

Parent Handbook

“The Learning Lab where your child will learn through fun and creativity!”

Business Information

Location:15450 W Goodyear Blvd suite 135, Goodyear AZ, 85338

Hours: Monday through Friday 7:00 am to 6:00pm

Phone: (623)932-1933

Website: www.thelearninglabaz.com

Mission Statement

The Mission of The Learning Lab is providing a safe nurturing developmental environment for toddlers through school age children. Our focus is to provide a stimulating early care and fun education experience which promotes each child’s social, emotional, physical and cognitive development.

Enrollment

Enrollment into The Learning Lab is on a first come first serve basis. Registration fees are due in order to guarantee a spot for your child/ children. Registration fees will hold your child/children spot for 5business days. If your child does not attend during that time, we will have to provide that spot to the next family. Registration fees are non- refundable. We offer full time (4 & 5 days) and part time (3days) enrollment. Drop in care is offered based on space availability.

Disenrollment/ Withdraw Policy

If you decided to disenroll your child from The Learning Lab we require a written paid two week notice with your intent to withdraw from the school. You can retrieve a withdraw notice from the front office.

Tuition, Annual & Late Fee’s

Tuition payments are paid on a monthly basis. Tuition is due the 1st of every month. Payment obligation is based on agreed enrollment, not on actual attendance. There is no change in tuition due to your child’s absences or a holiday. \*Monthly Billing: Parent’s please keep in mind a daily rate may be assesses to your account for the week days outside of the 4 week billing period. There are several calendar months throughout the year that consist of 5weeks. Please see the fee schedule for daily rate pricing.

 There is an annual school supply fee due every August $150.00 per child or $200.00 per family. A $65 late payment fee (per child) applies for any payment not received on the first of every month by close of business 6:00pm. If the 1st of the month falls on a weekend or holiday tuition payments are due the last business day of the previous. Children will not be permitted to return to daycare until both the tuition payment and the late fee are paid in full.

Child Drop off and Pick Up Policies

Your child’s safety is very important to us and we want to assure that all families are adhering to our guidelines. Our doors open at 7:00am and close at 6:00pm. It is important that children are being signed in and out with parent’s signature used on their driver’s license. All persons picking up children must be listed on the Emergency verification form and at least 18years of age. If person picking up is unknow to staff a government issued ID is required. Children should not be dropped off before opening time and shall not be picked up after closing time. If child is picked up after our 6:00pm there will be a $2.00 per minute late fee which must be paid in full on the next day of attendance. Children must be dropped off no later than 9 :00 am, no child will be permitted into school after that time.

Our Teachers

We employ experienced, well trained staff to provide quality and engaging daily experiences for your child. All staff applies what has been learned in school, in training, and in life into everyday practices that will contribute to your child's ability to achieve success in school and in life.

Curriculum

Our educational philosophy emphasizes on the following skills:

Language & Literacy: Letter recognition, phonics, reading and sign language, also offering an introductory to Spanish

Science: Sensory, nature, experiments and cooking

Find Motor: Scribbling/ writing, tracing, cutting and tearing

Gross Motor- Walking, running, jumping, climbing.

Music & Creativity: Listening to music, playing of instruments, singing and dancing. Children will do themed arts & crafts.

Meals

Children will enjoy family style dining. We provide a nutritious breakfast, lunch and two snacks to your child. Menu’s will be posted at the end of the day on Fridays for the upcoming week. Please refrain from bringing meals and snacks from home. This allows us to keep any children with allergies safe while in our care. If your child has a special dietary plan this should be documented on your registration paperwork and discussed with the director. A doctor note may be needed.

In the event of a special occasion we will allow parents to bring special treats based on the provided treat list which we will provide. Items must be store brought and in its original container with the ingredient label attached.

Rest Time

During the rest period or nap time children are encouraged to rest but are not required to sleep. We do offer quiet activities for those who cannot sleep once the others are settled.

Medical

Sick children are not permitted into school. Childs temperature will be taken before entering the school. If your child’s temperature is 100 degrees + they will not be allowed to attend school. If your child has 2 episodes of diarrhea they will be asked to be picked up from school. If your child vomits 2 or more time’s they will be asked to be picked up from school. If your child experience any of the symptoms mentioned. We ask that your child doesn’t return to school until they are symptom free without the use of medication for at least 24 – 48 business hours.

Medication

Although our policy is to not receive any sick children into our school. We do understand that there are some circumstances where a well child may need medication. If your child needs medication during school hour we do ask that you complete a Medication Authorization Form. Medications must be prescribed by your child’s physician, be in its original prescription container. Please see the front office if you need this form.

Immunization Policies

Immunization records are required for each child from a physician. These records must be updated if there is a change in information.

Dress Code

Please dress your child in weather appropriate clothes. If you decide to send your child in a dress or skirt, we do ask that shorts or bloomers are placed underneath. If your child is potty training, we ask that you dress them in clothing that they can easily manipulate on their own. Closed toe shoes must be worn at all times. We ask that no flip flop or open toe sandals are worn.

Personal Item list

It is parent responsibility to take blankets, sheets, bottles or water bottles home at the end of the day Friday for cleaning.

|  |  |  |  |
| --- | --- | --- | --- |
| One Year Old | Two Year Old | Three, four & Five Year Old | School Age |
| \*Diapers\*2 clean \*Bottles or cup\*2 change of clothes\*Fitted Crib Sheet\* Blanket\*Toothbrush | \*Diapers or Pullups\* Water Bottle\* 2 change of clothes\*Fitted Crib Sheet\*Blanket\*Toothbrush | \*2 change of clothes\*Blanket\*Water bottle\*Toothbrush | \*2 Change of clothes\*water bottle\*Toothbrush |

Diaper changes

Diaper changes occur every one to two hours and on an as needed basis throughout the day. In the event a child soils their clothes with poop we do discard the clothes for sanitation purposes.

Potty Training

Teaching your little one to use the restroom can be very exciting and worrisome all at the same time. Here at The Learning Lab we do our best in guiding children to use the toilet. We do ask that potty training is done consistently at home and at daycare in order to receive the best outcome. Children who are potty training will be taken throughout the day children will be assisted as needed. We will teach the children to wipe themselves, flush the toilet and finish by washing their hands with soap and water.

Behavior

We will make every effort to care for any behavior problems that may arise through redirection or loss of privilege. Parents will be notified of every behavior incident at the time of pick up. If the issue continues the parent and director will meet to develop a behavior plan. We reserve the right to dis enroll a child based on discipline problems. If a disenrollment occurs due to behavior issues tuition funds are not refunded. A two week notice will not be given on these occurances.

Biting

As we know some toddlers bite some more than others. We make every effort to evaluate the environment and activities at the time of the bite and adjustments are made immediately. Both parents will be notified of the incident. If the matter continue we reserve the right to dis enroll a child based on this matter.

Accident/Injury

 In the event that an accident or injury occurs, child will be taken care of immediately. If outside medical attention is needed parent health insurance is responsible for payment. Depending on the severity of the injury will determine if you will receive an injury report or a direct phone call with further instructions. It is our duty to assure your child’s safety but we must be mindful that accidents do occur.

Cleanliness

It is important that our school is easily cleaned and maintained to a high standard of sanitation. Cleaning and disinfecting are performed daily. Our cleaning schedules are posted in each classroom. Toys are sanitized as they are mouthed. Table tops are disinfected before and after every meal.

School Closing

 The learning Lab will be closed on the following days:

**New Year’s Eve & New Year’s Day**

**Martin Luther King Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veterans Day**

**Thanksgiving & the day after**

**Christmas Eve & Christmas Day**

Important Notices

Insurance: The Learning Lab is fully insured in the amount which is required by the state.

DES Subsidy: The Learning Lab is contracted with the Department of Economic Security and welcome all families receiving DES assistance.

Special Education: Children requiring special education will be considered by the Director on and individual basis as we take into consideration to meet that child’s specific needs.

State Inspection Report: The Learning Lab is licensed and regulated by the Department of Childcare Licensing. The results of those visits are available upon request from the Director. It is our priority to provide a safe, clean and nurturing environment for all children enrolled with The Learning Lab.

Pesticide Treatment: Parents will be notified at least 48hour prior to pesticide being applied on the premises. Posting will also be made at the front office.

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

Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_