

# **Dragon's Den School Age Program Family Handbook**



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## **Welcome Statement**

Welcome to Dragon's Den School Age Program, A Chapter of Sound Child Care Solutions located at Dearborn Park Elementary. Sound Child Care Solutions (SCCS), a consortium of high quality centers who have come together to share administrative and business responsibilities, while retaining their unique community and family identity. We currently care for school age children after school, on teacher in-service days, school breaks, and during the summer. We are happy to have you and your family joins us.

## **Our Mission**

Our mission is to educate children for life by deeply integrating child-centered, high quality, anti-biased, early childhood education with excellent business practices.

## **Our Philosophy**

At Dragon's Den School Age Program we believe that children learn best when they are loved, respected, and appreciated. If children are short-changed in self-esteem, we know their development will suffer. Therefore, at the heart of our program is a philosophy that respects the dignity, worth, and uniqueness of each child, staff, and family member. We appreciate childhood as a unique and valuable stage of the human life cycle, and provide a safe environment for children socially, emotionally, and physically.

We base our work with children on knowledge of child development theory and research, and we know that children learn best through play. We also believe that children are best understood in the context of family, culture, and society. Our program seeks to provide an environment rich in materials and props that support children's interests and foster a delight in learning. Through our activities and interactions we nurture and appreciate each individual child knowing this will contribute to a growing positive self-concept and self-identity.

Research, on brain development, shows that positive, supportive relationships are essential during the earliest years of life. We believe that children achieve their fullest potential through caring, stable relationships with teachers; based on trust, respect, and positive regard from infancy through childhood.

We work in partnership with families, appreciating and supporting the close ties between children and families. We also recognize that families/guardians are the experts regarding their children.

## Our Objectives

The programs and policies of Dragon's Den have been designed to accomplish the following objectives:

1. To provide an emotionally supportive and nurturing environment for all children in our care.
2. To help each child reach maximum self-expression in the areas of intellect, creativity, self-esteem, and self-reliance.
3. To provide an anti-bias, culturally relevant environment for each child that reflects a respect for individual and cultural differences.
4. To provide activities which teach non-violence and enhance each child's social, emotional, cognitive, and physical development.
5. To create a positive and mutually supportive working relationship with the families of the children in our care.
6. To encourage and promote a self-directed staff who work well together as a team.
7. To promote continual staff development based on self and professional development.

## Family Involvement/Participation

At Dragon's Den we believe that the family is the first and most significant teacher of young children. We encourage a strong partnership between family and school to support your child's growth and development. We strive to work together and be responsive to both you and your child's needs. Through regular conversations, notes, requested conferences, journals, parents meetings, posted curriculum plans, and the Center newsletter, ongoing communication is established between staff and families. If you have particular questions, these are the people to go to:

Your Child's Teachers	Take care of everything that pertains to the direct care of your child.
Site Supervisor	Gives tours of the program. Oversees the day-to-day planning and activities of the school age program. Provides guidance and support to staff and families. Ensures the quality of the curriculum in the classrooms. Parent concerns. Part of the teaching team.
Administrative Assistant	Handles tuition payments and subsidy programs.
Program Director	Oversees the operation of the center. Oversees the enrollment of the children.

Responsible for the hiring of the teachers.  
Parent Concerns.

Families are welcome to visit our program at any time and have **free access** to areas used by their child. We encourage you to be actively involved in our program, helping in the classrooms, going on field trips, and assisting with fundraisers.

## **Our Program and Environment**

We expect learning and cooperation, and arrange our program and environment accordingly. Our curriculum is diverse and culturally rich, providing for physical, social, emotional, and intellectual growth. Our classrooms are designed to be orderly and inviting with space for large and small group activities. Individual quiet areas are also available. We have the use of the gym as well as an outdoor play area. Field trips are an integral part of our summer program.

Because we continually strive to provide high quality care for your child, we evaluate our program each year, assessing our strengths and targeting areas for improvement. We appreciate your continued feedback, praise, and suggestions, and see this as a way for parents to directly influence the quality of the program at Dragon's Den.

### **Culturally Relevant Anti-Bias Commitment**

Dragon's Den School Age Program is committed to meeting the needs of children and families with regard to culturally relevant and anti-bias practices and refers to the four goals of Anti-Bias Education.

Goal 1: Each child will demonstrate self-awareness, confidence, family pride, and positive social identities.

Goal 2: Each child will express comfort and joy with human diversity; accurate language for human differences; and deep, caring human connections.

Goal 3: Each child will increasingly recognize unfairness, have language to describe unfairness, and understand that unfairness hurts.

Goal 4: Each child will demonstrate empowerment and the skills to act, with others or alone, against prejudice and/or discriminatory actions.

We keep these four goals in mind in regards to the following areas:

#### **Environment**

- Culturally diverse materials are present in the environment

- Materials reflect the children and families in the program and bring in images of diversity that exist in King County but are not present in the classroom (i.e. if there are no Chinese American children and families in our program, pictures and books, etc. that reflect Chinese American people who live in King County would be brought into the environment).
- Awareness of stereotypes in materials and avoidance of a tourist approach to diversity.
- Represent a variety of career roles and lifestyles.
- Represent a variety of genders, religions, physical abilities, cultures, and family structures.
- Children with special needs are accommodated.
- Provide a variety of dramatic play clothes (male, female, different clothes worn by individuals from various cultures who live within the United States).
- Provide a variety of ethnic fabrics.
- Provide diversity in dramatic play dolls (variety of skin tones, hair textures, genders, etc.).
- Reflect children's home languages in the environment.

#### Curriculum

- Children are reflected in the curriculum and how it is carried out.
- Staff have knowledge of planning and implementing a culturally relevant and anti-bias program.
- All children have equal access to materials and activities.
- Activities are culturally interactive.

#### Working with Families

- Written information about culturally relevant and anti-bias practices is presented to families.
- Culturally relevant and anti-bias practice is a topic at parent meetings.
- Demonstrate sensitivity to cultural and individual values in family systems.

#### Interactions with Children

- Children are treated respectfully and equally.
- Individual differences are respected and celebrated.
- Different learning styles are respected.
- Children are encouraged to stand up against bias.
- Teachers are flexible with regard to individual cultural styles.
- Children are spoken to in their home language when possible.

## **Staff Qualifications**

Our staff members are required to have experience working with children and/or education in early childhood development. We hire people not only based on their professional background, but with particular attention given to their

philosophy in working with children. Applicants are interviewed carefully and their references are checked. After a satisfactory 2-month introductory period, an employee becomes a regular member of our staff, receiving ongoing trainings and evaluations.

As state regulations require, a background check is completed for each new employee. Staff members are also required to have a TB test and HIV/AIDS/BBP training. Our staff members are trained in First Aid and CPR as well, and also hold a food handlers permit. In addition, state licensing requires that each staff member complete 10 hours of training in early childhood education every year.

## **Staff-Child Ratios**

The following chart shows the ratios of the state minimum licensing requirements and the usual ratios maintained at Dragon's Den.

	<b>Minimum Requirements</b>	<b>Usual Dragon's Den Ratio</b>
<b>School Age children 5 years – 12 years</b>	1:15	1:10-1:15

## **Center Operations**

### **Non-Discrimination/Non-Religious Policy**

Dragon's Den School Age Program accepts children for enrollment without regard to race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or physical ability. Dragon's Den School Age Program complies with the ADA requirements.

Dragon's Den is a non-religious child care center.

### **Admission Requirements**

We enroll school age children between the ages of 5 to 12 years, depending on space availability. Children who attend Dearborn Park Elementary School are given priority in enrollment.

The following forms must be completely filled out before your child begins attending:

- Registration and Emergency Information Form
- Consent to Medical Care
- Parent/Guardian Agreement
- Immunization Record
- Family Questionnaire

Please notify the office in writing of any changes we should be aware of, i.e., changes of address, office or home phone, an addition or deletion to the authorization pick-up list, or additions to the immunization form. In cases of emergencies it is critical that we have current information.

### **Hours and Holidays**

Dragon's Den School Age Program is open Monday through Friday from 2:00 p.m. to 6:00 p.m. on school days and 7:00 a.m. to 6:00 p.m. on non-school days (i.e. teacher in service, winter and spring break, summers). We are closed on the following holidays:

- New Year's Day (and one extra day – the day before or day after – varies year to year)
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Two Teacher In-Service Days (a day in May, and a date in the fall, varies year to year)
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day (and two extra days – the day before or day after – varies year to year)

### **Holiday Policy Statement**

At Dragon's Den, our focus is a child-centered curriculum and our Holiday Policy will reflect that by keeping over-stimulation to a minimum and allowing for other ongoing creative activities. Our program will be respectful of the families we serve by asking them how they celebrate holidays and reflecting their family cultures. Holiday activities will reflect who the children are in each classroom and how they celebrate holidays by letting the curriculum emerge from the information we gather from families. In planning holiday activities, we will also keep in mind the developmental stages of the children in the classroom as well as being aware that some aspects of a Holiday or activity may appear scary (ex: costumes) for young children. Holiday activities will be limited to the one-week period before the holiday to minimize disruption to their regular routine and over-stimulation.

### **Snow/Ice/Storm Closures**

Dragon's Den School Age Program follows the Seattle Public Schools policy regarding closures relating to snow, ice and storms. If Seattle Public Schools are closed due to snow/ice/storms, Dragon's Den School Age Program will also be closed. The voicemail at the program will notify families regarding closures or starting or closing at periods other than the regular set times. If Seattle Public Schools are open during snow/ice/storm days, Dragon's Den will be open as

well. If Seattle Public Schools are closed due to in-service days or school breaks, Dragon's Den will make the decision to close or remain open on snow/ice/storm days. Please check the voicemail at 206-455-1829 for announcements. There will be no refunds given for snow/ice/storm closure days.

## **Parking**

There is parking in front of the School-Age Room and the school. Please only park in unmarked stalls.

## **Signing In and Out**

State law requires that you sign your child in and out of the classroom on the sign in/out sheet each day. The time and your full signature are needed, both for security reasons and determining the extra hour fees for those of you who use the program on a part-time basis. We cannot allow children to arrive or leave by themselves.

When signing your child in and out, please write legibly and keep within the allotted space. If your child leaves and returns during the day, please record the arrival and departure times.

## **Attendance and Late Pick-Ups**

If your child is ill or will not be attending our program, please call or text Dragon's Den as early as possible at 206-455-1829. If you are unable to speak with someone, please leave a message on the program's voicemail.

For your protection, we release children only to those on your authorized list. When a staff member is not familiar with the pick-up person, s/he will check identification against the authorized list. In the event that you arrange for someone not on the authorized list to pick up your child, it is essential that you notify us. If an unauthorized person arrives to pick up your child and we have not received verbal or written permission from you, we will not release your child to them.

Please call the program if an emergency prevents you from picking up your child before 6:00pm. Families arriving after we close are expected to pay \$1.00 for every minute after 6:00pm. Please be ready to pay the staff on duty when you arrive late. Late pickup not only inconveniences your child's teacher, but also adds tension to your child's evening.

## **Communication**

Clear and timely communications between staff, families, and administrators are important to maintain a quality program at Dragon's Den School Age Program. Conflicts or disagreements between staff and families should be discussed among the parties involved in a location separate from where children are

present. At Dragon's Den, we follow these general guidelines to enhance our communication with families:

The classroom will have a family board where families can pick up messages and information from the teachers or the office staff.

- A daily schedule and a monthly curriculum plan will be posted near or on the family board, along with two weeks advance notice for any scheduled field trips.
- A payment box is located in the School-Age classroom.
- Families are welcome to schedule a conference with their child's teacher throughout the year. Conferences are scheduled on a request basis.

## **Guidance & Conflict Resolution**

All young children are developing the social skills that enable them to play cooperatively with other children and to function as part of a group. Often when children "misbehave," it is because they haven't yet learned the skills to negotiate, to ask for what they need, or to join in play with others, without grabbing, pushing, or hitting. Children are still learning cause and effect regarding how their behavior might impact others.

Behavior at Dragon's Den is managed by providing children with clear expectations about what behavior is acceptable and by encouraging, with positive reinforcement, those behaviors that are valued. Consistent limits are established and group cooperation is emphasized. Corporal punishment and humiliation are never used. Logical consequences are established for behaviors and positive guidance techniques are employed to reinforce them. All of these efforts take place within a framework of unconditional affection for each child.

It may sometimes become necessary, as a last resort, to remove a child from his/her peers for a short period of time, if disruptive, aggressive, or unsafe behavior persists. Children are asked to "take a break from other kids" until they are ready to rejoin the group and remember classroom agreements. Children always have the company of a teacher or other staff member while they're calming down. When they have returned to their peers and are exhibiting cooperative behavior, the teacher will then talk to them about what they could have done differently to solve the problem without acting out inappropriately. In the case of a persistent or repeated problem, we will always inform and consult with a child's family, and work together on a collaborative plan for helping the child. We might also talk with the Director or the school's consulting psychologist (with parental consent) to get suggestions and develop a strategy for supporting the child and family.

We strive to work out all interpersonal conflicts and issues between children verbally, by identifying the disagreement and then collaboratively generating possible solutions until one can be agreed upon by everyone involved. This form

of conflict resolution, sometimes called “social problem solving,” is more respectful of children’s processes than a teacher- dictated solution, and builds social and cognitive skills, as well. Our goals always are to foster in children competence in negotiating and resolving problems they encounter and awareness of themselves as able, caring, resourceful people when faced with a conflict.

We see conflicts as opportunities for supporting children’s learning. During conflicts, children practice self-awareness and communication, they master the skills of negotiation and compromise and they deepen friendships. As teachers, we choose from a range of roles when conflict arises. We may choose to act as a coach, helping children find appropriate language for talking about a problem, or we may choose the subtler role of facilitator during a conflict. We may simply listen to children talk about problems, mirroring their understandings and ideas back to them, or we may offer gentle suggestions for approaches to a problem. Our priority is always to nurture children’s self-awareness and communication.

Our goals for children during conflicts are that they:

- calm themselves down enough to negotiate,
- find words for their feelings, needs, and wants,
- listen to others’ feelings, needs, and wants,
- develop and agree to a mutually satisfying solution, and
- continue to play together, or feel friendly and understanding.

In some circumstances we may find that we need extra support to help meet a child’s needs. When those circumstances arise, we take some or all of the following steps:

1. Teachers will spend time observing the child and documenting behavior concerns and/or challenges as well as the antecedent and consequence.
2. Conference with the child’s family to share information and brainstorm avenues for helping the child to thrive and be successful in the classroom.
3. Teachers partner with families and utilize as many techniques as possible to help support the child in the classroom including observation, shadowing the child, examining the environment, tweaking the class schedule, and taking a look at the number of transitions during the day among other things.
4. Offer local resources and contact information to the family that might provide support.

5. Ask for the family's permission to schedule a professional on-site evaluation by a child psychologist.
6. Offer to work in partnership with outside professionals if appropriate.
7. If necessary, and only as a last resort, we may require disenrollment and offer to help find a setting that better meets the child's needs.

We do all of the above while staying rooted in the relationship we have with the family and our care and compassion for the child.

As with all of our practices here, please feel free to ask the Director or your child's teachers for more details on the social problem solving approach we use at Dragon's Den.

There will be no physical discipline of children including, hitting, shaking, biting, pinching, or any other form of corporal punishment by anyone at Dragon's Den, including families. We do not deprive children of meals, snacks, rest, or necessary toilet use as a form of discipline.

## **Weapon Play**

At Dragon's Den, we don't allow guns or weapons of any kind (real or pretend) at school, on the property, or at any school functions. We also don't allow children to make guns out of play dough, tinker toys, Legos, etc. and unless the play is being specifically facilitated/supported by a teacher, we don't allow them to do any kind of sword/gun/knife weapon play at school. It is our goal that Dragon's Den is a safe place where all children feel comfortable and protected, without any worry about being treated aggressively.

## **Nutrition, Health and Safety**

### **Health Records**

According to state regulations, each child must have an immunization record on file with us verifying that immunizations and boosters are up to date. We also need to have the date of the last physical examination for your child.

### **Washing of Hands when Entering the Center**

All children, families, volunteers, and teachers entering the School-Age Room must wash their hands to help prevent the spread of many types of infections and illnesses from coming into the center.

## Meals and Party Snacks

Health and nutrition are important to us at Dragon's Den. A nutritious breakfast and afternoon snacks are provided. During school breaks and summer, lunches must be brought from home. Lunches should contain the following components: a serving of protein, a serving of whole grain and two servings of fruits and/or vegetables. Please store your child's lunch in an insulated lunch box with an ice pack every day. Please limit "junk food" items. Dragon's Den supplies milk for all the children, except on field trip days.

Children enjoy birthday or holiday celebrations at child care. If you would like to hold a party for your child in their classroom, please contact your child's teacher regarding his/her class policy. We ask that you limit high sugar treats. Food brought to share with the classroom must be store bought and in its original container.

## Peanut Free Center

Due to the severe life threatening peanut allergy suffered by some children, Dragon's Den is a "Peanut-Free" Program. This means that all foods containing peanut products have been eliminated from the snack and lunch menus at Dragon's Den. When bringing a sack lunch for your child, please refrain from including items that contain peanut products.

## Food Allergies

We follow USDA and the Department of Early Learning (DEL) regulations on food we serve for meals and snacks. If your child has any allergies, these must be documented on the Food Allergy Intolerance Form, which will be posted in your child's room.

## Clothing

Please keep an extra set of clothes at the Dragon's Den for accidents and changes in the weather. Label you child's extra clothing to prevent loss. We go outside every day, rain or shine.

## Illnesses

Each day as children arrive at the program, we will generally check to see that they are rested and in good health.

Children will not be permitted at Dragon's Den with any of the following:

1. **Fever of 100°F (axillary) or higher *accompanied by*** one or more of the following:
  - diarrhea or vomiting
  - earache
  - headache

- signs of irritability or confusion
  - sore throat
  - rash
- fatigue that limits participation in daily activities
2. **Vomiting** on two or more occasions within the past 24 hours
  3. **Diarrhea** of three or more watery stools within the past 24 hours or any bloody stool
  4. **Rash**, especially with fever or itching. For suspected communicable skin infection such as impetigo or scabies the child may return twenty-four hours after starting antibiotic treatment.
  5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment.
  6. **Lice or scabies:**
    - Head lice: until no nits are present.
    - Scabies: until after treatment is begun.
  7. **Open or oozing sores**, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
  8. **Sick appearance, not feeling well, and/or not able to keep up with program activities.**

If your child has been exposed to a communicable disease, or has an illness, please let us know. If you have questions about communicable diseases in children, contact the Seattle-King County Child Care Health Program at 206-263-8262 or King County Communicable Disease Epidemiology and Immunization Section Control at 206-296-4774 . Staff will post a notice whenever a child in their classroom contracts a contagious disease or infection.

If a child becomes ill while at Dragon's Den (i.e. vomiting, excessive diarrhea, fever, rash, lice), the family will be notified. If a family member cannot be reached, a contact person on your emergency list will be called. Our facilities permit only temporary isolation of a sick child from the group, so we expect the family or authorized adult to take the child home immediately.

If a child is well enough to attend Dragon's Den, it is presumed by our staff that s/he can participate in all activities, including outdoor play.

## **Medications**

In accordance with state licensing requirements, families are required to complete a Medication Form before any medication (prescription or over-the-counter) can be given to their child.

Prescription medications must be in the original container, be current, and have the prescription label on the container. The family must then fill out a Medication form that indicates the kind of medicine to be given, the dosage, and the times of day to be administered. The staff member on duty will record the times the medication was given and the dosage amount.

Please fill out a Medication form if you want us to give your child an over-the-counter medication. If the age-appropriate dosage is not listed on the bottle, a physician's signature is required on the form.

## **Required Reporting**

Per WAC 246-101-415, we are required to notify Public Health when we learn a child has been diagnosed with a notifiable condition or communicable disease. Communicable diseases that we are required to report include but are not limited to: animal bites, hepatitis, measles, meningitis, mumps, rubella, salmonellosis, shigellosis, tuberculosis, and whooping cough (pertussis) .

Employees of Dragon's Den School Age Program are mandated by state law to document and report any cases of suspected physical, sexual, or emotional child abuse, child neglect, or child exploitation to Child Protective Services (CPS). In Washington state, child abuse and neglect is defined as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed. All staff are trained in recognizing child abuse and neglect during their orientation and are familiar with the booklet Protecting the Abused and Neglected Child A Guide for Mandated Reporters in Recognizing and Reporting Child Abuse and Neglect. If a staff member suspects child abuse or neglect they document and report it to the Site Supervisor who reports to the Director. If deemed appropriate, the Director and staff person will then call Child Protective Services together to report the suspected child abuse or neglect at the first opportunity. After a report is made, CPS will begin an investigation into the referral.

## **Accidents and Emergencies**

This is the plan of action we will take in the event of a medical emergency:

1. Administer immediate first aid using standard First Aid procedures and/or CPR. Call an additional staff person to help as needed.

2. Call 911 stating the nature of the emergency and the location of the Center.
3. Call the family, guardians, or emergency contacts listed in the child's file.
4. Notify the Site Supervisor who reports to the Director immediately.

Staff will treat injuries of a minor nature such as small cuts and bruises in the same way that an alert family member would: with cleansing, cold packs, and/or bandages. Each classroom has a first aid kit with basic supplies.

Accident Forms will be completed by staff members for all accidents occurring at Dragon's Den. A copy of the report will be stored in the child's file and a copy will be given to the family.

### **Emergency Preparedness**

You will find our complete Disaster Plan in the front reception area. Every family is asked to take a few moments to orient themselves to our Disaster Plan upon enrollment in our program. Dragon's Den is prepared to care for your child for three days if faced with a disaster.

In case of an emergency and the local phone lines are down, Sandra Lindsey 310-842-4230, is the Dragon's Den out of area contact person.

### **Fire and Disaster Drills**

Dragon's Den School Age Program holds monthly fire and quarterly disaster drills. Each room has a plan of evacuation. In the event of an actual emergency, we will evacuate to the field at Dearborn Park Elementary or if necessary, we will move to Seattle Chinese Alliance Church 2803 S. Orcas Seattle, WA 98108 and post a notice to notify all families.

### **Supervision**

During classroom, outside and transition times (walking to the playground, going to the bathroom, etc.) children will be supervised by Dragon's Den staff to ensure their safety and well being.

### **Field Trips**

Family members must sign a permission form for their child to participate in field trips at enrollment. We primarily use King County Metro Transit for transportation during field trips. Notices will be posted two weeks ahead of the field trip at the parent board.

Child emergency forms and a first aid kit will be taken on all field trips.

### **Homework Policy/Media Use**

During the school year we provide time each afternoon for children to work on homework. Staff is available to encourage and support children but will not be able to provide in-depth assistance daily.

Media, movies, television, computers and music usage will be used for educational purposes and enrichment opportunities. Any use of media will not have inappropriate or explicit lyrics or words. Students of Dragon’s Den will not be permitted to use phones or technology without staff permission.

## Administration and Financial Policies

Dragon’s Den School Age Program is a non-profit organization and is a chapter of Sound Child Care Solutions (SCCS) an innovative consortium of child care centers sharing costs to increase resources in the classroom and improve the quality of early childhood education. The Program Director oversees the operations of the Center.

### Tuition

**After School 2:05-6:00\***

M T W T F

*(Includes Teacher In-Service & School Breaks not including summer rates)*

Fees	3 days	4 days	5 days
<b>After school Only</b>	\$360	\$410	\$450

### Registration Fee

A one-time, non-refundable registration fee of \$100 per child is due prior to enrollment.

### Deposit

To confirm enrollment, Dragon’s Den After School Program requires payment of a deposit (equivalent to monthly tuition) which will be held as a tuition deposit. This deposit will be applied to the last month of tuition as long as 30 days written notice of withdrawal is given prior to withdrawal.

### Payment and Records

**\*\*After one hour late and without calling Dragon’s Den staff will contact police or CPS.**

Our center accepts monthly electronic payments. To process the payment, Tuition Express Authorization form must be completed upon enrollment. Monthly invoices will be given on the 25<sup>th</sup> of the month for the following month. Payment is **due on the 1st** of each month. Payment will be automatically withdrawn with Tuition Express via credit/debit, or ACH (checking). There will be a \$40.00 fee for declined payment added to your tuition. If you have any questions or need reasonable accommodations regarding your payment, please discuss it with the Center Director.

Checks and money orders are not accepted.

1. Pre-approved drop-in care, for currently enrolled part-time children, is payable on the day the care is received.
2. No refunds are given for absences due to illness, federal holidays, snow/storm closure days, the day after Thanksgiving, the extra closure day at Christmas (two extra closure days at the school age site) and the extra closure day at New Year's, the two staff in-service days, or personal reasons. In the event that the Center has a closure day due to snow or inclement weather, our voice mail at the Center will inform you of the closure.
3. There is a 10% discount on the second child's tuition, when there are two or more children from the same family attending full-time, or one is full-time and another is four or more hours per day in the school age room.
4. *Enrollment form, Enrollment Agreement, Parent Agreement, Certificate of Immunization Status, USDA Form, Sunscreen and Medicine Authorization* must be filled out and handed in before a child enters care. For help in our photocopy process, please write legibly and use black ink.
5. Make sure that your child's name accompanies all payments, or if you and your child have different last names. Please explain what a payment covers, especially when the amount differs from the usual amount. Please do not place payments in envelopes in the payment box.
6. A late fee of \$1.00 per minute will be charged when a child is picked up after 6:00 pm. The late fee is payable directly to the teacher at the time of the lateness.

A one month deposit is required that will be applied to your child's last month. Notices of withdrawal from the Center must be given one month (30 days) in advance of the last scheduled day of enrollment. If notice is not given. The deposit will not be returned.

### **Withdrawal from Dragon's Den**

Parents/guardians must notify Dragon's Den in writing of their intent to withdraw at least 30 days prior to the child's last day. When 30 days' notice is received in writing, the tuition deposit will be applied to the last month of tuition. Tuition for the full month is charged when less than 30 days' notice is provided.

The following are conditions that will cause us to terminate our professional relationship with you and remove your child from Dragon's Den:

- a. Continuous late payment

- b. Continuous late pick-ups
- c. Child behavioral problems that cannot be resolved.
- d. Inability to respect staff, children, other parents/guardians and/or follow the program's policies. This policy applies to all family members and children.
- e. Directly or indirectly threatening a staff member, child, or parent, verbally, physically or in writing.

## **Appendix A: Sample Daily Schedule**

### **School Age Daily Schedule ~ School Year**

#### **Morning Schedule**

7:00am                      AM Breakfast offered with Morning Activity

#### **Afternoon Schedule**

2:05pm                      Transition and welcome  
 2:10pm                      Inside activities offered  
 3:10pm                      Outdoor Activity  
 4:15pm                      All Groups indoor time/projects/clean up  
 6:00pm                      Center closes

### **School Age Daily Schedule ~ Summer Program**

7:00am                      Greet Children; Free Play  
 8:00am                      Breakfast  
 8:30am                      Circle Time  
 9:00am                      Project Time  
 10:00am                    Self-Selection  
 10:30am                    Outside Time  
 11:30am                    Lunch and clean up  
 12:30pm                    Quiet Time  
 1:15pm                      Project Time  
 2:15pm                      Snack  
 3:00pm                      Outside Time  
 3:45pm                      Project Time  
 4:30pm                      Self Selection  
 5:15pm                      Snack and clean up  
 6:00pm                      Center closes

I have received, read, understand, and agree to adhere to the policies contained in the parent handbook for Dragon's Den School Age Program. I understand the above responsibilities and will comply.

**Parent's/Guardian's**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_