

**Brenda D. Cowan**

**Early Learning**

**Center**

**Preschool Packet**



## Check List for Early Learning Center

In order to register for the Early Learning Center, all of these things must be completed and turned in to the Director prior to enrollment. The director will check these off to make sure you have everything.

\_\_\_\_\_ Enrollment form completely filled out.

\_\_\_\_\_ Copy of child's immunizations.

\_\_\_\_\_ Enrollment agreement

Director's Signature:

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

**Welcome to the Brenda D. Cowan Early Learning Center!** We are honored to share in the early childhood development of your children. Brenda D. Cowan Early Learning Center is dedicated to excellence in childcare through nurturing, love, and education. Here are a list of policies and procedures that have been established to serve your family.

Our mission is to offer a structured, age appropriate program of learning that meet the unique needs of each child. Our goal is to encourage social, emotional, personal, and physical growth for each child.

The staff at the Early Learning Center are trained professionals who have experience in working with young children. Prior to employment at the Center, everyone goes through interviews, background and reference checks, including criminal history release screens.

### **Goals**

The goals of the Early Learning Center include providing all children with:

- A safe and clean environment.
- A caring environment where the children can play and learn positive guidance and loving care.
- Care that promotes their social, emotional, physical, and intellectual development through developmentally appropriate activities.
- Opportunities for them to be challenged to learn and reach their potential at their own pace.

### **Admission and Enrollment**

The Early Learning Center requires a complete enrollment packet on all children 48 hours prior to the child attending the center. This packet includes this handbook, enrollment forms, food program application, and a copy of immunization records must be returned to the Center upon enrollment. Additional forms may be included at the discretion of the Center, without regards to race, religion, sex, or national origin.

### **Curriculum**

Our curriculum is carefully designed to meet each child's individual needs. We engage all our children with educational experiences including art, blocks, creative dramatics, discovery games, field trips, free play, math concepts, movies, music, puzzles, story time, and much more.

### **Tuition & Fees**

Tuition is due on Friday prior to the week of participation. It will be paid one week in advance. Payment may be made by cash, check, money order, Mastercard, or Visa. Payment shall be made to the Director or the staff person in charge. Families receive one free-week tuition each year for vacation after one full year of enrollment (full time students only).

Late tuition payments are assessed \$5.00 per day late fee. A \$1.00 per minute fee is charged for pick-ups after 6pm. A \$20.00 service fee will be charged for a returned check. If there are repeated instances of returned checks, another acceptable payment option may be required.

Our published rate for preschoolers ages 3 to 5 years is \$100.00 per week.

### **Family Daycare Discount**

Child care is a major expense for working families. For each family that has more than one child enrolled at the center at the same time, a discount of 10% from the highest tuition rate of each child will apply.

### **Enrollment Fees**

An initial deposit of **\$25.00 is due at the time of registration**. The deposit will be refunded to you should you decide to withdraw your child from the Center.

### **Late Pick-Up Charge**

Parents who pick their child up after the regular closing time will be charged a late fee of \$1.00 per minute that must be paid before children re-enter the Center. If there has been no communication from parents, legal authorities will be contacted for children left at the center 1 hour after the closing time of the Center.

### **Arrivals and Departures**

All children must be signed in and out of the center each day. Only a parent, guardian, or other listed escort may drop off or pick up a child. Advanced written notice and picture ID will be required if someone other than a listed escort will be picking up the child. Notify the Director in writing of any changes, as children will not be released without proper authorization.

Alcohol or illicit drugs are not permitted on our premises. If a parent or escort is presumed to be under the influence of alcohol or drugs, we will request that another parent or escort be called. We reserve the right to notify authorities if its considered to be in the best interest of the child.

## **Holidays**

The Brenda D. Cowan Early Learning Center will observe the following holidays:

Memorial Day  
Independence Day  
Labor day

Thanksgiving (2 days)  
Christmas (2 days)  
New Year's Eve and Day

## **Dress Code**

Clothing should be comfortable, sturdy, washable play clothes. Dress your child appropriately for the weather. All clothing must be labeled with your child's name. We are not responsible for lost, soiled, or stolen clothing. All children should keep an extra change of clothes at the Center at all times.

Shoes are required to be worn by all children during the entire day. We strongly suggest no boots, clogs, and flip flops. Sandals may be worn if they have a strap in the back that will hold the shoe on the foot. This policy is due because of safety issues on the stairs and the playground area.

## **Behavior Management**

Our staff strives to develop a positive relationship with each child as an individual person. If a discipline problem occurs, a positive approach of behavior modification will be utilized. In instances of continued disruptive behavior, a short time-out will be utilized. Physical punishment will never be used at the Early Learning Center. The Director reserves the right to as that a child be picked up at any time if the behavior is severe and needs more disciplinary attention than is appropriate for our staff to administer.

## **Medication at the Center**

There may be times when a child needs to have medication administered while in the care of the Center. Our Center keeps all medications in a secure place and will administer the medication as prescribed. Prescription medication must be in its original container, labeled with the child's name on it. All medication must be signed in and out and a medicine release form must be filled out with parents permission before any medicine will be given out.

You will be notified to pick up your child if he/she becomes ill, including a fever over 100.5, nausea, vomiting, or diarrhea. In the event of an illness, a child must be fever free for a minimum of 24 hours before returning to the Center.

Please indicate any allergies on the application form. The Director will notify the teacher and food service personnel in order to take appropriate precautions.

**Meals**

A balanced breakfast, lunch, and snack are provided for each child. Children on special diets for medical or religious reasons are responsible for supplying their own food. Children may share a special treat with their class to celebrate birthdays and holidays, otherwise no other foods or snacks may be brought from home.

**Immunizations**

Each child enrolled in the Early Learning Center must meet the applicable immunization requirements specified by the Cabinet for Health and Family Services. All immunizations required for the children must be completed and documentation provided to the Center 48 hours prior to admission into the Center.

**Emergency Evacuation**

An emergency evacuation plan is posted at the Center. Once a month the children and staff will practice a fire drill.

**Policy Changes**

A complete listing of our program's policies and procedures and staff guidelines is available for review at any time in the Center office. We reserve the right to modify our policies and procedures at any time.

**Brenda D. Cowan Early Learning Center: Enrollment Form**

Child's Full Name: \_\_\_\_\_

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

\_\_\_\_\_

Home Telephone#: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Biological Father: \_\_\_\_\_

Biological Mother: \_\_\_\_\_

Name and age of Sibling(s): \_\_\_\_\_

\_\_\_\_\_

Father/Guardian Employment: \_\_\_\_\_ Phone# \_\_\_\_\_

Mother/Guardian Employment: \_\_\_\_\_ Phone# \_\_\_\_\_

Food or medicine allergies: \_\_\_\_\_

Medical or physical limitations, handicaps, prescribed medications, ect.: \_\_\_\_\_

\_\_\_\_\_

Special diet restrictions: \_\_\_\_\_

Special comments about your child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Emergency Contact Information

In the event of an emergency, please indicate the name and telephone numbers of parents or legal guardians. Please list two alternate contact persons and phone numbers in the event the parents cannot be reached.

Father: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**"In the event of an emergency, I give permission for the Director of the Brenda D. Cowan Early Learning Center or His/Her designee to act on my behalf in obtaining emergency medical treatment for my child at the nearest hospital or other appropriate medical facility."**

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

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

### Authorized Escorts

Indicate the names of anyone other than the parents/guardians authorized to pick up this child. Individuals not listed and without written confirmation will not be permitted to pick up your child from the Center.

Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Home#: \_\_\_\_\_

Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Home#: \_\_\_\_\_

Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Home#: \_\_\_\_\_

Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Home#: \_\_\_\_\_

By law, we must be provided with a court order in the event a natural parent, legal guardian, or stepparent is exempt from custody of this child. Changes regarding custody or changes to this list must be reported to the office immediately.

## Enrollment Agreement

Registration Date: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Weekly Tuition Rate \$100.00

**Payment Schedule**                      Payment is due on the Friday prior to the week of services. Full payment is due regardless of the number of days absent or for weeks that include official holidays.

Expected Time of Arrival \_\_\_\_\_                      Departure Time: \_\_\_\_\_

**Fees**                      Late tuition payments are assessed \$5 per day late fee.  
A \$1 per minute fee is charged after 6pm.  
A \$20 service fee will be charged for a returned check.  
Accounts with returned checks may be assigned as "cash only" status.

**"I hereby pledge to honor my financial obligations to the Brenda D. Cowan Early Learning Center, as outlined in this agreement. I Understand that failure to honor my obligations will result in Forfeiture of my deposit and dismissal from the Center. I will provide Two weeks notice if I withdraw from the Center. I will support The policies and procedures of the Early Learning Center."**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Preschool Daily Schedule

7:00-8:00	Arrival/Free Play
8:00-8:15	Bathroom/Wash Hands
8:15-8:45	Breakfast
8:45-9:30	Outside Time/Large Motor
9:30-9:45	Bathroom/Wash Hands
9:45-10:05	Learning and Educational Activity
10:05-10:25	Art Activity
10:25-10:50	Science/Math Activities
10:50-11:10	Circle Time
11:10-11:25	Bathroom/Wash Hands
11:25-11:45	Lunch Time
11:45-12:00	Prepare for Nap;Storytime
12:00-2:00	Naptime
2:00-2:30	Small Group Activity/Wash Hands
2:30-3:00	Snack Time

<b>3:00-3:45</b>	<b>Free Play</b>
<b>3:45-4:00</b>	<b>Bathroom/Wash Hands</b>
<b>4:00-4:45</b>	<b>Outside Time/Large Motor</b>
<b>4:45-5:00</b>	<b>Wash Hands/Bathroom</b>
<b>5:00-5:30</b>	<b>Music/Movement</b>
<b>5:30-6:00</b>	<b>Prepare to go home/Small Group Activities</b>