIREMENTS

Children will be accepted to the Child Care program between the ages of six weeks and 24 months of age and our Toddler program between 18 months through 30 months. Our Preschool program can start at

the ages of two and five years. ***Children must have all age-appropriate immunizations against the following.***

- DTP (Diphtheria, Tetanus, and Whooping Cough)
- Polio
- German Measles
- Measles
- Hepatitis B
- TB (Tuberculosis)
- Varicella (Chicken Pox)

Each child must have a written medical clearance from their physician at the time of admission and be able to participate in a child care program. Parents must have a plan for providing care when the child is ill or has a contagious condition. Children who are ill may ***NOT*** attend school until they are well. If a child becomes ill at the child care site, the parent(s) or guardian(s) will be called for the immediate pick-up of the child. No medication will be administered without the written authorization from the parent(s) or guardian. We will ***NOT*** awaken a child from his/her nap to administer medication. All medicine must have the child's name clearly indicated on it. Original prescription(s) must have the child's name on the original container. Medication will ***NOT*** be given if the prescription(s) ***DO NOT*** possess the child's name on the original container. This is for your child's protection

Making choices for a healthy diet and lifestyle starts when a child is young. Learning Stars models and promotes healthy eating habits. Please ***DO NOT*** send your child to child care with gum, candy, chips, soda or unhealthy foods. What we eat really does affect the brain's ability to absorb and retain information!

Sending Children Home

The following health conditions will be cause for sending your child home:

- Fever of 100 degree or more
- Vomiting
- 3 or more incidents of diarrhea
- Pink Eye
- Cold or Flu
- Green or Yellow Mucus out of nose
- Coughs (heavy or Croup like)
- Open or oozing wounds
- Spots on skin
- Contagious diseases (Chicken pox, Measles, Strep throat)
- Any medical condition that the staff deems appropriate

To prevent any contagion, the child must be free of fever for twenty-four (24) hours before

returning to school

ATTENDANCE

If your child has been sick and absent one week (five school days) or longer, the parent must bring a doctor's clearance advising that your child is able to return and participate in normal school activities.

All parents or guardians will be notified if any child in school has contracted a communicable disease. Depending on the nature of disease and state guidelines, the Department of Health may be notified. The child's name, parent(s), or legal guardian(s) information will be given to the Department of Health for subsequent follow-up.

Maximum student attendance at Learning Stars is determined by the State of California. Due to this reason, parents or legal guardians must notify the Learning Stars Director **two weeks** in advance if they wish to withdraw their child(ren) from school. This will allow us to enroll additional student(s). Without 2 weeks advanced notice, tuition for 2 weeks will be charged .

The school is unable to provide make-up or substitute days when a child is absent due to holidays, vacations or illness. We abide by strict licensing standards when setting our teacher-to-child ratios, and therefore cannot "swap" days throughout the week. We appreciate your understanding.

TUITION & FEES

The Director of Learning Stars Infant Care & Preschool shall determine fees. Tuition and other fees are subject to change on a yearly basis. Payments can be made by cash, check or money order payable to Learning Stars Preschool. **Please see Tuition Rate Fees attached.**

1. A non-refundable, annual registration fee shall be required at the time of admission.
2. Weekly tuition is due every Monday at the beginning of each weekly cycle.
3. Monthly payments may be made with the approval of the administrative staff. Please keep in mind that some months have five weeks, therefore payments must be adjusted accordingly. Weekly and monthly payments are due in advance (at the beginning of the week or month). Any tuition payment made by the 5th of the month, or thereafter, will result in a late payment fee of \$25.00.
4. There will be a \$25.00 charge for any returned check.
5. Tuition is ***NON***refundable in case of absences. The weekly tuition amount will be the same for every week regardless of absences, holidays, and vacations.

6. Learning Stars Infant Care & Preschool observes *ALL* National holidays. **Tuition is due year-round INCLUDING Holidays.**

7. Failure to pay fees within a two week period following the due date is cause for termination of enrollment of the child (ren).

Be sure to always request a receipt for any cash payments!

TERMINATION OF ENROLLMENT

The Director or Administrator may terminate the enrollment of any child for repeated late pick-up of the child, failure to pay tuition, or if it has been determined that the school cannot completely meet the needs of the child, which is up to the Director's discretion. In such cases, there will be NO refund of tuition or registration fees.

DISCIPLINE

Learning Stars disciplinary practices involve redirection through the use of words.

NO PHYSICAL PUNISHMENT WILL BE USED AT ANY TIME. Please refer to the Learning Stars **Discipline Policy** handout for a complete description of our policy.

Please inform us at time of enrollment if your child exhibits behavioral concerns such as throwing items, biting, pinching, or any similar such conduct that we should be aware of. This can be explained verbally and in detail on the Physicians' Report form in the enrollment package. We are eager to help your child reach their fullest potential and will work with you to encourage appropriate behaviors. Learning Stars Infant Care & Preschool is not licensed to serve children with moderate to severe special needs, autism or similar conditions that require one-to-one, individualized supervision. We are, however, able to provide resources and placement options for your family. Please feel free to discuss this with us prior to enrollment.

RECORDS AND EMERGENCY INSTRUCTIONS

All identifying information for you the parent or legal guardian of record, must be provided in full detail. Any changes in information such as employment, residence, telephone numbers, as well as the authorized person to pick up your child (*if parents or Legal Guardians cannot be reached*) must be reported to Learning Stars Infant Care & Preschool immediately to keep the child's information current.

PARENT CONFERENCES

Parent conferences are informal and an important part of the preschool program. Conferences with the Director and your child's teacher will be scheduled during regular school hours. An appointment for the conference *must be made in advance* through the Director. If there is a concern of any needs the parent(s) or legal guardian(s) should inform and consult the Director by submitting a written note or requesting a conference.

WHO CAN PICK UP MY CHILD FROM THE FACILITY?

Upon enrollment with Learning Stars, you will be required to fill out a Release Form specifying which adults are allowed to pick up your child. If we are not familiar with the adult picking up the child, we will check to make sure they are permitted by the parent(s) or legal guardian(s) who enrolled the child in our facility to take the child off our premises. We will require a photo identification with a name that matches the parent authorization on the Release Form. We might also call to double check if we are unsure, so please NOTIFY Learning Stars if you plan for someone out of the ordinary to pick up your child. Under no circumstances will we release a child to anyone that is not on the Release Form, has no proof of photo ID, or to whom the staff does not feel sufficiently comfortable releasing the child.

DAILY SIGN-IN AND SIGN-OUT

The person dropping off and picking up must sign the child **IN & OUT EVERYDAY**. Signatures of such persons must be his/her full name. Initials are *Not* accepted. Children **will not** be allowed to leave the school with any person other than parents, legal guardians or persons authorized by the parents in the application form. The person picking up the child (ren) must also provide a current photo identification card.

FOR THE SAFETY OF THE CHILDREN, NO EXCEPTIONS WILL BE MADE!

WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

- Bedding (Crib size fitted sheet, blanket and optional pillow)
- Change of clothing (to remain in child's school cubby in case of an accident). You will want to change

this for them seasonally.

- For children using Sippy cups: one to be kept in child's cubby
- For non-potty trained children: A regular supply of diapers, wipes, diaper rash cream
- Learning Stars provides alternatives to our daily meals and snacks. If you wish your child to eat a special diet, please provide it and we will be happy to serve it at the appropriate time.

CLOTHING

For the safety of ALL our children, children must arrive wearing comfortable casual wear or athletic-style clothes. To prevent stubbed toes or other injury, **ALL SHOES OR SANDALS MUST BE CLOSED-TOE AT ALL TIMES.** For these same reasons, Learning Stars will not allow flip-flop sandals or shoes with high heels. To help prevent choking, no scarves or jewelry are allowed. **NO EXCEPTIONS WILL BE MADE.** If a child's attire does not meet these safety requirements, parent will be contacted and asked to bring appropriate shoes or clothing to the school and we will assist the child in changing. **Please label all your children's belongings.** The school is **NOT** responsible for lost items or labeling items.

REST

Children who are in school all day are required by the State of California to be offered naptime. All children must bring one crib size sheet and blanket. Pillows are optional. Every Friday, blankets and sheets will be sent home for washing and are to be returned to school every Monday. Children's rest times are from 12 - 2pm and are posted as part of the daily classroom schedule in each room. Infant rest times are more frequent and will vary with each individual child.

POTTY TRAINING

Learning Stars accepts all children 6 weeks of age and over into our programs, regardless of whether they have been fully potty trained and have transitioned into "pull ups" or regular underwear. We provide this service for children who are not fully potty trained as part of our infant and toddler programs, at no additional fee. Parents or legal guardians are asked to continue everyday training at home in order for a successful transition. It is the parents' or legal guardians' responsibility to provide and maintain weekly supplies for their child (ren), such as diapers, wipes, creams, powder, etc.

SAFETY

THE SAFETY AND WELL-BEING OF ALL THE CHILDREN IN OUR CARE IS OUR FIRST PRIORITY!

Learning Stars conducts periodic fire drills and earthquake drills. We may also participate in disaster drills as they are offered by local emergency officers. Emergency Preparedness Guides are posted at the

entrance and exit of each room. In case of an emergency, infants 0-12 months will be carried out of the building by teachers or placed in strollers or a movable crib.

Children 12 months and up are required at all times to observe basic safety and health standards, including following the directions of teachers and staff, wearing appropriate attire, maintaining hygiene, such as washing of hands, etc.

If a child receives a scrape, bruise, bite or other minor injury, Learning Stars will send your child home with an "Ouchie Report", indicating exactly where and how the injury occurred, signed by both the observing teacher and the Learning Stars Director.

Parents must assemble an **Emergency Preparedness Kit** for each enrolled child. (Please see the outline of necessary items included in the parents' package.) By request, we will assemble one for your child for a fee of \$20.

HOURS OF OPERATION

Children may arrive at 6:30am and must be **picked up BEFORE 6:00pm**.

Children must be picked up on time. PLEASE call and let us know if you cannot arrive prior to the 6PM closing. Parents are expected to make arrangements for a designated substitute to pick up their children if they are unable to arrive prior to 6PM.

Failure to pick up your child on time will result in a Late Fee. The Late Fee is \$1.00 per minute per child past the designated pick-up time of 6:00pm. Example: 6:05PM pick up equates to a \$5. Fee is due to the child's teacher at the time of pick-up. **Late fees are paid directly to the closing teacher. Learning Stars Teachers are employed until 6:00pm only.**

Learning Stars Infant Care & Preschool observes ALL National holidays and will be closed on the following dates: New Year's Eve, New Year's Day, M.L.K. Jr. Day, Labor Day, President's Day, Memorial Day, 4th of July, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day (12 days throughout the full year).

PARENTS RIGHTS

For parent's peace of mind, Learning Stars Infant Care & Preschool has an "**Open Door**" policy. This means parents or legal guardians may visit the site at any time without an appointment or prior notice. The main

rest time for the children is between 12-2pm daily. Please limit your calls and visits during this time.

The Department of Social Services (DSS) has the legal right to interview staff or children as they may deem necessary and to inspect and audit the facility and records without prior permission. DSS also has the right to observe and examine the physical condition of the children with a licensed medical professional. The DSS Forms "Notification of Parents' Rights" and "Personal Rights" are provided to each parent upon enrollment.

Learning Stars Infant Care & Preschool is an equal opportunity employer and provides childcare on a nondiscriminatory basis. As part of our "Open Arms" approach, we welcome families and children of all cultures and nationalities. We believe that the learning of healthy social skills will serve the children well now and as they move forward in life free of any prejudices. We hold this same expectation of our parents and families.

Signature: _____ **Date** _____

Updated 03/22/11 KG