

Children's Learning Company

“Where little people do BIG things!”

The Difference is our Commitment.

Welcome to Children's Learning Company, the early learning center with childcare. We began with an idea and a commitment. The idea is how to best combine learning and childcare. We look forward to providing your child with an exciting early childhood experience that will last him/her a lifetime. We have found that there is a better way to care for a child, a more innovative way to teach and a higher standard to strive for.

Our philosophy focuses on meeting the developmental needs of our children. Young children learn best in an environment that allows them to explore and discover by seeing, touching and hearing, letting them enjoy the learning process.

Our curriculum is based upon the belief that children need to experience teacher - directed activities each day. Through out the year, specific themes are introduced into your child's classroom and divided into specific weekly topics and daily activities. At the same time, the attentive nurturing care your child receives from our staff will raise your comfort level and ensure your “peace of mind”.

Children's Learning Company offers:

- License teachers and qualified assistants.
- Educational programs.
- Small group sizes.
- Classrooms are open and carefully designed and decorated with eye appealing learning materials to support our curriculum as well as to excite and motivate your eager to learn child.
- A private in-house playground created and uniquely designed for safety, comfort and learning.

Our Center Design

Our classrooms are opened areas which are designed for greater visibility and enhance security. Each classroom is colorfully decorated with learning materials that support our curriculum. Our outside play areas are well secured and the fixtures are just the right size. You trust us with your children and we know that there is nothing more precious to you in this world. This is a responsibility we take very seriously. Safety is a top priority. Plenty of secure exits, a free flowing floor plan, manual and electronic safety features. Children's Learning Company facility is a safe place to play, work and learn. When it comes to your peace of mind, we strive for the highest possible standard.

Special Programs

The Children's Learning Company offers an array of special programs that are developed to give parents the flexibility that they require.

In developing these programs we have considered that working parents need schedules that work best with their working lives and in order to have a full year round program we have come up with special features to our center that allow there children to be exposed to learning while engaging in fun activities.

Special programs:

- New beginnings is an advance educational program that is designed to grow with your children and give you a flexible pre-school schedule.
- Saturday camp is a day designed to give children fun activities on the weekends
- Fun in the Sun is a fun filled summer camp with arts and crafts, music, games and group trips.

Curriculum

Children's Learning Company provides programs that will ensure your child's skills will advance at each level and then serve as a foundation for subsequent learning at the following levels.

The various levels are as follows:

"My World"

My world is the mantra for the Children's Learning Company's increasingly independent two year old children. Our caring staff will guide your child in daily activities that enhances his/her language and socialization skills, incorporating children's literature, music, colors and shapes, movement activities and art exploration. All activities are designed to meet the needs of your naturally curious and active two year old.

"I Can Do It"

All parents know that the one phrase an increasingly independent three year old and four year old child relates is "I can do it". This program promotes your child's independence, imagination and creativity. Your three year and four years old is becoming interested in activities with structure, reading readiness, language, and math in daily fun interactive activities. Your children are encouraged to speak in sentences, identify colors and shapes. They will begin to recognize individual letters and then introduced to writing the letters. I can do it program helps your child to put all his/her new skills together to promote a feeling of confidence.

"I Am Ready"

"I Am Ready", your five year old and six year old is on his/her way to a wide range of hands on educational structured activities and materials that promote reading readiness, language arts, math, science, social motor skills, creative arts and music. We emphasize on developing phonetic awareness, reading and writing skills, it's an environment that promotes creative expression. It is our goal to instill the joy of learning and give your child the confidence to try new challenges.

Staff Involvement

Our staff interacts and responds to your children by showing affection, interest and respect:

- The staff will always speak to your children in a friendly, courteous manner and provide a nurturing and loving environment.
- Encourage children to use spoken language to solve their problems.
- Encourage cooperation and sharing, helping children to recognize and respect other children and promote positive behavior.

Communication

Communication is very important. We encourage parents to inform the teacher of any changes at home that may affect your child's behavior. Situations which affect the children, such as a new sibling, new step parent or death in the family. Under these circumstances we can be more accommodating of their moods and be more supportive to your children.

Parent Involvement

Obviously, you are not able to be present with your child the entire time he/she is in pre-school. However; we welcome and encourage you to meet with your child's teacher and to participate in projects, as well as other activities. We provide an equal learning opportunity, loving and caring for children for who they are, regardless of their background. It is very important that both the parents and the school work together to help the child to achieve his/her full potential.

Center Rules Inside/Outside

While inside the center:

- * We walk inside.
- * Use inside voices, no yelling or screaming.
- * Use our hands to help our friends, no hitting or fighting.
- * No tattling, unless it will help someone. Do not tattle to get someone in trouble.
- * Be nice to one another.
- * Always respect each other.
- * Children are not permitted to bring candy, gum or their toys from home (unless it's show/tell)

While outside the center:

- * No fighting or hitting
- * Keep our hand to yourself, use our hands to help a friend not to hurt them.
- * We always share and play together.
- * Play safe and have fun!

Discipline Policy

Children's Learning Company is set up for the children's need to explore and "getting into things" is a normal and healthy part of childhood. The center is fully child proof and there are very few things that are off limits to the children. We are designed to prepare the children for school in every way possible, even as far as our disciplinary actions. We do not have Corporal Punishment. There are four steps used to discourage BAD behavior and encourage GOOD behavior:

- * The first time the child will be spoken to in private and given a verbal warning.
- * The second time the child will be placed in "Time Out", for 1 minute/age.
- * The third time the child result in a note home, for a parent / teacher conference this way we can work together to solve the problem .

A well organized, well supervised and stimulating atmosphere will be provided and this should minimize any need for discipline. If a behavior problem should continue involving your child, we will discuss the problem in order to solve the matter. If the disruptive, aggressive and/or destructive behavior continues the center reserves the right to DISCONTINUE SERVICE.

Health Policies and Procedures

Please do not bring your child to the center if he/she is sick. Health Department regulations prohibit the admittance of any child into pres-school who exhibits any of the following symptoms:

- * Rash
- * Fever (100 f. or higher) child must be fever free for 24 HOURS
- * Runny nose with colored discharge
- * Diarrhea
- * Discharge from eyes or ears
- * Vomiting
- * Head lice, Scabies
- * Communicable diseases (CHICKEN POX, MUMPS, MEASLES and Influenza).

If your child develops any of these symptoms while at preschool, you will be required to pick him/her up IMMEDIATELY. You will have ONE HOUR to pick up your child before we begin calling the emergency contacts in your child's file. In order to return to school your child must be 24 hours symptom free and / or accompanied by a DOCTOR'S NOTE.

Any medication to be given must come in a labeled prescription bottle, with a doctor's note. Non-prescription medication will be administered, if needed and provided by parent. In these cases a MEDICATION / TREATMENT AUTHORIZATION form must be signed by the parent.

Scratches and scrapes are inevitable when children play. These injuries will be treated with love, antiseptic and a Band-Aid. The center will keep a log of all injuries including minor ones and you are free to look at this record at any time. In the event that the injury is serious, we will administer first aid and an ambulance will be called. We will follow the paramedic's recommendations. If an emergency visit is required, we will go to the nearest hospital and you will be contacted IMMEDIATELY.

Enrollment Procedures / Admission Requirement

All necessary forms must be completed in order to secure your child's enrollment.
You must have:

- * _____ A complete **Registration Form**
- * _____ A complete **Signed Contract / Fee agreement**
- * _____ A complete **Record of Age / required Immunizations Card**
- * _____ A **One Week non refundable registration**
- * _____ **Confidential Medical Record Form-New Admissions**
- * _____ **Emergency Release / Emergency Information**
- * _____ **Health Policies / Procedures Form**
- * _____ **Discipline Policy Form**
- * _____ Authorization for **Field Trip** Form
- * _____ Authorization for **Activities** Form
- * _____ Authorization for **Photographic** Form (for center use only)
- * _____ **Child Pick-Up** form
- * _____ **Emergency Contacts** Form

Records:

All information contained in the student's file is strictly CONFIDENTIAL.
For all returning client families, All PAPERWORK must be completed yearly.

Hours of Operation

Children's Learning Company will operate Monday - Friday from 7:30 A.M. to 6:00 P.M.

The center will offer a special Saturday Camp from 10:00 A.M. to 4:00 P.M. This service is available to parents in need of a facility for the weekend or just a drop off service for the day, this is a first come first serve basis however, and this service is first made available to our regular scheduled students.

Holidays to be Observed

Parents / Guardians will be informed in writing which day(s) the preschool will be closed in observance of the holidays. Holidays falling on Sunday will be observed on Monday. The fees schedule and charges are not adjustable based on the number of days in a month, holidays, vacations or sick days, etc. The fee reserves a spot for your child whether or not he / she are present. Tuitions must be paid whether or not your child has or will attend the program. Any closing under any circumstances will be announced to parent's in advance in writing and will be posted.

The following are Holiday Closing:

- * New Year's Day / Eve
- * Christmas Day / Eve
- * Thanksgiving Day / Day After
- * Memorial Day
- * Labor Day
- * July 4th

Holiday closings are subject to CHANGES.

All other holidays falling on a day regularly scheduled for care will be determined 2 weeks advance if there will be a closing or early dismissal. It is under the center's discretion to determine the closings. Schedule closing and early dismissal for the center are subject to changes, parents will be notified in advance and all information will be posted on the parent's bulletin.

Vacation Guidelines

Parents are required to notify the Children's Learning Company two weeks in advance when their child is to be out to accompany parents on vacation. Parents then will be required to pay one - half of the regular week rate for every week the child will not be present, in advance to ensure the child's spot is held for re-admission.

Meals & Snacks

BREAKFAST

We understand at times children tend not to eat breakfast at home or perhaps a parent is running late, in these cases we do provide a healthy breakfast for your child of cereal w/ milk, hot oatmeal or pancakes/waffles and juice. Breakfast will be provided if your child arrives before 8:30A.M.

LUNCH

Your children's needs and desires are very important to us. We find that because children have different tastes, ethnic backgrounds and even food allergies it is difficult to cater to every child's needs. It is requested that parent provide their children with home lunch. This ensures both the parent and the center that your hungry child will be happy and full. A happy child is an energetic learning child.

SNACKS/DRINKS

Nutritional snacks will be provided three (3) times a day. Our center follows the USDA Child Care Food Program. Juices, milk and spring water will also be provided.

Miscellaneous

* Note that your child will not be released to any person other than the parent or legal guardian and only if their name appears on your child's signed emergency form. Identification will be required by any person other than the legal parent (guardian).

* Any person that is impaired (alcohol or drugs) when picking up a child, will be encouraged to allow the facility to find alternate transportation. The pre-school cannot legally withhold a child from his/her legal guardian, but if the center feels the child is in jeopardy, there will be no hesitation to contact the police. This will ensure the safety of both the child and parent.

* The center is a mandated reporter of suspected child abuse; your child's welfare will "ALWAYS" come first. We will consult with you if possible. Please understand that the Children's Learning Company has little few options in these circumstances.

BIRTHDAYS

If your precious one is having a birthday, we encourage parents to send cupcakes or cake so he/she can celebrate with classmates.

Dissolution of Contract

In the event that a parent chooses to withdraw their child from school and will no longer attend a 14 DAYS (TWO WEEKS) notice is required. Whether or not your child attends the center during the 14 days notice parents are **STILL REQUIRED** to pay the tuition.

If a parent chooses to withdraw his /her child without notice or prior to the ending of the 14 DAYS (TWO WEEKS) notice, TUITION is still owed and / or can not be return.

Financial

Financial Agreement must be kept according to the contract. Should there be any questions regarding your bill we will be glad to discuss it and go over it with you. Prompt payment is required as we have a budget to follow and schedule payments to make.

Please note that all the information found in this Parent Handbook is subject to changes. Periodically through out the year the changes that occur will be posted and the handbook will be updated.

Potty Training

We accept children from two years old that have been successfully potty training for a period of minimum 35 days. Your child must be able to inform of their need to go to the bathroom, willing to inform the teacher or assistant and have been eager to continue to train.

Our facility is not equipped for diaper changing so we provide support to parents who are training and we continue the training that is given at home. Children must come to center using pull-ups and with the necessary change of clothes, wipes and a potty seat to fit the toilet.

Please be aware that many children by age two are eager to use the bathroom and are more successful, however, there are some children that are not prepared to be potty trained. In those cases you must be encouraging and persistent in order to have some success in this stage of your child's life.

While Potty Training, you must work with your child at home for two consecutive weeks, with success, before we will continue to support your child at the center. Clothing should be easy to manage to encourage self help and independence skills. Buckles and suspenders, when in a hurry to use the restrooms, may create a problem, so please provide easy to remove clothing. Parents are required to bring Pull-Ups, one or two sets of clothing, towel and baby wipes.

Things to Bring

Dress them according to the weather. Remember, spring and fall have cool mornings and warm to hot afternoons. In the winter, we require that you provide gloves, stocking, cap, scarf, snow pants and snow boots; in the summer sun block, insect repellent. Daily change of clothing, slippers, blanket, baby wipes and towel, if your child tends to have bed wetting accidents we require Pull-ups for nap time.

There are several things that we do not allow children to bring to the center:

- baby bottles
- toys from home
- gum or candy

