



# **THE WEEKDAY LEARNING CENTER**

● ***inspire***      ● ***create***      ● ***grow***

## **Parent Handbook**

319 Distribution Drive  
Madison, MS 39110  
(601) 898-1221

[theweekdaylearningcenter@gmail.com](mailto:theweekdaylearningcenter@gmail.com)

Welcome to The Weekday Learning Centers, Inc., a childcare facility licensed by the Mississippi State Department of Health and is dedicated to providing quality care for our children, where in today's fast-paced society, parents can leave their little ones confident that they will be safe, secure, loved and happily cared for in a professional manner. Because the early childhood years are a very special time in a child's life, The Weekday Learning Center has created a program tailored to meet the needs of your child at each stage of development. Our goal is to utilize fun and creativity in order to foster a love of learning. Our children are encouraged to discover the world around them through exploration and discovery which instills a sense of confidence in their ability to master new situations and talk through reasoning. Our children are exposed to a variety of teaching methods so that they will be prepared to enter any elementary school. Our TWLC parents are very important to our center. You know your child best, and we encourage you to contact us with any questions or concerns you might have. Please take advantage of the weekly reports and communication highlighting your child's activities- your child will love receiving your attention and interest when asked about their activities at The Weekday Learning Center.

**Staff:** Our Staff members at TWLC are loving, nurturing, and trained professionals committed to maintaining the highest quality in early childhood education. They are dedicated to giving children a love of learning in a safe and secure environment. They have all passed FBI fingerprint screenings, National Child Abuse Registry checks, Immunization Compliance, and are safe and clear to work with our children. Also, every employee within the first 90 days of employment receives First Aid and CPR training. Additionally, all staff members are required by law to obtain 15 additional hours of continuing child care education throughout the year. If you have any concerns with a teacher or caregiver, please talk to management immediately.

**Hours of Operation** 6:30am – 6:00pm

**Late Pick-up:** There will be a late fee charged for children not picked up before our closing time at 6:00, no matter the situation, including traffic and interstate delays. The charge will be \$35.00 for the first 15 minutes. An additional \$35 charge will accrue for every 15 minutes thereafter. This fee is paid in cash directly to the staff member caring for your child after-hours. Our office clock is the official time clock. Please contact the Madison County Sheriff's Department if your child has been left after closing for an extended period of time. Consistent lateness after 6:00 p.m. will be cause for the child for the child's dismissal from The Weekday Learning Center.

**Ages** We provide childcare for Infants through Four Year Old Kindergarten.

**Weekly Tuition Rates 10/01/2023** Weekly Tuition is due each Monday morning or before in advance of the childcare provided, whether the child is present or absent.

-Infants \$195      -Toddlers \$180      -Twos, Threes, and Fours \$170      -Drop In (ages 2 – 4) if space is available. \$50 each child a day – cash only

**Monthly Tuition Rates** Families who prefer a monthly rate instead can submit by the first day of each month (weekly amount x 52 weeks/12 months).

Refer-a-Friend Free Week Program: The highest compliment our parents can pay us is the referral of family and friends for childcare at one of our locations. Refer-a-friend and receive one free week of tuition (for one child) for every new enrollment as a result of your referral. Just ask the new enrolling family to place your name on the enrollment form referral section and then your account is credited on their third week of enrollment. This also applies to your social media referrals. Just email us a screenshot of your TWLC referral comment and when they enroll you will receive one free week of tuition (for one child/oldest child if multiples).

Military Discount: Thank you for your service to our country! At TWLC, we understand that military heroes are parents, too. Children of Military parents will receive free Annual Registration at TWLC (\$100 value). One parent must be an active or non-active Military to qualify. Not to be combined with any other offers. Must provide a valid ID (includes non-active duty Military).

#### **Registration:**

##### **Infants & Toddlers:**

\$200 Includes Annual Registration Fee & Annual Supply Fee (non-refundable)

\$195 Infant 1<sup>st</sup> weeks tuition = \$395 (non-refundable)

\$180 Toddler 1<sup>st</sup> weeks tuition= \$380 (non-refundable)

##### **Twos, Threes, and Fours:**

\$200 Annual Registration Fee & Annual Supply Fee (non-refundable)

\$125 Curriculum Fee

\$100 Summer Activity Fee

\$170 Preschool 1st weeks tuition= \$470

#### **Requirements for Registration**

1. Annual \$100 Registration fee & Annual \$100 supply fee (Curriculum Fees and Summer Fees also for K2, K3, K4 children) are due upon initial enrollment, and each following calendar year in January. **These fees are non-refundable.** (Supply fee reduced to \$50 for K4 Graduating year)
2. Payment for the first week of tuition is due at registration before the child attends TWLC and **is non-refundable.**
3. A completed, signed Enrollment form.

#### **Requirements for First Day**

1. Form 121 Mississippi Certificate of Immunization Compliance. (Enrollment is not completed and child **is not able to attend until Mississippi Form 121 is received.**) You can now look up your child's Immunization Record and print a Form 121 on MyIR.com. It's a free and convenient website which gives you direct access to your or your family member's Immunization Records. Register, verify record match in the Immunization Registry, and then print from MyIR.com anytime and anywhere.
2. Baby Food, rice cereal (labeled)
3. Labeled & prepared plastic baby bottles (We are not allowed to prepare bottles so please prepare at home.)
4. Diapers/Wipes (labeled)
5. Pull-ups (labeled)
6. Extra change of clothes in a Ziploc bag/labeled with the child's name on it.
7. Plastic Red/Blue waterproof mat (labeled)
8. Small child size blanket (labeled)
9. Sunscreen Spray (labeled)
10. Signed Parent Handbook form

**Tuition Policy:** Tuition is paid on a weekly basis and is due each Monday, whether the child will be present or absent. Tuition can be paid bi-weekly or monthly but must be paid ahead, and not behind. Monthly tuition payments are due by the first of each month. Payment is only accepted on the Brightwheel App. (ACH payments have a .06% fee to Brightwheel with a \$2 maximum). There will be a \$100 Failed Payment Fee and a \$12 Bank Fee for any failed payments, due at the time of notification. Childcare services will be terminated for any accounts with three failed payments. Any tuition that is not paid by the close of business on Monday will incur a \$50.00 Late Payment Fee on Tuesday morning at center opening. Childcare services will be interrupted for accounts with a balance remaining on Wednesday morning. Please be prepared to make other arrangements for the care of your child if you are not prepared to pay your account in full.

**Two-Week Withdrawal Notification** Two week written notice is required prior to withdrawal of a child from The Weekday Learning Center for any reason. Payment of tuition will continue for two weeks from receipt of the notice. You must remit with the notice any account balance owing, including the tuition for the final two weeks. Registration and supply fees will be required again upon returning to The Weekday Learning Center. If the required notice is not given, accounts will still be charged for that period. If a balance remains on an account after the child is withdrawn, the parent is given two weeks to pay the account in full. After 30 days, the account will be charged a 25% Collection Fee and turned over to a collection agency and then Madison County Justice Court. The Weekday Learning Center will file charges until account balance is paid in full.

**Weather Closings:** TWLC holds the safety of our children, staff members, and families as a top priority. We follow Madison County School closings during inclement weather. At any time during inclement weather TWLC has the right to make a decision to close the center. Tuition is still charged during holidays/closings and is due in advance.

#### **Holidays** (Please note that there is no tuition credit for these scheduled holidays and weekly tuition is due in advance.)

TWLC will be closed for the following days: New Year's Day, MLK Day, Good Friday and the Monday after Easter, Memorial Day, Teacher Work Day (usually Tuesday after Memorial Day), Independence Day, Labor Day, Thanksgiving Thursday & Friday, 3 days at Christmas, New Years Eve. We will give advance notice for holiday closings. Tuition is still charged during holidays/closings and is due in advance. Holiday closings are also listed on the School Year calendar and on the Brightwheel App.

#### **Arrival & Departure:**

Upon arrival each morning, please pull to a parking space or under our covered driveway and turn off your car. Please have your child ready with belongings labeled and ready. Please sanitize your hands before drop-off and pick-up each day. Please call, send a Brightwheel App message, or email if your child will be absent for any reason. We are not able to call every family when your child is absent but we miss you when you are gone.

Children arriving after 8:30 a.m. should eat breakfast at home, as school activities at this point in the day do not allow supervision of children who are eating breakfast. Children in the preschool and Kindergarten programs should be settled in their classrooms and ready for the day by 8:30a.m. Arriving late may make a child feel left out, because classmates will already be involved in the day's activities.

Children are not allowed to be dropped off between 10:00 and 2:00 each day as it disturbs the other children during meal time and rest time in the classroom.

Please close and latch every half-door securely. These half-doors are a safeguard to keep a child safe from danger and we need your cooperation as you are moving throughout the center. Please shut and latch every half-door after you pass through.

Please do not ask a minor to pick up your child. An adult must pick-up your child.

Please email or send us a message on the Brightwheel App if someone other than yourself is picking up your child. A picture ID will be required from the adult picking up your child before we will release your child. Please do not give our Door Pass Code to friends and family. They may ring the doorbell and we will then check their picture ID.

**Field Trips** The K-4 class may visit the Pumpkin Patch in October. This is the only field trip that may be taken in the year. We will need parent volunteers to help transport children on this special occasion.

**Insurance** TWLC does not cover accidental insurance. If your child is involved in an accident and requires medical attention, the parent will be held financially responsible. We cover liability which is different from and should not be confused with accidental insurance. TWLC cannot be, or held to be, responsible for any care or service outside of or away from our center and/ or regularly scheduled supervised events.

**Emergency** If for some reason we have an emergency with our center and need to relocate, our relocation site will be The After Zone at 184 American Way, Madison MS 39110. We will transport the children by personal staff/ emergency vehicles. The children will be taken to our designated emergency locations listed above.

**Wellness** The health, happiness, and well-being of your child is very important to us. We accept children who are able to conform to a group care setting and do not have medical or behavioral needs that require individualized care. Daily one-on-one medical or behavioral attention is not available in our group care setting. We can only accept children who are well, do not require one on one attention/care, and are able to adapt to a group care setting. We depend on our parents and staff to maintain this policy that will ensure the health of all children.

Every child must have an up-to-date Mississippi Certificate of Immunization Compliance (Form 121) before entering our center. You may obtain this from MyIR.com, the MS State Health Dept. or your child's pediatrician. Be sure to notify our center of any special medical conditions which warrants medical attention. This is especially true of allergies.

We will need a written statement from the pediatrician if your child is well enough to attend the center but needs to remain indoors. If your child runs a fever of 100 degrees or above under the arm, has loose bowel movements, vomiting, tearing, matting, or draining from the eye, severe coughing or wheezing, you will be notified immediately to pick up your child. All children must be fever free (without fever-reducing medication) for twenty-four hours before returning to the center. Any child sent home with vomiting or excessive diarrhea must be vomiting or diarrhea free for twenty-four hours before returning to the center. Contagious conditions such as head lice, ringworm, impetigo, etc. require treatment before the child will be allowed to return to the center. Tuition is still due whether the child is present or absent for any reason.

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, The Weekday Learning Center is a smoke-free environment both inside the building and on the grounds.

In the event that a Director/Director Designee feels that a child is in a life-threatening situation, the director will call an ambulance and then immediately call the parent. The parent will be responsible for payment of the ambulance.

**Medication** We are a medicine-free center and will **not** administer medications such as antibiotics, anti-nausea, benadryl, or fever reducers. However, we will administer epi-pens, breathing treatments, gas drops, Neosporin, diaper creams, and teething gel as needed. Please do not send medications to the center.

**Sunscreen** You need to sign a waiver to give our staff permission to spray sunscreen on your child for afternoon outside play. You will need to apply the first coating of sunscreen in the morning. We will only spray sunscreen. It needs to be labeled with your child's name on the sunscreen.

**Injuries** We will administer first aid for minor injuries. Treatment is limited to cleaning and bandaging. All staff members have been trained in first aid. An accident message is sent on the Brightwheel App for each injury, no matter how minor. For serious injuries you will be notified immediately while the child is taken to an emergency facility. We must have the most current telephone numbers where you can be reached in case of emergency. We also need at least two alternate numbers in case you cannot be reached.

**Meals and Nutrition:** **(No Food Is Allowed To Be Brought Into The Center)** We believe that eating nutritious food and developing healthy eating habits is an important part of growing up. A breakfast snack is served to all children present from 7:30 – 8:30 each morning. A well-balanced lunch is served each day and an afternoon snack is provided as well. Our menus are approved by the Mississippi State Department of Health and are posted in our foyer. Our teacher's goal is to give Brightwheel app updates throughout the day on meals and feeding but ultimately they are caring for a group of children and the care of the children comes first.

For infants, please bring necessary food and **prepared** bottles labeled with the child's name. Infants must receive their breakfast feeding at home before arriving at the center. During arrival, the caregivers are receiving instructions from parents, unloading diaper bags, and making sure bottles get put away so they do not spoil.

**Clothing and Belongings** Our daily program includes activities that may allow your children to be messy, so they need to wear suitable clothing. It should be comfortable, weather-appropriate, easy to clean, and easy to change. We move around a lot, work with paste, paint, water, mud, dirt, sand, etc. In case of accidents, please be sure to provide a complete change of clothing in a labeled Ziploc bag.

Children should wear closed-toe shoes that tie or buckle (no flip flops, crocs, etc) so your child can play safely while climbing, running, etc... Shoes must be worn at all times. It is very important that a child is provided a closed-toe, tied shoe that will stay on the feet and protect the child from slipping and falling.

Children are allowed to bring toys on designated Toy Day. Toys must be labeled and age-appropriate. We do not allow toys that are a choking hazard, weapon-shaped toys, toy guns, water guns, toy knives, or swords. The Weekday Learning Center is not responsible for any items lost or broken.

**Nap Time** Our center naps between 11:00 and 2:00 each day, depending on age. Parents provide a plastic, waterproof mat that can be easily sanitized with a child's name on it for toddlers through Four-Year-olds. Mats need to be replaced as soon as there is a tear or cut on them. This is a Health Dept. regulation. A small, child-sized blanket that will fit in their cubby may be brought for nap-time. Our teacher's goal is to give Brightwheel app updates throughout the day on nap times, but ultimately they are caring for a group of children and the care of the children comes first.

**Playground** Outdoor play is essential to the healthy development of children. The Weekday Learning Center has a great playground fenced in for safety with age-appropriate activities and equipment. Your child will go outside daily, except under extreme weather conditions (temperature below 42 degrees/above 95 degrees). Please make sure that your child is dressed appropriately for each season. The Weekday Learning Center will need a written statement from the pediatrician if your child is well enough to attend the center but needs to remain indoors.

### **Preschool:**

We believe that our center is the ideal environment in which to begin a lifetime of learning. Our school recognizes children as individuals with their own capabilities and limitations. Beginning in our Two-Year-Old classrooms, we use a whole-language learning curriculum along with other fun age-appropriate activities for learning. These classes create a fun learning environment conducive to the development of the whole child and are included in your child's weekly tuition.

#### **Two-Year-Old Curriculum:**

Language Arts: Recognition of name, sound, and picture for short vowels. Recognition of name and picture consonants.

Numbers: simple counting 1 to 10. Recognition of numbers 1 to 10

Recognition of shapes and alphabet, Nursery Rhymes, and Bible stories.

#### **Three-Year-Old Curriculum:**

Language Arts: Recognition of name sound, & picture for short vowels and consonants. Formation of vowels & consonants in upper & lower case.

Numbers: Simple counting 1 to 50, number concepts 1 to 15, Nursery Rhymes, and Bible Stories.

#### **Four-Year-Old Curriculum:**

Language Arts: Phonics and Reading, recognition of name, sound, and picture of long and short vowel words. Reading of sentences and stories with one and two vowel words.

Numbers: Recognition and counting 1 to 100, number concepts 1 to 20, numbers before and after 1 to 20. Manuscript Writing: Formation of letters, blend words and sentences. Writing of the first name. Numbers Largest and Smallest 1 to 20. Simple Addition. Nursery Rhymes, Bible Stories

\*Four Year Old Kindergarten classes continue until Graduation in May. Each graduate is enrolled at TWLC until the end of May. We do not have childcare available for our graduates after the end of May. Our younger children are promoted into their new classrooms and there is no graduate classroom. Annual Registration in January of the Graduation Year is \$100, but the supply fee is only \$50 since the child will only attend until the end of May.

### **Potty Training**

We take the children to the potty every 1-2 hours and they may go anytime at their request. TWLC will teach them good bathroom habits. We will begin potty training when both parent and teacher agree the child is ready. Typically children show signs at age 2. Children must be potty-independent before promoting to our Four-Year-Old classes. Our teacher's goal is to give Brightwheel app updates throughout the day on diapering and potty training but ultimately they are caring for a group of children and the care of the children comes first.

### **Discipline**

The Weekday Learning Center is a center where all children will feel safe and loved by their teachers and caregivers. If a child needs correction, TWLC uses the following methods of discipline and considers the different developmental stages and ages of the children:

1. Our method of discipline shall not be humiliating, frightening, or physically harmful to the child. Discipline shall be consistent and individualized for each child. Discipline will be directed toward teaching the child appropriate behavior and self-control.
2. Spitting, hitting, punching, biting, inappropriate language, defiant behavior, and disrespect aren't allowed.
3. Dismissal from our center may be required and enforced in some situations.

**TWLC Parent's Code of Conduct:**

As a childcare provider, we expect parents to alert us of concerns and patiently work with us to resolve any concerns with our staff, classmates, other parents, etc... We will always partner with parents to provide each child a happy, safe, and healthy environment. We take pride in our efforts to make each family happy and we take it very seriously when a parent loses trust in The Weekday and files a MSDH complaint against the center. This breaks our trust partnership and your childcare services will be suspended immediately. We have the right to terminate childcare at any time. We also expect parents to set a good example for children. Our parents are expected to show kindness and observe a certain standard of conduct at the center and on its grounds. Immediate Dismissal will be enforced for families who do not observe our Parent's Code of Conduct.

The following items are not acceptable and will not be allowed in the facilities and on our campuses:

- Physical or verbal punishment of their children
- Physical or verbal punishment of any other children
- Threatening/cursing or threatening/obscene gestures
- Quarreling with other parents or staff
- Not following policies designated to protect the safety and security of everyone at the center.

## CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* requires that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

### APPENDICES

Appendix A – Child Abuse & Neglect Reporting

Appendix C – Nutritional Standards

Appendix E – Dishwashing Procedure

Appendix G – Diaper Changing Procedure

Appendix I – Communicable Disease/Conditions & Return to Child Care Guidelines

Appendix J – Rules & Procedures for State Level Administrative Hearings

Appendix B – Reportable Diseases

Appendix D – Playground Safety Standards

Appendix F – Hand washing Procedure

Appendix H – Cleaning & Disinfection Procedure

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at [www.healthysms.com](http://www.healthysms.com) (from the left menu, select Licensure, then Child Care & Youth Camps.) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact your local licensing official

\_\_\_\_\_ at \_\_\_\_\_, email the Investigation Unit at [CC.ComplaintUnit@msdh.ms.gov](mailto:CC.ComplaintUnit@msdh.ms.gov) or mail the complaint to:

Mississippi State Department of Health  
Child Care Facilities Licensure  
PO Box 1700  
Jackson, MS 39215



## **The Weekday Learning Center Parent Handbook Receipt Form**

I, \_\_\_\_\_, parent of  
\_\_\_\_\_, have been given a copy of the The Weekday  
Learning Center Handbook and have read and fully understand the  
information provided, find it acceptable and agree to abide by its policies.  
Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

### **Sunscreen Waiver**

I, \_\_\_\_\_, parent of  
\_\_\_\_\_, give permission to the staff at The Weekday  
Learning Centers, Inc. to apply sunscreen to my child in the afternoons when needed. I  
realize that I must apply sunscreen each morning.  
Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

### **Photography Authorization:**

I, \_\_\_\_\_, parent of  
\_\_\_\_\_, give permission for this child listed to be  
photographed or videotaped while in attendance at The Weekday Learning Centers, Inc.  
during center activities.  
①Not Applicable for photographs or videos taken)  
Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_