



Woodlands Academy  
OF EARLY LEARNING

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Parent Handbook  
for the  
2022/2023 School Year

# **Mission Statements**

## **Center Mission Statement**

*The mission of Woodlands Academy of Early Learning is to provide high quality childcare in an environment that supports the emotional, social, and cognitive development of children ages 3 to 5.*

*Our preschool program utilizes an "emergent curriculum" that is based on the children's interests, ideas, and questions of the children. Our learning approach is very hands-on and project oriented. A wide variety of experiences including literacy, art, math, science, dramatic play, fine and gross motor development, and nature are incorporated. Our center follows PA Early Learning Standards to ensure kindergarten readiness.*

# **Policies and Procedures**

## **Nondiscrimination Policy**

It is the policy of Woodlands Academy of Early Learning that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled, American with Disabilities Act or the presence of any physical, mental, or sensory disabilities. This policy applies to every aspect of our programs, practices, policies, and activities, including client services and employment practices. Woodlands Academy complies with the requirements of the Americans with Disabilities Act. Reasonable accommodations are made for employees and persons with disabilities.

## **Communication**

Open and direct communication is of the utmost importance to our facility. We want to ensure any questions or concerns are shared openly between the child, parents, and staff. We welcome all questions, feedback, and comments of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in a prompt, private manner at mutually beneficial times.

## **Hours of Operation**

Our hours of operation are Monday through Friday from 9:00am to 3:00pm. Extended care is offered from 7am to 4:30pm for an additional fee.

Pick up after your scheduled pick up time will result in a \$15.00 plus \$1.00 per minute late fee. No drop offs may occur past 9am.

**Any pick up after closing time will result in a \$50 fee plus \$1.00 per minute and is subject to termination!**

## **Full Time and Part Time Care**

We offer both full and part time care. Full time is from 9am to 3pm. Part time is 9am to 11:30am. Extended care is available as our schedule permits for an additional fee. Schedule changes may be accepted only if there is a position open for that day, and they will be accepted on a first come, first serve basis. Full time positions will take preference over part time. If moving from a full time slot to a part time slot, a two week notice is required.

## **Open Door Policy**

We maintain an open door policy for parents during child care hours. This means that parents are always welcome to call or drop in to see their children. We ask that you respect the schedule of other children in our care, such as meal and nap times.

## **Holidays**

The following is a list of holidays Woodlands Academy of Early Learning will be closed for the 2022/2023 school year. Please note that tuition is based on our annual program costs and then divided over 52 weeks. Tuition is due regardless of any closures for holidays, vacations, sickness, or any other reason.

- ❖ September 5, 2022 - Labor Day
- ❖ October 10, 2022 - Columbus Day
- ❖ November 24th, 25th, and 28th 2021 - Thanksgiving Day, Day After Thanksgiving, Monday After Thanksgiving
- ❖ December 23rd through January 2nd- Christmas Holiday Break
- ❖ January 16th, 2021 - Martin Luther King Day
- ❖ February 20th, 2023 - President's Day
- ❖ April 7th to April 10th - Spring Break
- ❖ May 29th 2023 - Memorial Day
- ❖ June 19th, 2023 - Juneteenth Independence Day
- ❖ July 3rd through July , 72023 - July 4th Holiday Week Closure

### **School Closings**

We will do everything possible to keep the center open, but we must keep the safety of the children and staff in mind at all times. In the event of a closure, delayed opening, or early dismissal, we will send communication via Brightwheel.

### **Fraternization**

Woodlands Academy of Early Learning does not allow its staff to fraternize with parents or guardians in any way. This includes, but is not limited to, babysitting, texting, attending birthday parties or events off site.

### **Reporting Requirements**

As a childcare center we are mandated to report to the state any suspicion of a child being abused or neglected. Always be sure to let the director know when you drop off your child if he/she has any unexplained cuts or bruises. All children that come into the center with injuries must be logged in the child's file. If you ever feel that Woodlands Academy of Early Learning is operating in an unsafe way, please bring the matter to the attention of the director immediately.

### **Child Custody Procedures**

Legally, we are unable to withhold a child from their natural parents without a signed and dated current court order of custody. If a custody agreement is in place with your child, you are required to provide us with a copy to keep in the child's records. Please note that without a child custody order, we are unable to deny a parent access to their child, irrelevant of any personal relationship problems or other parent request.

### **Revision to Handbook and Contract**

Upon enrollment each family will be supplied with the link for the parent handbook and will sign an acceptance agreement. Revisions to this handbook and the accompanying contract may occur. Families agree that their signature is acceptance of our policies and procedures and any changes made to the handbook. We reserve the right to make changes in rates and policies as deemed necessary. You will be notified, in writing, of any rate changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

# **Safety Procedures**

## **Staff Trainings**

All staff receive certified CPR and Pediatric First Aid training. Annual fire safety training is on file. Staff members obtain a minimum of 21 hours training courses annually, which include hours in health and safety training.

## **Emergency Plan**

Woodlands Academy of Early Learning has an in depth emergency plan that covers a wide range of possible dangerous scenarios. All staff are trained in the emergency procedures. The entire plan is available for review in the vestibule of the center. Parents will receive a detailed list of the evacuation location and procedure during enrollment.

## **Fire and Emergency Drills**

We perform a fire drill for safety once every 2 month. We vary the time of day this is done to help the staff and children prepare to evacuate the building quickly and safely. We perform an annual evacuation plan once a year. We will not do fire drills when the temperature is below 25 degrees and above 90 degrees.

## **Supervision Policy**

Children are under the direct supervision of staff members at all times. This means a staff member can see each child at all times. When more than one teacher is present in the room, each teacher will be assigned a group of children they are directly responsible for.

## **Enrollment and Payment Policies**

There are several forms that make up the Woodlands Academy of Early Learning enrollment packet, all of which can be found online on our website at woodlandsacad.com. Each form must be filled out in its entirety and on file in the center before we are able to assume responsibility for the care of your child. All forms will be reviewed every 6 months. If there are changes to any of the forms in your enrollment package, it is required that you notify us immediately so that you can update your record.

### **Immunizations Policy**

The regulations of the Department of Human Services require all children to be up to date with immunizations and that parents continue to provide continued updated written verification on ongoing vaccines administered to the schedule recommended by the ACIP (including flu shots). Exemptions from immunizations for religious belief or strong personal objection equated to a religious belief must be documented by a written, signed and dated statement from the child's parent or guardian. Immunization exemptions due to a medical need shall be documented by a written, signed, and dated statement from the child's physician.

**Children may not return to care the same day after receiving an immunization.**

### **Registration Fee**

There is a \$75.00 registration fee per child for enrollment, or a \$100.00 fee per family. If you terminate your enrollment and return to Woodlands Academy of Early Learning after 30 days, there is a \$30.00 re-application fee.

### **Tuition and Payment Procedures**

Your tuition amount is outlined in your Contract and Rate Agreement that is completed as part of the enrollment packet. Tuition is payable in advance and is due no later than noon on Friday for the following week's child care. Payment may be made through the brightwheel app, by check, money order, or cash. There is a \$15.00 late fee per day if payment is not received by noon on Friday. If payment is not made during drop off on Monday morning we will be unable to accept your child for care until payment is made in full. Repeated late payments may be grounds for termination.

### **Subsidized Payments**

Our center accepts subsidized child care assistance programs from ELRC and United Way. Parents are responsible to pay for their co-pay and any difference between our rate and the rate paid by ELRC. Per your ELRC agreement, the program will pay for 25 days of absences. Once the limit has been reached, you will be responsible to pay Woodlands Academy of Early Learning directly for any days your child is absent. Verification from ELRC or United Way is required before your child may start at the center.

### **Returned Checks**

If a check is returned for nonsufficient funds, there is a \$35 fee. The \$15.00 late fee will also apply to your payment. Childcare services may be stopped if the returned payment is not received in cash, money order, or credit card. Upon the 2<sup>nd</sup> returned payment, only cash, money order, or credit card payments can be accepted.

### **Absences**

Tuition must still be paid in full in the event of your child's vacation, sick time, holidays, weather closings, other center closings and any other non-attendance. Tuition is based on our annual program costs and then divided over 52 weeks. Tuition is due regardless of any closures for holidays, vacations, sickness, or any other reason.

### **Late and Early Fees**

A late pickup fee of \$15.00 plus \$1.00 per minute will be assessed for all children picked up or dropped off before or after their scheduled time. It is important to follow your drop off and pick up schedule for staff scheduling reasons and to ensure compliance with state licensing regulations. This must be paid at the time of pick up, or before the child's next scheduled care day. This will be strictly enforced, and habitual tardiness may result in termination of services.

## **Program Details and Student Services**

### **Arrival**

Children are to arrive clean, appropriately clothed, and fed (if dropped off after the designated breakfast time). We do not allow children to be dropped off after 9am so as not to disrupt the daily schedule.

For the safety of all children, the vestibule door is designed to not be able to open from the outside. When arriving, you will need to ring the bell so that staff can let you enter the building. Our normal procedure is to release the child

Upon arrival, the parent/guardian is responsible to bring the child into the vestibule and sign them into the Brightwheel system. At no time may a child be dropped off in a hallway, without staff knowledge, or without being checked in. Any of these infractions is the cause for immediate termination.

### **Pick Up and Departure**

Children are released to his/her parents, or a designated Authorized Pick up listed on the Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. Children will not be released to anyone beside a parent or authorized pick up without prior notification. Please inform emergency

contacts, or people designated to pick up your child, that if we do not know them then we will ask for identification.

Pickups should be brief and not disruptive to the classroom. Please be aware that your child's teacher is supervising a group of children and will not be able to have an in depth conversation that pulls them away from their supervision duties. We communicate frequently through Brightwheel so that we can address any questions or concerns promptly. If you need to speak with the teacher more in depth, please contact the Director to schedule a meeting. Once you have arrived to pick up your child they are under your supervision and you are responsible to gather their belongings and exit the child care space with them.

Please be advised of the following information regarding safe walkways, vehicle routes, and drop off/pick up points. It is very important that these guidelines are followed for the safety of you and the children.

### **Safe Routes and Drop Off Points**

*Entrance: Please be mindful and use caution and a low speed when entering/exiting and driving through the parking lot.*

*Drop Off/Pick Up : Cars should pull up to the entrance of the building in a designated parking space.*

*Additional Parking : Additional parking is located throughout the parking lot of the property.*

*Safe Walkway : Remain on the sidewalk area at all times.*

### **Sign In/Out**

All children are required to be signed in and out each day. Our sign in/out process is electronic, and you will be assigned a 4 digit pin to use. ONLY parents and caregivers may sign children in and out. Children are NOT to enter the PIN themselves.

### **Daily Updates**

Parents will receive real time updates using the brightwheel app. Reports for toddlers will include diaper changes, meals, activities, etc. Parents of preschool and school aged children receive a summary of the day's activities and meals, and are informed of weekly and monthly activities via the classroom bulletin board and brightwheel newsletters.. Should any unusual occurrences happen during day (ie. a child ate no lunch), the parent will be notified verbally at pick up time.

### **Incident Reports**

Should a child receive an injury that requires first aid while in our care, an incident report will be filled out and presented to the parent for signature upon pick up.

### **Personal Belongings**

Children may not bring any toys or games from home. NO JEWELRY, including necklaces, rings, bracelets are permitted for safety reasons. Small pierced earrings are allowed. Children may bring a special stuffed animal for nap time that may only be used for nap purposes. Naptime blankets MUST be in good repair, no holes or tears as we can not put them with the children. We are not responsible for any loss or breakage of personal items. All personal items MUST be clearly marked with a name. No backpacks or other bags (except lunchbags) are allowed.



### **Clothing/Attire**

Children should arrive dressed for play. We ask that you keep at least two pairs of extra clothing at the center at all times. Please include underwear, pants, shirt, and socks in this extra supply. We believe that children greatly benefit from fresh air and outside play, so unless the weather is severe we will have outside play daily. If the Realfeel temperature is 25 degrees and above up to 90 degrees we will go outside. Please make sure he/she has season appropriate wear (hats, gloves, scarves, etc.)

Closed-toe, gym-type shoes are required to be worn. NO flip flops, sandals, high heels, open toe, or dress shoes are permitted. Shoes must fit appropriately. These guidelines are in place to prevent injury. Any shoe that is causing a safety issue will not be allowed to be worn.

### **Cleanliness/Hygiene**

Woodlands Academy of Early Learning follows strict cleanliness guidelines. Children's hands are washed upon entering the facility, before and after meals, after toileting, before and after sensory projects, and after coming indoors from outside play. All employees are required to wash their hands frequently, in addition to the above mentioned times. Children use separate cups, dishes, and utensils that have been washed and sanitized thoroughly or are disposable. High chair trays, tables, are disinfected after each use.

### **Meals**

Woodlands Academy of Early Learning provides a morning and afternoon snack. Parents are required to pack and bring their child's lunch each day. Lunch will be refrigerated and must be ready to eat.

### **Birthdays**

We are happy to celebrate your child's birthday here at the center. A special treat may be sent in for birthday celebrations. All outside foods must be store bought, in the original packaging and include a list of ingredients (to protect our children with allergies). Please partner with your child's teacher or the director if you wish to supply a birthday treat.

### **Curriculum, Observations, and Assessments**

All classrooms have a curriculum that is developed by lead teachers and is in line with Pennsylvania Early Learning Standards and based on the Highscope Curriculum. Our center strives to maintain an excellent rating in Environmental Rating Scales that score the materials, lessons, language, furnishings, and interactions between teachers and students. Lesson plans are available for review daily.

Assessments will be done 45 days after a child is enrolled and twice yearly using the Ages & Stages Questionnaires (ASQ). This information will be given to parents. Conferences are available at assessment times and any other time upon request.

Daily observations are completed using the COR Advantage Observation Tool. We will hold parent conferences in the fall and spring to review observations, assessments, and children's growth.

### **Class Pets**

Having pets in the classroom teaches an important lesson in the responsible care and handling of living beings. Our classrooms feature animals and plants for the educational benefit of our students. Children who show responsibility towards the care of pets will be allowed to handle them, if they desire.

## **Parental Involvement**

There will be times and ways you can get involved in your child's child care experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying
- Helping to provide treats or other items for our parties
- Attending special holiday events
- Attending workshops offered at or through the center

## **Home Language Policy**

Woodlands Academy of Early Learning will strive to help culturally diverse children and their families by acknowledging and responding to the importance of the child's home language and culture. Our practices will focus on educating children toward the "school culture" while preserving and respecting the diversity of the home language and culture that each child brings to the center.

## **Transition Policy**

Students at Woodlands Academy of Early Learning will encounter a number of transitions within their early years. We recognize that children learn best when they feel safe, nurtured and have positive experiences with their caregivers and peers. We feel that transitioning takes time, planning and patience. These transitions occur when starting a new environment, transitioning to daycare, transitioning into a new classroom or age group, or to a new school. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible.

## **Transitioning to our Center**

Parents and Caregivers need to work together to share information they have about the child and what support he/she needs. This may include short visits to the center before starting care to acclimate to the environment and meet the teachers and other students. Additionally, days may need to be shorter to begin with to allow the child to have a more positive experience. We ask that parents have some flexibility during the first few days of attendance.

## **Transitioning to a new age group/classroom**

When a teacher is preparing for transitioning a child, they will first discuss this with the parents. Children are transitioned into new classrooms according to Kindergarten start date. In preparation for the transition, your child will visit the other classroom for short time periods to explore and become familiar with the environment, teachers, peers and flow of the day.

## **Referrals**

Our teachers work with many children and observe a wide range of abilities. They are well trained on developmentally appropriate ages and stages of growth. If an area of concern arises with your child, we will reach out to you to schedule a conference. We will document the inconsistencies we are seeing and may recommend outside services for further assessment.

Should anyone in your family be in need of services for social, mental, educational, wellness, or medical services, please visit our Resource Referral page at <https://woodlandsacad.com/community-resources>

If you need assistance with connecting to a community resource we will be happy to assist you in making the referral. If we observe that your family may benefit from a Community Resource, we will discuss this with you. No referral will be made without your prior approval.

### **Disciplinary Procedures**

Prevention, reduction, and consistency is key to enforcing positive behavior and interaction. We stress two main patterns of behavior: respect for other people and respect for property. Time out is not used as a punishment. Children are offered the opportunity to “take a break” should they need to cool down when upset. Under NO CIRCUMSTANCES will physical punishment be used. There will be no spanking, physical abuse, verbal abuse, name calling, or isolation. Food or sleep will never be withheld from a child as a means of punishment.

Please note that our facility does not have the accommodations to care for a child that is violent and destructive. Should a child have a discipline or behavioral problem that cannot be corrected with redirection and modifications, our staff will implement our Behavioral Management Plan. This plan is implemented to promote fair and equal treatment when a child has a behavioral issue. This plan promotes the safety of all the children in our care as well as staff.

### **Behavioral Management Plan**

**1st Incident** - A verbal warning will be issued to parents regarding the situation.

**2nd Incident** - A written warning and action plan will be agreed upon and started

**3rd Incident** - Termination of Care

***If we are unable to properly care for other children due to extreme disruptive, dangerous , or violent behavior from your child, you will be called to remove them from care. Should disruptive behavior continue, other arrangements for your childcare will need to be made for the safety and well being of all involved.***

The following behaviors will not be tolerated and are grounds for dismissal:

- \*Hitting other students and staff
- \*Kicking other students and staff
- \*Throwing toys or other items at other students or staff
- \*Spitting on other students or staff
- \*Purposefully damaging property
- \*Vulgar language

### **Damaged Property**

Our program is designed with active children in mind, and all measures are taken to prevent any broken toys, furniture, or other property. Should your child engage in destructive behavior to ANY property at the center, you will be notified. Should the above methods fail to curb destructive behavior and additional property is broken, you may be required to either replace, fix, or pay for the replacement of said item. This will be at the sole discretion of the manager.

### **Nap and Quiet Time**

There will be a designated nap/rest time each day. Children are not required to sleep, but are required to remain quietly on their cot. Rest time gives children a much-needed break during the day. It is also critical for them to

retain the information they learned that day and to manage emotions and behaviors. We strongly encourage all children to rest during this time.

It is the parent's responsibility to provide nap time blankets, sheets, pillows, and comfort items.

### **Diapering and Toilet Training**

Children are required to be fully potty trained to enroll in the center. Teachers are unable to provide one on one bathroom assistance to children. Please make sure your child is in clothing that are easy for them to manage to promote self sufficiency.

### **Special Needs/ IEPs IFSPs**

Woodlands Academy of Early Learning welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. If additional support is needed for the child, we will work in conjunction with the support personnel. We will support any accommodations and modifications to environment and curriculum as directed in the IEP/IFSP. Conferences and IEP/IFSP meetings can either be hosted at our center or staff will be available to attend meetings.

### **Procedures**

Children of all abilities are accepted at Woodlands Academy of Early Learning, and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis, based on available openings. Our teachers use developmentally appropriate practices and consider the unique needs of all children when planning our curriculum. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and we will work with therapists and other professionals to ensure a cohesive integration.

### **Confidentiality**

This applies to all verbal and written information about potential, enrolling or previously enrolled children and families. No information will be released about a child during enrollment or transition without written parental consent. This does not include our obligations as mandated reporters under Pennsylvania law.

### **Professional Development**

Staff are trained and support is provided to ensure that all staff are comfortable, confident and able to meet the developmental and educational needs of all children.

### **Collaboration with Other Professionals**

Many children with special needs are supported by other professionals within the community. We welcome those professionals and work with them to ensure the child's success. We encourage these professionals to work with our teachers to determine the best strategies to support the child. Woodlands Academy of Early Learning supports the classroom teacher's participation in IEP/IFSP meetings. We also ask that a copy of any new or existing IEP/IFSP be provided to the center in order to best serve your child.

## **Transfer of Records**

Woodlands Academy of Early Learning will transfer records upon request. Parents would need to fill out a Transfer Request Form. There is a fee associated with this request.

## **Continuity of Care**

Woodlands Academy is committed to promoting stable relationships between children and their caregivers. When children transition from one room to the next (preschool to pre-k) will engage in the following:

- Current teachers will take the child to visit the new school room before they transition
- Over the course of several weeks, current teacher will stay with child in new classroom to get them familiar with the new teacher and environment
- Classes will mainly transition in the fall (start of the new school year) to ensure children remain with current classmates
- Teachers from the new classroom will make visits to the current classroom to meet children in familiar settings.

## **Sick Policy and Medication Procedure**

Woodlands Academy of Early Learning is a “well-child facility” and we are unable to offer care to sick children. The following illness policy will be strictly enforced for the health and well being of other children and staff. Under no circumstances may a parent bring a sick child if the child shows any signs of illness (as described in the SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM CHILDCARE), or if they are unable to participate in the normal routine and regular day care program (including outdoors play).

In the event a child becomes ill and needs to be picked up, the parent will be called and are expected to pick up the child within one hour. If the parents cannot be reached, or have not arrived within the hour, the emergency contact person will be notified and asked to come pick up the child. If the child is picked up after the 1 hour time frame, a late fee of \$50 plus \$1 per minute will apply. The sick child may be isolated in an area of the center that is not currently being used. A staff member will stay with the child until they have been picked up.

### **Symptoms requiring removal of child from daycare:**

- **Fever:** Fever is defined in our center as having a temperature of 99 degrees F or higher taken under the arm, or 100 degrees taken orally. A child needs to be fever free without the use of Tylenol or fever reducing medication a minimum of 24 hours before returning to care
- **Diarrhea:** runny, watery, bloody stools, or 2 or more loose stools within the last 24 hours
- **Vomiting:** 1 or more times in a 24 hour period.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing
- Runny nose that is not clear, draining eyes or ears
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood disease, including ringworm
- Any unexplained rash
- Child is irritable, continuously crying, or requires more attention than we are able to provide without hurting the health, safety, and well-being of the other children, or if a child is unable to participate in normal activities (including outdoor play and falling asleep outside of naptime).

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care the day after becoming sick at the center, and for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. We may require a doctor's note to allow your child to return to care. However, a doctor's note does not guarantee admittance to the center.

### **Doctor's Note**

There may be instances where recurrent illness, unexplained illness, or concerns of contagious or communicable disease will require us to exclude a child from care until a doctor's note is obtained. In the event we require a doctor's note for return, the following **MUST** be included:

- Date child was seen
- Diagnosis of child
- Any tests that were run and results
- Date child may return

If the doctor's note does not include the above information, we will not be able to accept the child for return.

According to PA Child Care Licensing Regulations, some diseases require a doctor's note to return regardless of the length of quarantine time. These diseases include these illnesses: COVID-19, chickenpox, influenza (Flu) and RSV. The full list of reportable disease requiring a doctor's note to return can be found here:

<https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable-Diseases.aspx>

**If your child is diagnosed with any of these illnesses you MUST notify us immediately so that we can properly report them. Failure to report disease will result in termination of care.**

(Please see updated Covid-19 Guidelines for most current CDC recommendations.)

### **Medications**

Parents are to provide any medications needed by their child, including both over the counter and prescription medication. Written authorization is required before we can administer ANY medications. Note: all medications must be in their original container with the pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written. We can not administer non-prescription or homeopathic medications.

### **Medical Emergencies**

Minor bumps and scrapes are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Woodlands Academy of Early Learning will not be held liable for any sickness/injury of either parent/guardian or child while on the premises. If your child has a serious medical condition you must you out a care plan.

### **Special Health Care Needs**

Children with special health care needs will require a health care plan on file. Should your child have a medical condition such as asthma, diabetes, allergies, etc, please see the director to obtain a care plan form. This form

will need to be completed by your child's pediatrician and returned to the director prior to the child's start date. The director will review the forms and share instructions with appropriate staff. Please communicate any changes in the medical care plan immediately to the director.

### **Immunizations**

Children may not be in care the same day after receiving an immunization.

## **Termination Policies**

We hold the right to terminate care of a child at any time, for any reason. Some of the common reasons for termination include:

- Failure to submit payment
- Routinely late pick up and drop off of children
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person on the property
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice that you are able to give us when terminating, and will give you the same courtesy. Parents are required to give 2 weeks written notice when terminating childcare, or when going from a full time to part time care. The two weeks must be paid in full, regardless if the child is in attendance.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the provider or other children in attendance.

Anyone who terminates care and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be resolved with the local magistrate regardless of the amount owed. All accounts turned over for collections will have a \$40 per week late fee.

## **Parent Signature and Acceptance**

By signing this contract you are stating you are in agreement with all written policies for Woodlands Academy of Early Learning as outlined in the Parent Handbook.

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date