

# Adventurous Minds Childcare and Preschool Contract Policy

**“Delivering the quality care and foundational knowledge your child needs to succeed.”**

**Hours & Days of Operation:**

Adventurous Minds is open **Monday through Friday, from 7:30 AM to 5:00 PM.**

**Tuition-Paid Holidays (School Closed):**

The daycare will be closed on the following holidays, **which are included in tuition:**

- New Year’s Day
- President’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day

*Note: If a holiday falls on a weekend, the closure will be observed on the nearest weekday (Friday or Monday) as a paid holiday.*

**Weather-Related Closures:**

We follow the **Beaverton School District** for weather-related decisions:

- If Beaverton schools are **closed**, Adventurous Minds will also be closed.
- If Beaverton schools are on a **2-hour delay**, we will open at **9:30 AM.**
- Adventurous Minds reserves the right to close independently if there are safety concerns for children and staff.

**Annual Closure Weeks:**

We close for the **first full week of August** and **over a week in December**, in addition to the holidays listed above. These are tuition-paid closure weeks that allow our dedicated teachers to rest and recharge. During these times, teachers receive paid time off, which supports our commitment to providing the highest quality care and education.

We value our staff and are proud to offer benefits that include **health insurance, paid time off (PTO), and a 401(k)** plan.

**Unplanned Closures & Illness:**

While it is rare, there may be occasions when Adventurous Minds must close due to unforeseen circumstances (e.g., snow days). In such cases, **tuition remains due** as our program and staff costs continue to incur.

**Communication:**

Open and honest communication is key to a strong partnership. Please keep this information handy for reference, and feel free to reach out with any questions. We are committed to working together to give your child the best possible early childhood experience.

Initials \_\_\_\_\_

**Items to Bring from Home:**

To help us provide the best care for your child, we kindly ask parents to bring the following:

**Daily Essentials:**

- **Diapers, Pull-Ups, and Wipes**
- **Bottles** (if your child uses them), please label with your child's name and date.

**Clothing:**

Please ensure your child has a **supply of extra clothing** in their cubby at all times. Outdoor play and the occasional accident are part of the fun and learning experience. Having extra clothes allows for quick changes and continued play.

**Tip:** Please **label all personal items** (coats, shoes, hats, etc.) to avoid mix-ups.

**Nap Time:**

To help your child feel safe and comfortable during rest time, please send:

- A **special blanket**, stuffed animal, pacifier (binky), or any comfort item
- A **pack 'n play** for your child's exclusive use to help minimize germ sharing and provide a familiar sleep space

**Toys from Home:**

We kindly ask that **toys from home remain at home** to avoid loss, damage, or distractions during the day. Special comfort items for nap time are welcome.

## Adventurous Minds Childcare Handbook Overview

### Our Long-Term Goals

At Adventurous Minds, our mission is to introduce children to a nurturing, social, and engaging learning environment. We aim to:

- Encourage creative expression and communication skills
- Foster both functional and emotional independence
- Support learning through science, hands-on experiences, phonetics, early math, and natural exploration
- Treat each child with complete respect as the unique individual they are and are becoming

#### What We Do

Every day is a new opportunity for learning, growth, and discovery. Our daily routines include:

- Circle time, stories, songs, music, and guided learning activities
- An **emergent curriculum**, where lessons are guided by the children's interests and developmental needs
- Project-based exploration: For example, if learning about pumpkins, children might draw, color, dissect, cook, and study them

#### We also emphasize:

- Ample indoor and outdoor playtime (weather permitting)
- Teaching **sign language** as early as six months old to aid communication
- Encouraging healthy independence, cultural awareness, and respect for diversity

#### Core Values

- **Respect**
- **Independence**
- **Communication**

#### Sign-In & Sign-Out Procedures

Parents or authorized guardians must **sign their child in and out each day**. Children must arrive and leave under the direct supervision of an authorized adult. Responsibility transfers only upon proper sign-in or sign-out.

#### Absence or Late Arrival

Please call to notify us if your child will be absent:

- **House 1:** 503-297-7248 - Younger children 9446 SW Morrison St., Portland, OR 97225
- **House 2:** 503-297-3474 - Older children 9502 SW Morrison St., Portland, OR 97225

If your child will arrive after 9:00 AM, **please message us through Brightwheel** so we can plan accordingly and ensure your child's safety.

Initials \_\_\_\_\_

## Discipline Policy

Adventurous Minds does **not** permit any form of corporal punishment.

### Our approach includes:

- Encouraging children to resolve minor disputes independently when appropriate
- Offering redirection or alternative activities when needed
- Providing calm breaks for children displaying harmful behaviors, giving them time to reflect and reset
- In cases of repeated concerning behavior (e.g., biting), we will work closely with parents on a solution

## Release of Child

Children will only be released to:

- A parent or guardian
- Individuals listed on the **Child Enrollment Form**
- Anyone authorized with written or verbal permission and verified by ID and description

*Note: A child will not be released to anyone who appears inebriated or unfit. In such cases, the emergency contact will be notified, and authorities may be contacted, as we are mandatory reporters.*

## Evacuation Plan

In case of emergency:

- Children will be taken to the nearest approved safe location
- Emergency contact numbers will be used to inform parents once the children are safe
- In the event of a fire, children may be relocated to the designated alternate house location. We prioritize your child's safety and will follow all emergency protocols.

## Abuse Policy

Adventurous Minds maintains a **zero-tolerance policy** for:

- Verbal or physical abuse toward staff
- Continuous harmful behavior (e.g., hitting, biting, cursing) by a child without parental cooperation in resolving the issue
- Repeated violation of our **illness policy**

Failure to comply with these policies may result in **immediate termination of**

## enrollment. Staff Babysitting Policy

While we understand the desire to have trusted staff babysit outside of school hours, **this is not permitted**. If a teacher employed by Adventurous Minds provides childcare outside of school, it creates liability for our program.

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Any incidents (injuries, lost items, etc.) may result in staff dismissal or the loss of a child's enrollment. Therefore, **staff may not babysit for families currently enrolled in our program.**

### **Health & Safety: On the Safe Side**

To ensure a safe, healthy environment for all children, **Adventurous Minds follows the Oregon Health Department guidelines.** Children showing any of the following symptoms will not be admitted to care:

- Fever over 100°F within the past 24 hours
- Diarrhea, vomiting, or nausea within the past 24 to 48 hours. Depends on circumstances
- Draining eyes (e.g., pink eye)
- Skin or eye lesions
- Cold or sinus infection
- Difficulty breathing or wheezing (subject to emergency evaluation)
- Lethargy or unusual fatigue
- Excessive crying or signs of distress
- Severe cough
- Head lice, nits, or ringworm
- Weeping rashes
- Severe or unusual pain
- Any contagious disease or undiagnosed illness

If a child develops any of the above symptoms while in care, they will be isolated and must be picked up immediately. **Children must be symptom-free for 24 hours and/or have started treatment before returning.** Please be mindful of symptoms that appear the evening before attending.

### **Medication Policy**

Parents must complete a **Medication Authorization Form** before any medication, including over-the-counter products (e.g., sunscreen or pain relievers), can be administered. All medication must be clearly labeled and in its original container. We will notify you when medication has been given and when the next dose is due.

### **Immunization Requirements**

A completed **Immunization Record** must be submitted before enrollment. Children are required to have all age-appropriate vaccinations unless a physician provides written documentation for medical exemption or delay.

### **Nutrition & Meals**

We are committed to providing nutritious, natural meals that support healthy development.

- We provide **breakfast, a mid-morning snack, lunch, an afternoon snack, and an additional snack as needed**
- We follow the **USDA Food Program** and prioritize fresh fruits no juices.

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- Please inform us of **any food allergies or dietary restrictions**
- Children with special diets must bring their food
- **Breakfast is served until 8:50 a.m.** – children arriving after this time must eat beforehand

Infants must have their **formula, organic food, or specialty items** provided by parents. We will supply cereal, fruits, and vegetables unless otherwise instructed.

Mealtimes are an important part of the day. Children learn and practice:

- Good manners
- Polite language
- Sharing and patience

### **Termination Policy**

If you choose to withdraw your child from care:

- A **30-day written notice** is required
- Tuition is due through the end of the notice period, regardless of attendance
- Failure to provide notice may result in additional fees, including court costs, if collection is necessary

### **Deposit & Enrollment Fee Policy**

To secure a spot at Adventurous Minds Childcare, a **non-refundable enrollment fee of \$700** is required. This fee helps cover initial costs and supplies needed for your child's care.

Tuition for the **first two weeks of care** is also due upon your child's start date. Please note that **tuition is always paid two weeks in advance.**

Enrollment is not confirmed, and a space cannot be held, until both the **enrollment fee is paid** and the **signed agreement is received**. If you choose not to begin care after securing your spot, the enrollment fee will not be refunded.

## Adventurous Minds Childcare and Preschool Parent Fee Agreement & Tuition Policy

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### Parent Fee Agreement

I, \_\_\_\_\_, agree to pay \$\_\_\_\_\_ every other Friday to Adventurous Minds Childcare according to the schedule outlined below.

- Tuition is paid two weeks in advance for the upcoming care period.
- A late fee of \$15 per day will be applied if tuition is not paid by the due date.
- An overtime charge of \$1.00 per minute will apply if the child is picked up after 5:00 p.m., unless pre-arranged with the provider. Please notify us in advance if you expect to be late.

### Deposit & Enrollment Fee

To secure a space at Adventurous Minds:

- A **non-refundable enrollment fee of \$700** is required.
- This fee helps cover setup, supplies, and onboarding costs.
- Upon enrollment, parents must pay for the **first two weeks of care**, always remaining two weeks ahead on tuition.
- **Spots will not be held without payment of the enrollment fee and a signed agreement.**
- If the family decides not to start care after securing a space, the enrollment fee is forfeited.

### Tuition & Rate Policy

- Tuition rates are based on **full-time enrollment** and agreed care days.
- Parents will be notified **30 days in advance** of any tuition changes.
- **Tuition is due regardless of attendance**, including:
  - Illness
  - Family vacation
  - Provider’s scheduled closure weeks and holidays
- **Tuition Potty-Training Policy:**
  - 3 Years old and fully potty-Trained.
  - This includes:
    - Recognizing the need to use the restroom and going in a timely manner.
    - Using the toilet independently.
    - Managing clothing (Pulling pants down and up).
    - Remaining accident free during the day.
    - Not requiring diapers or pull-up’s during program hours.
  - Tuition rates will not change until a child has been fully potty trained, including remaining accident free for a minimum of two consecutive weeks.

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## Closures & Holidays

- Adventurous Minds is closed for **two paid closure weeks plus per year**:
  - **First full week of August**
  - **One week and some days in December, depends how holidays fall.**
- A list of closure dates will be provided annually in January or soon after. Please see closed yearly dates.
- All **major holidays** listed in the policy handbook are paid tuition days.
- In the event of **unforeseen closures** (e.g., snow, power outage, or public health orders), tuition remains due.

### Late Payments & NSF Charges

- Tuition payments not received by the due date are subject to a **\$15/day late fee**.
- Payments **more than two weeks late** may be referred to a collections agency. Parents are responsible for all collection fees, interest, and attorney costs incurred.
- Returned checks are subject to a **\$35 non-sufficient funds (NSF) fee**.

### Late Pickups / Overtime Charges

- Standard care ends at **5:00 p.m.** unless prior arrangements are made.
- A **\$1.00 per minute late fee** applies for pickups after this time.
- Late pickup fees must be paid **in cash at the time of pickup**.
- We understand emergencies happen; please call if delayed. Repeated lateness will require a conference.

### Termination Policy

- A **30-day written notice** is required to terminate care.
- Tuition is due for the full 30-day period, **regardless of attendance**.
- If the child is withdrawn without notice, the full 30 days of tuition will still be owed, and court/collection fees may apply.

### Immediate Termination May Occur If:

- A parent or guardian engages in **verbal or physical abuse** toward staff.
- A child **continues harmful behaviors** (e.g., hitting, biting, inappropriate language) after a behavior plan is implemented, and no improvement is made.
- A parent **fails to follow the sick policy** or repeatedly brings a sick child to

care. In such cases, a **two-week tuition charge** may still be applied.

### Tuition Schedule

Number of Children: \_\_\_\_\_

Start Date: \_\_\_\_\_

Name(s) of Child(ren):

\_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_\_\_\_

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### Acknowledgment & Contact Information

I have read, understand, and agree to all policies and terms listed above, including tuition payment, sick policy, and termination conditions.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip \_\_\_\_\_

Second Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Please initial each page, sign, and return the full agreement via email to:

[tracy@adventurousminds.net](mailto:tracy@adventurousminds.net)

We are so excited to welcome your family into the Adventurous Minds  
Childcare & Preschool community!

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