

# Einstein Learning School

## Parent Handbook

### Vision

Einstein learning school will focus on each child individually providing a safe and loving environment where all children can develop physically, emotionally socially, and intellectually, highly professional staff is committed to the success of each child.

### Hours:

6:30 a.m. - 6:00 p.m.

Full Time is Monday- Friday 6:30 a.m. - 6:00 p.m.

All children must be at the center **No Later Than 10:00 a.m.**, with exception that you provide a Dr's note stating you were seen at their office for that day.

No child will be permitted to be dropped off after 11:00 a.m. for any reason

### Holidays:

New Years Eve

Memorial Day

New Year's Day

Thanksgiving Day

Martin Luther King Day

Day after Thanksgiving Da

Independence Day

Christmas Eve

Labor Day

Christmas Day

### Financial Policies

#### Tuition:

Registration Fee : \$75 (nonrefundable)

School Shirt (2T - 7/8) : \$ 30

School Bib & Onsie (Infant - 24 Months) : \$ 20

Every minute parent is late picking up is \$ 1 for each minute each child.

Full tuition payment is due, regardless of attendance or holiday closing.

Payments are due the Friday prior to the week of care. Payments received Monday morning, for the current week of care will be charged a \$15 late fee a day , starting on Monday your child will not be allowed to return until your account is current.

Tuition payments are due on a weekly basis. The weekly amount is payable by money order, or credit/debit card . Payments also can be made online or through Procure app. Re-entry into the School will be based on available space and payment of a new registration fee.

Parents with more than one child enrolled Full Time at the school will receive \$10 off discount weekly in tuition for the oldest child.

### **School Age Students**

Before & After care students may attend on non- school days (holidays) with additional fee.

Before Only or After Only students may Not attend on non-school days (holidays).

### **Returned Check**

. In the event a check payment is returned there will be a \$40 fee that will be assessed,

### **Late Pick Up**

. Late pick up is considered when a child is picked up after 6:00 p.m. The late pick up fee is \$ 1 each minute per child The fee would need to be paid on the spot or drop of on the next business day.

### **Absences**

In the event your child is absent due to illness, natural disaster, etc. tuition is still required to be paid.

### **Withdrawal**

Should it become necessary to withdraw your child, you are required to give 2 week written notice to administration. Your last week's tuition will be applied at this time.

## **Daily Procedures and Routines**

### **Daily Sign-In and Sign-Out**

Parents sign your child in and out each day. When you bring your child to school, you also certify that to the best of your knowledge, your child is in good health and can participate fully in activities. Parents are required to list the name, address, phone numbers, and drivers license number of each person other than the parent who is authorized to care for their child in an emergency. Parents or any other person designated to pick up a child must be prepared to show picture identification. Children are not released to any other person than named on the registration form, unless we have prior written request from the parent. Children are not released to anyone younger than eighteen years old.

### **Clothing**

Please be sure that your child's name is clearly marked on all articles of clothing and blankets so that we can minimize the loss of personal belongings. In the event of missing items, please notify us promptly. Unclaimed items are donated to charity periodically. Clothing should be comfortable, easy for the child to manage (buttons is front, elastic wait band, etc.) and appropriate for "messy" activities, such as creative arts and outdoor recreation. Clothing that comes on and off Easily, without adult help. Closed toe shoes, sneakers or other soft-sole shoes for the prevention on injuries. We ask that infants, pre-toddlers, and toddlers have three

changes of clothing and a supply of disposable diapers / pull-ups and wipes. Preschoolers should have one change of clothing and flushable wipes. A sweater or jacket should be brought to the school during the winter months.

### Personal Belongings

It is difficult for young children to share toys and personal belongings with other children. Likewise, it is difficult for the staff to monitor all the many belongings the children might bring from home. As a result, with exception of show-n-tell, please, leave all toys, food, gum, pets, and money at home. Personal items for naptime should be limited to a blanket for resting. Children are encouraged to bring a book for the teacher to share during group time.

## **Health**

### Immunization Requirements

In accordance with state licensing requirements, each parent must submit a doctor's certificate and immunization record upon enrollment

### Health Records

Children's health records are kept on permanent file at the school and must be updated as your child receives immunizations. If immunization or physical are expired, the child will not be permitted to enter the school. You may refer to the Health Department's website for immunization requirements.

### Medicine

Each day a child is required to take medication, a parent must complete a medication Authorization Form. According to state licensing requirements, the medication must be kept in its original container and clearly state the following information: the child's name, doctor's name, prescribed dosage, time to be given, and date. Over-the-counter medication is not allowed. We maintain dated records, the amount of medicine dispensed, and the name of the staff person who administered the medication for one year

### Illness

While we take precautions to protect your child against illness, most children experience a normal number of infections and illness throughout the year. In such cases, we provide a quiet, calm place for your child to rest in an isolated area until picked up in the 1 hour time frame. We also notify you if it is necessary to take your child home or to the doctor. State licensing regulations state it is necessary for a child to leave school if they have a fever of 101 degrees or higher, or if they have uncontrollable diarrhea and / or vomiting. We request, If your child becomes exposed to or diagnosed with a particular infection or disease to notify us. In addition, we also ask that your child be symptom free for 24 hours from the time picked up from school before returning to school for an extended period of time due to an illness or contagion, we will not prorate your tuition.

### Keeping Records Current and Confidential

To provide emergency medical care to children, we require signed authorization by each child's parent or legal guardian. This form contains vital information about each child, such as parents' office and home phone number and addresses; and the name, address, and phone number of the child's physician. This form must be kept current and on file. Please notify us of any changes. We will request updated contact information on a quarterly basis. All children and family information will remain confidential unless a legitimate need exists to share such information. Furthermore, this information will not be disclosed to relevant persons without written permission by a parent or guardian.

### Nutrition

Good nutrition is an essential ingredient in our child development program. Each meal and snack is planned to meet a child's nutritional requirements and is presented in an appealing manner. We utilize mealtime to instill in children at an early age the long-term benefits and the enjoyment of healthful eating habits. We make a special effort to encourage the children to sample new foods and to cultivate a taste for those that are nutritionally beneficial. All meals are served in the cafeteria or classroom in a family-style manner. Children with allergies and special diets will need to provide their own meals. A meal menu will be provided weekly.

### **Child Abuse / Neglect**

It is mandatory to report immediately any sign of child abuse/neglect to the Department of Children and Family (DCF) central abuse line.

### **Discipline**

Teachers support children's self-regulation by using redirection, positive guidance, and facilitate problem solving. Teachers do not use physical punishment or negative discipline methods that hurt, shame or frighten children. Teachers promote prosocial behaviors in children and support children as they deal with anger, frustration, sadness, or disappointment. Teachers understand that self-regulation is learned and takes daily practice with support from the adults in the school.

### Our Discipline Policy

The word discipline come from the Latin word "disciplina" which means, "to teach." At Einstein Learning school we consider discipline a teaching experience rather than a form of punishment. We employ developmentally appropriate techniques to teach children to be safe, responsible, independent children as well as giving them the tools needed to regulate their own behaviors and give them sense of empowerment.

Our techniques include:

- Positive reinforcement

Drawing attention to the positive behavior to reduce the negative behavior.

- Redirection

Working with children to create choices that promote positive behavior.

- Teaching Social Problem Solving Skills

Helping children by modeling the tools needed to solve their own conflicts such as guiding children to suggest a compromise that is acceptable to all parties involved validate the child's feelings and emotions.

According to the Ordinance 14-39, Section 1.06 (FC 1.06(1)), at Einstein Learning School we ensure that:

- A) Children shall not be subjected to discipline which is severe, humiliating, Or frightening.
- B) Discipline shall not be associated with food, rest or toileting; and
- C) Spanking or any other form of physical punishment is prohibited. D) Children may not be denied active play as a consequence of misbehavior.

### Biting Policy

As we know, biting is a common occurrence among children who do not have language to express their feelings. We understand that biting is normal, but is not an acceptable means of resolving issues. We will take immediate action in the classroom as well as with the family regarding any biting incidents with an incident report for both parties involved, in addition to observing, shadowing, or separating the children. If a specific biting incident continuously occurs, then we will have to withdraw the biting child.

## Parent Handbook Acknowledgement

1. \_\_\_\_\_ The weekly tuition for the \_\_\_\_\_ program you have selected is currently \$\_\_\_\_\_ and may increase or decrease from time to time. You will be notified in advance of any increase/decrease.
2. \_\_\_\_\_ Tuition is due on the Friday before each new week\* \$15 late charge will be added each day thereafter. If payment has not been received by drop off Monday , your child may not return back until all fees are fully paid
3. \_\_\_\_\_ We are open from 6:30 a.m. to 6:00 p.m. Monday through Friday. Drop Off NO LATER THAN 10:00 a.m. We are closed on the following holidays: Labor Day, Thanksgiving day and after, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, MLK Day and Independence Day. We do not prorate tuition for these closings.
4. \_\_\_\_\_ Only If my child is Before & After School student can attend Einstein on non-school days (holidays).
5. \_\_\_\_\_ Because our program requires us to engage staff based upon the number of children enrolled, we cannot give tuition refunds for days your child is absent.
6. \_\_\_\_\_ Should it become necessary to withdraw your child from our program, you are required to give us 2 week written notice.

I acknowledge that I have read the parent handbook. I am finally aware of the discipline policy and procedures. I have read and understand the fee arrangements and conditions detailed in the parent handbook. I agree to these conditions and will abide by them. This acknowledgement must be placed in our files.

Please sign this form and return.

---

Child's Name

---

Parent Signature

---

Date