

Formative Years Growing and Learning Center

PARENT HANDBOOK



Growing and Learning Center

Formative Years
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WELCOME PARENTS!

Hello, and welcome to Formative Years Growing and Learning Center. We are so happy to have your family join us. Here at Formative Years we strive to provide the best care and exceptional programming for the children you have entrusted us with.

We promise the time spent with us will be positive and productive for your child. Our goal for our parents is complete trust and confidence that your child is well cared for and loved. We want you to feel comfortable entrusting us with the daily care of your child. Our goal for the children is to provide a loving, secure and engaging atmosphere that nurtures learning, high self-esteem and builds on the foundations put in place at your home.

In this handbook, you will find information that will help you become better acquainted with us and the daily routines. If you have any questions, at any time, please feel free to discuss them with your teachers or the Director.

Again, Welcome to Formative Years!

FORMATIVE YEARS GOALS

One of Formative Years' main goals is consistent and open communication with parents. We strive to accomplish this through many means and take seriously our commitment to keeping you informed regarding your child's experiences at our center.

- Staff members will be available to speak to you personally on a daily basis.
- Each teacher has created a classroom handbook to orient you to their classroom procedures and to communicate with you regarding routines and other information specific to your child's group.
- Teacher's lesson plans will be posted in the classroom. This enables you to see firsthand all activities planned for each day.
- A folder or cubby is provided for each child and will contain communication from your teacher or director, and any work or projects your child has done at the center.
- For children 6 weeks through 3-year-olds, a lunch and nap chart is completed to tell you about your child's day.
- Newsletters from the director and your child's teacher will be sent home on a monthly basis.
- Special signs and notices will be posted to update you on miscellaneous information such as upcoming field trips, special activities, or contagious illnesses circulating through your child's group.
- Conferences will be scheduled twice annually for you to personally visit with your child's teacher regarding your child's accomplishments.

FORMATIVE YEARS POLICIES

Tuition and Payment

Rates are calculated by room, not age this is because the rates are calculated based on the staff to child ratios.

Rates are in monthly totals format

Room/Days per week	5	4	3	2	Half
The Discoverers Room 6 Weeks-12 Months	1,190	1,160	1,092	979	1,092
The Explorers Room 13-24 Months	1,150	1,120	1,044	946	1,044
The Adventurers Room 2 Years	900	877	827	760	827
The Navigators, Inventors, and Learners 3-5 Years	870	847	798	715	798
The Scholars					
Kindergarten (Before & After)	450	438	413	380	N/A
Kindergarten (Before Only)	252	245	232	212	N/A
Kindergarten (After Only)	405	395	372	342	N/A
School Age (Before & After)	440	430	405	372	N/A
School Age (Before Only)	236	230	217	200	N/A
School Age (After Only)	383	373	352	323	N/A
The Scholars (Summer Rate)	750	730	690	635	690

Rates effective January 1, 2018

- A 10% discount will be offered on the lowest rate(s) for families with more than one child enrolled. In order for the discount to apply to a school age child that child must be enrolled both before and after school.
- Our half-day cut off is noon.
- Additional days for part time enrollment can be arranged with the director prior to the extra days of attendance if there is space available.
- Our special needs rate is \$950.00 per month.
- Our drop-in rate is \$50/full-day and \$35/half-day.
- There is a two-week notice required before any schedule change occurs.
- The kindergarten and school-age families paying the before and after school rate will not incur additional tuition for snow days, teacher in-service days and conference weeks. The only exception are weeks requiring full-time care such as Winter, Spring and Summer breaks.

Payment

Payment is due on the first business day of each month or on the first day of the month attending daycare. If received after the second business day of the month a \$40 late fee will be charged. **Tuition must be paid whether your child attends or not.**

Illness Policy

- The following illness policy is enforced to meet State of Iowa Health Department regulations. If all parents abide by this policy we will be able to reduce the number of illnesses in our center. **Keep in mind that your child will be sick less frequently if everyone assists us by following these guidelines.**

If your child has any of the following symptoms, he/she may not attend the center. If any of these symptoms develop during the day while your child is at the center, you will be notified and required to pick your child up within the hour. During this time, your child will be isolated from the other children with Cindy in the office.

- temperature of 100 degrees or higher (must be fever free for 24 hours before allowed to return)
- 1-2 incidents of diarrhea (must be diarrhea free for 24 before allowed to return)
- 1-2 incidents of vomiting
- severe coughing
- yellowish/ pale skin or eyes
- pink eye
- chicken pox
- head lice
- impetigo/ itchy rash

We will notify you if any of the following symptoms occur so that you are informed and can decide what action you wish to take.

- low grade temperature
- sore throat or difficulty swallowing
- head ache or stiff neck
- loss of appetite
- infected skin patches
- unusually dark, tea colored urine
- gray or white stool
- severe itching of body or scratching of the scalp
- rash of any kind
- otherwise unusual behavior or symptoms

Children with contagious illnesses requiring medication must be on the medication for 24 hours before returning to the center.

- **Peanut Sensitive Policy-** Formative Years recognizes that peanut allergies represent a health and safety hazard which can result in serious consequences for some. In order to protect these individuals, we prohibit the use or serving of peanut and other nut products at the Formative Years facility

Altered Pickup

- If someone outside of the approved persons for pickup will be picking up, a child release form needs to be filled out by the parent.
- If a child has not been picked up by 6:00 pm and notice has not been given, Formative Years will call the phone numbers listed on the child's emergency phone card to arrange pick up.
- **The late fee is \$1 per minute after 6:00 pm which is due at the time of pickup.**

Attendance and Arrival

- Please take you child to wash their hands upon arrival.
- Children who arrive before 7:25 am will be taken to f-troop after washing their hands. If arriving after that time you may drop off in the classroom.
- Outside food is not permitted after 7:30 am, if you would like your child to be provided snack in the mornings, please have them dropped off by 8:45 am.
- Please let us know by 9 AM if your child will not be attending school or will be in late. This way we can guarantee our food counts so we have enough food for the day.

Medications

- Any prescription medication to be given at Formative Years must be sent in the prescription bottle as it came from the pharmacy with the label intact. Non-prescription medicines, such as lotions, rash creams, or sun screen should

be sent in the original container, labeled with the student's name. The Prescription Medication Form must be completed in order for our personnel to administer the medication.

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Vacation and Sick Days

- Regular payment rates apply for vacations, weeks with holidays, and when are children sick.
- Parents are responsible for finding back-up care for their children during provider observed holidays.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Please let us know if you have any questions or concerns about the above policies.

FACILITY HOURS AND AVAILABILITY

Monday- Friday 6:30 AM and 6:00 PM

Observed Holidays:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving, Thursday and Friday
- Two Days at Christmas

Facility Term Definitions:

Full time childcare: Monday through Friday anytime between the hours of 6:30am and 6:00pm

Part time childcare: Limited days of the week anytime between the hours of 6:30am and 6:00pm

Half day childcare: (6:30am - 12:30pm) or (12:30pm - 6:00pm)

Infant/Young Toddler: 6 weeks to 24 months old

Older Toddler/Preschooler: 2 through 5 years old

School Age: Kindergarten through fifth grade, ages 5-12 years old

Open Door Policy

Please feel free to come and visit your child. If you or any other part of your family (grandparents, etc.) would like to come and visit or play with the child for an **extended period of time**, please take the child in question out of the facility, after which, feel free to bring the child back to center.

TERMINATION OF SERVICES

A 30 Day written notice from parent or provider is required to terminate the services, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred. Full deposit will be returned if accounts are up to date by last day of services.

MEALS AND SNACKS

Each day we provide morning and afternoon snack and lunch is served family style within each classroom. Milk, juice or water is served with all the meals and snacks, and water is also offered throughout the day. The meals and snacks for each

week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

Special Diet Requirements

If your child has any particular dietary needs, please let us know. If the typical type of meals we serve do not meet your criteria if reasonable substitutions cannot be made, the child's meals and snacks may need to be provided by the parent.

THE FORMATIVE YEARS PHILOSOPHY

IN THE CHILD, WE BELIEVE:

- That children learn best through hands-on experience and active involvement with their environment
- That each child has their own rate of development that progresses with the maturity of each child
- That the process in an activity and more important for the child than the outcome
- That all children have an innate desire to learn and initiate new experiences

IN THE ENVIRONMENT, WE BELIEVE:

- That the classroom atmosphere should be dynamic to the child's needs, abilities and interests
- That the learning environment should encourage initiation, participation and cooperative creativity
- That the learning environment should provide a safe foundation for skilled learning experiences
- That growth will be fostered in all key developmental areas: social, emotional, cognitive and physical

IN THE TEACHER, WE BELIEVE:

- That the teacher provides a safe and secure environment in order to allow the highest level of engagement
- That the teacher will act as guide to the child and the environmental needs of the classroom
- That the teacher provides balance to the different aspects of learning in both individual and group settings
- That the teacher maintains the highest level of professional courtesy to children and families

REFERRALS

A referral from a client is one of the biggest compliments we can receive. As a special thank you, we provide families a **\$100 VISA gift card** for each referred child that has successfully enrolled in our daycare. The \$100 gift card will be issued after the referred child has attended for 30 days. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on a waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will be given the \$100 gift card. If at that time your child no longer attends our daycare, the \$100 gift card will be mailed to you.