**Brief Recap of Policies** 10/17/2019  (page 1 of 4)

Thank you for taking the time to meet with me to tour our preschool. I wanted to make sure you became well – informed about how we can benefit your family. I hope we made a positive impression leading to you making the right decision to enroll your child/ren into our program.

Mission Statement

Right At Home Preschool provides a safe, nurturing and home –like environment that gives children a healthy start for developing the skills needed for school preparation while setting the foundation that fosters a future as students of life.

Philosophy

We believe that each child needs a learning environment that mirrors the comfort of home to provide opportunities needed for proper mental, social, academic and physical growth. With the attentive care of loving yet educated staff our children receive the proper care they deserve. Parents are assisted in giving the resources needed to raise healthy happy children. Everyone is a part of a big family that enhances the world around each child while they explore and grow.

Vision

We plan to provide the environment children need for balanced development that will hold them for many years to come. Our focus is to provide responsive care which include the scholastic experience needed to help prepare children for a successful transition into kindergarten. We will do this through our commitment to encourage children to be interested in learning, loving each other and feeling secure within their own capabilities.

**This handout is to provide a quick recap of the things discussed at our meeting. Use this as a guide to filling out the forms you need for enrollment. We’ve already filled out the tuition rate, your chosen payment cycle, your child’s enrollment status and the amount of vacation days you have on your contract and Vacation Credit forms. You can always contact me directly if you have any questions or need to make changes to what was agreed upon.**

As you have learned we offer a quality preschool for children aged 2 ½ to 5 years old. We are open Monday through Friday from 6 am to 6 pm. (Excluding most national holidays.)

**Childcare services offered are:** Full Time; Part Time (anytime 30 hours or less per week); Occasional Care; Intermitted Care (Care for 3 weeks – 3 months at a time.)

DO NOT WAIT UNTIL THE LAST MINUTE TO FILL OUT FORMS

Any forms not properly filled out may result to a delay in the start date or even enrollment denial. Be sure to fill in spots as legibly as possible. It is important that I can decipher the information.

You are **under no obligation to enroll** your child/ren while you have this packet in your possession. If you change your mind, please let me know as soon as possible. If you plan to enroll, turn in your completed – signed forms before 2 – 4 weeks your child’s first day of attendance. You can email your completed forms by scanning them, mailing or dropping paper off to me. Please contact me if you change your mind or what to post pone enrollment. If I don’t receive your forms by the due date, I will assume you have changed your mind. You may reapply when you are ready.

We **cannot hold a spot** for your child/ren until the Enrollment forms and Enrollment Fee are turned in. The spot may be held for up to two (**2) WEEKS** (14 consecutive business days) of the date you placed on your enrollment forms.

**Sign all enrollment forms.** Be sure to initial each space on the check list. **All addresses and phone numbers** are needed for parent home and work number, emergency and release contacts, your child's doctor/or clinic and hospital, and the references. Give the first and last names, addresses and phone numbers. **Any missing or uncompleted forms will result to delayed start date or denial of enrollment.**

If your child/ren does not have insurance or a current doctor, give the information of the doctor or clinic last attended.

The **non- biological parent** who does not have any legal rights to the child/ren may be placed on the contract with notarized guardian consent. Without that consent, that parent can only be noted as an emergency and release contact.

If you are “**Co- Parents**”, meaning you aren’t together but both as mother and father want to be on the contract. Both parents must sign the contract. Doing so means both parents are legally responsible to adhere to contractual agreement. It will be the responsibility of both parents to make sure the payment is paid on time, in full and the child has what is needed to attend preschool.

When choosing people for your **emergency and release contacts,** keep in mind that they are to be at least 16 years old with a valid driver's license if driving or a valid form of identification such as a student Id badge. We need their full addresses and phone numbers.

If there is anyone other than you have **legal rights and custody** of the child/ren, their information must be included on the Enrollment form. They will never be contacted by our staff without your permission. Parents who share custody will never be denied their right to visit, pick up, or discuss any information regarding their children. We would need to file a copy of the updated court ordered **Parent Plan** and or an **Order of Protection** that states otherwise.

The **Medical Exam** form must be signed by your child/ren's physician or clinic. The form needs to be turned in within the *first month of attendance*. We need something to state the child is healthy enough to participate in daycare. A copy the child's **immunizations form is due at enrollment** and will be placed for their file.

For children who are without insurance, I can provide a listing of places to take your child to get an exam and immunizations. I also have handouts for applying with Medicaid or the Affordable Health Care insurance plans.

Read over the Vacation and Fees Waiver forms and sign each. The Vacation Form will be placed on clip board at the Parent Station. The Waiver form will be in your file if needed.

When dropping the forms off, give Rashawn five minutes to look over papers. You will be contacted within 24 hours as to if your child may attend an Adjustment Period. The start date may be delayed if **papers aren't properly filled out** or more forms are needed.

If a child is denied for enrollment, the money paid towards the Enrollment Fee will be returned within 24 hours after turning it in and a denial letter will be sent to the parent.

If your child is invited to attend the **Adjustment Period**, the payment for the first week will be due a week before the first day of attendance. The second weeks’ payment will be due by the Friday of your child/ren's first week of attendance.

If accepted for permanent attendance after the Adjustment Period, a welcome letter will be sent to you along

with copies of all signed forms.

Parents are only expected to bring in **2 complete changes of clothing** to stay in the child’s cubby, any medicine needed for illness, any diapers or wipes if choose not to accept the ones provided by the preschool.

Children who are being **potty trained** will be taken to the bathroom once an hour. We may start off placing the child in disposal training pants. The next step is cloth training pants. The last step is underwear. Once the child is fully trained, we will renew the contract with the discounted tuition rate.

We provide healthy **USDA monitored meals** and snacks daily. Breakfast, lunch afternoon and evening snacks to all children who attend.

Our **method of discipline** is mostly redirection. We use words to help children redirect themselves to choose more acceptable behaviors. Children who are displaying more inappropriate behaviors may be placed in our Safe Seat to calm down. The most extreme measure is to contact the parent for immediate pick up. Continual issues may result in suspension or termination.

**Parents can contact** Rashawn any time through directly calling or texting, sending a private message through Facebook or email. If I can’t be reached, parents can also contact our assistant Teacher Teresa or my husband Rayquan. It is the parent’s responsibility to inform me of any changes in contact information.

We often take **pictures and video** of the children for promotional use and parent communications. Pictures and video are taken during the day. Some may be placed on our social media outlets, preschool newsletters, flyers, or community bulletin. Signing the Media Permission form allows us to share pictures or video’s.

**Attendance:**

**Children cannot be scheduled for more than 10 hours each day.** Children are expected to be in attendance on their scheduled days. Children MUST be dropped off before or by 9 am unless preapproved by Rashawn.

Parents do **not receive credit** for unscheduled absences, early releases or late arrivals.

If a child develops fever or contagious illness, the child will be excluded from preschool. Parents will still be expected to pay for absences due to illness.

**The Adjustment Period** is during the first two weeks of attendance. This is the probationary period that helps determine if our program is a good fit for your child/ren and family. Child/ren who are accepted after the adjustment period may continue attending. Children who are denied or pulled out by parent will not continue attendance. Refer to your Adjustment Period Contract for a more detailed explanation.

There is an Over Time Fee (**late pickup**) of **$5** for every 15-minute increments past our closing time.

Depending on the enrollment status, each family is given **5 days'** Vacation Time Creditsevery January. The amount given for the first year will be prorated according to date of enrollment.

**Vacation days** can be used when needed to cover a day the child will be absent. To receive credit, the parent will have to fill out the date on the vacation from. This must be done with one-week written notice (5 business days) prior to taking the day off. Vacation time cannot be used to cover any delinquent payments.

**Vacation Credits** may not be used during the Adjustment Period.

Parents receive credit for Snow Days announced by Rashawn.

There is NO CHARGE for the federal holidays our preschool is closed.

Ten days of Holiday Credits are deducted from the annual total. The deducted amount is divided evenly into the days the preschool is OPEN. Each weekly payment is reduced from the original tuition rate to reflect the holiday credits. Doing so allows every payment to be the same amount unless a Vacation or Snow Day is given.

There may be up to 10 days a year that we are closed for **Provider Paid Vacations**. Parents pay for Provider Vacation Days. I give at least a months' advanced notice of all anticipated days. I may also take upto 2 days per year of paid sick time with 2-hour notice and 3 days of Bereavement per incident for funerals of close relatives, if needed.

Each family is allowed 3 days of Bereavement credits per incident, if ever needed.

**Payment Procedure:**

The first weeks’ payment must be paid 1 week (5 business days), before the first day of attendance, unless a shorter timeline is approved by Rashawn.

The Enrollment Fee totaling the last week must be paid at enrollment.

For parents who choose to divide that Enrollment Fee into installments,

 -The first installment is due at enrollment

Installments ARE NOT ALLOWED for Specials.

Tuition payments are **PREPAID**. The full Tuition Payment is due on Friday at the time of your scheduled pickup.

Tuition Payment are used to cover the following week of childcare service.

There is a late payment fee of $10 per day until total is paid. Childcare service will be suspended for up to a week before the parent voids the contract and the child is removed from the roster.

New contracts will be signed every year on **account anniversary**. A new contract will be signed when there is a change in the tuition rate.

Parents should expect a $5 per child weekly rate increase with each new year at time of account anniversary.

There is a Potty-Trained weekly rate discount for those who are fully toilet trained before enrollment begins.

Children, who are in the process of toilet training while enrolled, will receive the discounted rate once s/he

becomes fully toilet trained.

P**ayments are accepted in cash, check, money order or with credit or bank card**. Payment can be made in person or online. Square and Cash App payments have an additional processing fee of $5 per $100. Parents ARE REQUIRED to add the additional processing fee for each payment made.

Parents may enroll in Procare Tuition Express for weekly tuition payments to be automatically drafted from a bank account. Contact [www.tuitionexpress.com](http://www.tuitionexpress.com) for more enrollment information.

Parents can also make tuition payments through Facebook Messenger at no additional charge. You would Inbox me to process that payment. We also offer PayPal, GPay, Venmo, Zelle and a few other options. Call or text Rashawn if you would like more information about the other online or mobile app payment options.

Our Cash App is $RightAtHomePreschool.

Parents are invited to join our private Facebook group to view pictures, important information such as preschool closings and special events. You would have to friend Rashawn Carter – Kamau on Facebook so I can add you to our group called Families of Right At Home Preschool.

A receipt will be given with every payment when requested. A payment schedule for the year is given at the beginning of each year. A Total Year-End Statement (W-10) will be given for tax purposes.

The **Enrollment Fee** will only be credited towards the last week of childcare with a two week (14 day) written notice of the last week. It will not be used to cover any delinquent payments or fees.

Call or text if you have any questions. Call my direct phone line.

Rashawn Carter- Kamau

**Direct line 816-213-4538 (Make sure you save this number in your phone.)**

**Assistant Teacher Teresa 816-666-2226**

House phone 816-788-5437

Rayquan cell phone 816-726-3728 (Rashawn’s husband who is also the certified emergency assistant)

Email: RightAtHomePreschool@hotmail.com

Address: 616 NE. Main St. Lee’s Summit Mo 64063

Website: [RightAtHomePreschool.com](http://RightAtHomePreschool.com)

Facebook Private Page: [www.facebook.com/RightAtHomePreschool](http://www.facebook.com/RightAtHomePreschool)

**Online Enrollment Form Packet**

Follow these instructions if you are planning to print your enrollment forms directly from the website.

Instructions:

Go to [www.RightAtHomePreschool.com/enrollment-forms](http://www.RightAtHomePreschool.com/enrollment-forms)

Print off all enrollment forms.

Read over every page to make use you have a clear understanding as to how to fill each page out.

Fill out every form and sign where requested.

What to do after you’ve filled out each form:

Options on how to return forms:

#1) Scan and email the signed forms to

 Righthomepreschool@hotmail.com

#2) Deliver to preschool in person

#3) Mail forms to

Right At Home Preschool

616 NE. Main St.

Lee’s Summit MO 64063

Remember all forms must be properly filled out, with an updated copy of your child’s immunization record, total first week Tuition Payment with Enrollment Fee and returned to Rashawn by your due date marked on your Enrollment Pack Checklist.

Call 816-213-4538 if you have any difficulty downloading any of the forms.