**Welcome to Northside Learning Center**

We are pleased to welcome you and your child to the NLC family. Our primary goal is to offer your child a safe and healthy environment that is designed to promote physical, cognitive, and social development. We are here to support you in the serious task of rearing your child, and hope to be your partners in this effort. Our Parent's Handbook should answer any questions that you might have about our program, staff, policies, and procedures.

**History**

NLC has been at Northside Presbyterian Church since 1971, caring for children whose parents lived and worked in the area.

**Our Mission**

Our mission is to foster the growth of the whole child – mentally, emotionally, physically, and spiritually. By providing a warm and safe environment, loving and educated staff, and, rich and diverse curriculum, we hope to give each child the foundation and building blocks needed to reach their fullest potential. We desire an atmosphere that communicates and partners with parents to provide love, guidance, and support for the whole family.

**Our Teaching Philosophy**

 Since the first five years of a child's life are the most important in development and learning, the educational curriculum at NLC is designed to help the children reach their fullest potential at their own pace. We support each child’s language, social, emotional, cognitive and physical development though age appropriate activities such as art, dramatic play, reading, fine and gross motor play, group activities and individual exploration. The whole child will be engaged to learn and grow both as an individual and as a member of the learning community.

**Licensing**

NLC is proud to be a 3 Star Center, the highest rating offered!

Licensed by the State of Tennessee, the center is inspected regularly by the State to ensure that it meets or exceeds health, safety, and other state requirements. NLC is an equal opportunity provider and we accept applications for admission and employment without regard to race, religion, gender, national origin, color, or creed.

**Hours of Operation**

NLC is open Monday through Friday from 6:30am – 6:00pm.

*Parents must sign their child in on the designated clipboard at the bottom of the steps****.*** State law requires this signature. Parents are required to bring their child into the center and remain until the teacher in charge can see that the child is in good health. Parents should relay any necessary information to their child’s teacher.

*Parents are asked to drop children off no later than* ***9:30****.* Children arriving late have a difficult time transitioning when their schedule is changed. The child will also miss important learning activities that take place in the morning. If a child must arrive after 9:30 because of an appointment arrangements should be made ahead of time with the child’s teacher. We ask that you provide a doctor’s note for any late arrivals.

*Parents picking up their child after* ***6:00 PM*** *will be charged $1.00 per minute.*

 **Holiday & Inclement Weather Closures**

NLC will be closed on the following holidays: New Year’s Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday, the center will be closed on the Friday preceding the holiday. If a holiday falls on a Sunday, the center will be closed on the following Monday. A yearly calendar will be given to parents regarding scheduled closings. This will include one in-service day per year, usually in the fall. Please see annual calendar for specific dates as *this is subject to change*.

If we close early due to inclement weather, you will be notified by telephone and/or email. Keeping the center and teachers phone numbers saved in your phone is helpful in the event that you need to be contacted quickly. Please pick up your child promptly so that our staff may also leave safely. When in doubt please contact the center.

In the event that NLC is unable to open due to inclement weather, parents will be notified by telephone and/or email. *Please note: NLC does NOT follow the Hamilton County School System.*

Since our employees are paid for closings that are beyond our control, weekly tuition rates will remain the same regardless of the number of days the school is closed for weather related events. Parents who suffer significant financial hardships due to closings for the weather may submit a written request for a tuition discount for the days the center was closed. Requests will be reviewed by the NLC Board of Directors at the next scheduled meeting.

**Emergency Plan**

NLC has created a comprehensive emergency plan. We also regularly complete fire, tornado, and lockdown drills. A copy of the Emergency Plan may be picked up in the office or downloaded from our website or emailed to you.

**Fees**

Please understand NLC must pay our staff and bills on time or the center cannot function properly. We must request that every parent be prompt on payments. All weekly fees are to be paid each Monday. If you plan to pay weekly and you miss two pay periods, your child will not be accepted into the center the following Monday morning or until fees are current. If you plan to pay monthly, the fee must be paid by the tenth of the month or your child will not be accepted into the center the following day or until all fees are current. You will be responsible for any fees incurred. **A late charge of $10.00 per week will be charged for any late payment. A fee of $20.00 will be charged for returned checks.** Fees are due whether your child is in attendance or not. If your child is out for 5 days in a row due to illness, the charge will be ½ to reserve your child's place.

Parents are asked to complete our registration form and return them with a $75.00 non-refundable registration fee and an up-to-date shot record. Each August, parents are again asked to complete our re-registration form and pay the $75.00 registration fee.

NLC offers a 10% discount for siblings, which will go toward the youngest sibling(s) tuition fees.

 **Fee scale beginning January 6th, 2020**

|  |  |
| --- | --- |
| Age of child | Pay scale |
| Infant (12 weeks – 18 months), transitional per week | $ 237.00 |
| 1 1/2 to 4 year olds per week | $ 210.00 |
| 1 1/2 to 4 year olds 2 days a week  | $ 140.00 |
| 1 1/2 to 4 year olds 3 days a week | $ 183.00 |
| Annual registration fee: infant to 4 year olds | $ 75.00 |

**Monthly Rates**

|  |  |
| --- | --- |
| Age of child | Pay scale |
| Infants  | $ 1026.00 |
| Full Time Students (ages 1 ½ and up) | $ 909.00  |

**Vaccination Policy**

For the protection of our vulnerable infants, all students must be up to date on their vaccinations. We will not accept any student who has not been vaccinated.

**CDC Vaccination Schedule Guidelines**

Birth: Hepatitis B (Hep. B)

2 Months: Hepatitis B (Hep. B); Polio (IPV); Diphtheria; Tetanus; Pertussis (DTaP) H influenza type b (Hib)

4 Months: Hepatitis B (Hep. B); Polio (IPV); Diphtheria; Tetanus; Pertussis (DTaP) ;H influenza type b (Hib)

6 Months: Hepatitis B (Hep. B); Polio (IPV); Diphtheria; Tetanus; Pertussis (DTaP); H influenza type b (Hib)

12 - 15 Months: Hepatitis B (Hep. B); Diphtheria; Tetanus; Pertussis (DTaP) H influenza type b (Hib); Measles; Mumps; Rubella (MMR); Varicella (VAR)

24 Months: Hepatitis A (in selected areas)

4 - 6 Years: Polio (IPV); Diphtheria; Tetanus; Pertussis (DTaP); Measles; Mumps; Rubella (MMR)

**New Preschool Requirements: AS OF JULY 1, 2010**

Hepatitis A , Hepatitis B (HBV), H. influenza (HIB), Pneumococcal (PCV)

For more detailed information please visit the Center for Disease Control website: www.cdc.gov

**Age Groups and Classrooms**

Please understand that your child may not move to the next class on or near their birthday. Each case is looked at individually and based on space in the next classroom.

**Infants: 6 Weeks – 12 Months**

The Infant Room consists of up to 7 infants with one lead teacher and two assistants. We require that an infant be at least six weeks old at the time of enrollment. We believe that a child needs to be nurtured and loved by caring adults and teachers give individualized care and attention that will help develop the foundations for language and learning. Since infancy is a significant period for development, we encourage babies to communicate by playing games like peek-a-boo and pat-a-cake. The teachers will hold, sing to, and talk to the children. Feeding, sleeping, and the other activities are all individualized and will complement the child’s schedule at home, whenever possible. Until the child is on regular table food, the parent will provide all food. Teachers and parents will communicate if there is a change to the diet.

**Wobblers: 12-18 Months**

The Wobbler Room consists of 6-8 children, one lead teacher and one assistant. The Wobbler Room is connected to the Infant Room to allow for an easy transition period. Children in the infant room will begin to transition 2-4 weeks before they turn one year old.

Students in this room are developing quickly as the learn how to walk if they do not already. Teachers encourage language development as they learn to communicate through sign language and basic vocabulary words. While there is ample time to play and explore the room and playground, the Wobbler teachers work to create a routine with group meal and napping times. Students also transition from a bottle to a sippy cup and learn to feed themselves using utensils.

**Toddlers : 18 -24 Months**

The Toddler Room consists of one lead teacher, two assistants and average 10-12 children. The Toddlers emphasize independence as they begin to venture outside of the classroom for meals and learning how to navigate the stairs properly. In this class teachers focus on building vocabulary, gross and fine motor skills and social development through cooperative play. Since children learn through play and exploration, they are provided with a wide range of activities throughout the day such as music and dance, playdoh and singing songs and reading stories.

**Two-Year-Olds:**

 NLC has two classrooms for two-year-olds: The Busy Bees and The Little Flyers. Each classroom consists of 8 students with one lead and one assistant. Lead teachers work together to created coordinated lesson plans and the two share playground space outside.

 Two-year-olds are eager to learn and encouraged to explore and learn through play in both child initiated and teacher directed activities. They will develop social skills through peer interaction, as well as develop positive self-esteem and respect for people and belongings. Students will gain independence while they continue to develop verbal skills and learn to make good choices through following simple directions.

 Many children begin potty training while in the two-year-old classrooms. Teachers will communicate with parents to create an individualized plan when the child is ready. Teachers work to follow the same methods used in the home in order to ensure consistency for the child.

**Three-Year-Olds:**

Our program offers two three-year-old classrooms: The Gloworms and The Allstars. The Gloworms is a smaller classroom that averages about 8 students with one lead teacher and one assistant. The Allstars averages 10-14 students with one lead teacher and two assistants. Both lead teachers work together to created coordinated lesson plans and time together outside.

Three-year-old students will gain self-confidence and independence as they learn to perform basic tasks, such as putting on their coats and participating in weekly classroom chores. They are encouraged to develop social skills through group activities, discussions of feelings, and role playing to learn how to treat one another. Hands-on-sensory experiences help children understand concepts as we emphasize pre-reading, basic math concepts, and science inquiry. Small-group instructional activities are provided to meet the individual needs of each child. Students are given ample time to hear stories and sing songs to develop language skills, and develop motor skills as they play games outside, dance, and complete art projects. They work on letter identification by tracing letters in their names, math skills through counting activities as well as identifying and sorting shapes and objects.

**Pre-K:**

Pre-K consists of up to 18 four and five-year-olds. There is one lead teacher as well as two assistants. This class focuses on preparing students for kindergarten by teaching them necessary skills such as writing their name, conducting numerous science experiments, and practicing language skill with vocabulary building activities. They have a “letter of the week” and also learn many folk songs and nursery rhymes. Students focus on developing physical coordination and strength through yoga, organized games and calisthenics. Each May, students take part in a graduation ceremony. \*See your child’s teacher for a specific classroom schedule.

**General Daily Schedule**

6:30 Center Open

8:30 Breakfast

9:00 Morning Activities: Centers, Group Time, Special Guests, Gross Motor inside or outside, etc.

9:30 *CUT OFF TIME – ALL CHILDREN MUST ARRIVE BEFORE 9:30*

11:15-11:45 Lunch: Staggered Schedule

12:00-3:00 Rest Period: Staggered Schedule

3:00 Snack

3:15 Afternoon Activities: Centers, Gross Motor inside or outside, etc.

6:00 Center Closed

**Parting Pointers**

Adjusting to a new school can be difficult on parents and children. Our staff has years of experience and training in separation anxiety. We will do everything we can for your child to make them feel safe and loved. Each child is different - some children want to be held, some need to be distracted and some want to be left alone to sulk until *they* are ready to play. We get to know each child and address the situation individually to do what is best for the child. Here are a few tips that may help your transition:

* Make the departure brief. The longer you remain, the more difficult it becomes when you leave. Give one last hug and kiss and then go. The child will stop crying usually before you can get to the car.
* Allow the child to bring a special soft toy, blanket, and pillow for rest time.
* Be positive and encouraging. Do not stress how much you will miss your child, but how much fun your child will have at NLC.
* Reassure the child that you will be back by telling the child a time phrase like "after lunch," "after nap," or "during afternoon outside time." Children will remember this, and the phrase will be a comfort for most children.
* Parents may call NLC at 423-266-7497 and talk to their child's teacher, the director, or assistant director to find out how well their child is doing. We ask that you do not speak to the child.

Please do not bring food, drink or toys to the center with your child. State law requires us to sit with your child if they are eating and drinking and there may not be enough staff to safely supervise your child during busy drop-off times. Your child may bring a soft toy for rest time. The toy needs to stay in the child's cubby when asked by the teacher. At times, your child may be asked by the teacher to bring something for show-and-tell. The staff, teachers, and other children at NLC will not be responsible for any lost or broken personal items brought from home.

**Meals at NLC**

NLC serves a nutritious breakfast, lunch and afternoon snack daily, prepared by our in-house chef. The menu is emailed and posted in the center weekly. The menu is modeled from the state and federal guidelines and follows the Food Guide Pyramid for Young Children. Portion sizes differ for each age group. We serve milk with every breakfast and lunch. Soy milk is available for children with milk allergies. Organic milk is available upon request for a small fee. Please provide a doctor’s note if your child will require the soy alternative or has any dietary restrictions.

 Infants are fed based on specific diets provided by their parents and all infant teachers are sensitive to breastfeeding mothers. They are supportive and educated on the positive health effects of breastfeeding and make special accommodations for mothers who opt to breastfeed.

**Rest Periods**

All children present at the center during the center’s rest period will have to lie down for a nap. Please see your child’s teacher for specific nap time hours. If your child has had an appointment we ask that parents do not bring their child in during this time. Furthermore, we request that you do not pick up your child during this time either. This is a time for rest and we do not want to disturb the other children. Parents are asked to furnish a crib or twin flat sheet, and blanket for nap. Please, bring nap items on Monday morning and take them home on Friday afternoon, or the last day your child attends the center to be washed. All linens should be clearly marked with the child's name. Feel free to send pacifiers, blankets or special objects that will help your child feel comfortable.

**Clothing**

 A full day at NLC includes many fun activities indoors and outdoors as well as messy play. Please send your child in clothes that can get dirty as well as comfortable shoes that they are able to easily play in. We ask that parents send extra sets of clothes to be left at the center in case of an accident (bathroom, spilled milk, etc.). This includes shirt, pants/shorts, underwear, socks and shoes. These clothes should be seasonally appropriate. NLC has a very limited supply of extra clothes. If your child does go home with NLC clothes, we ask that you wash and return them in a timely manner. Children who are being potty-trained should bring several sets of extras as well as wear clothes that are easy for young hands to operate.

**Physical Activity**

 NLC has a dynamic playground divided into specific sections for each different age group. We also have a gym available for classes to practice organized physical activities. Each class follows the Gold Sneaker Policy, allotting for at least 60 minutes of physical activity in addition to outdoor play each day if weather is permitting. Teachers include physical movement activities, such as dance and yoga, into their lesson plans in order to encourage physical development.

**Allergies**

To make sure the NLC teachers and staff are doing their best to care for your child, we ask you to alert the director or assistant and the child's teachers of any allergy your child might have. Any food related allergies must be submitted with doctors note must be on file with the Director and Chef.

**Illnesses and Medications**

For your child's protection as well as the others at NLC, we cannot allow children to stay at NLC if they are sick. This includes any contagious illness, vomiting, fever of 100 degrees or higher and lice. In the event a child becomes sick at NLC, the child’s parents will be contacted to make arrangements. The parents will be required to pick up their child *WITHIN ONE HOUR OF THE CALL* to reduce the risk of spreading germs. The above statement is a Tennessee Department of Human Services licensing requirement. The child who is sent home may not return for *ONE FULL SCHOOL DAY (24 Hours).*

 If a child experiences three diarrhea diapers in one day, they will be sent home within the hour and asked not to return the next day.

In the event your child has a contagious disease, is vomiting, has a fever, or lice you are asked to notify NLC immediately. A release form from the doctor or proof of treatment for lice will be required before your child will be able to return to NLC.

A child who, due to a temporary condition, cannot play outside should be kept at home. NLC is not staffed to watch an individual child inside while the rest of the class plays outside. A child who is too sick to play outside is too sick to attend NLC.

NLC reserves the right to protect the health and safety of all children and staff. In certain cases, the director may ask the parents to pick up their child from the center.

Prescribed or over-the-counter medications can only be dispensed to the child whose name is on the bottle. A written permission form has to be signed and dated by the parent for each medication. All medication must be kept in locked boxes in cabinets or the refrigerator. *Never leave any medication in a child’s diaper bag or backpack.*

**Discipline at NLC**

 Learning self-control is a normal part of growing up, so we at NLC will never embarrass a child, and we do not use corporal or physical punishment. We will use positive strategies that will improve the self-esteem of the child like positive redirection and, if necessary, time out. When a child is struggling, we work hand in hand with parents to keep them informed as well as find solutions that will help the child at school and in the home.

# Biting Policy

In even the best preschool settings, periodic outbreaks of biting occur among infants and toddlers, and sometimes even among preschoolers. *This is an unavoidable occurrence in groups of young children.* When it happens, it can be very scary, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stage of their development. *It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it.*

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, and attention. Children may be teething and biting as it can be a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet part of a child’s mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, that a teacher cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

1. The biter is immediately removed from the group with a firm “NO.” The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, and then redirected.
2. A written incident report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
3. We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior.
4. We work with each biting child on resolving conflict or frustration in an appropriate manner.
5. We try to adapt the environment and work with parents to reduce any child stress.
6. We make special efforts to protect potential biting victims.
7. If a child bites 3 times in one day, they will be sent home.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

**Withdrawing from the Center**

 In the event you need to withdraw your child from the center, we ask that you let the director know, in writing, two weeks prior to your leaving NLC.

**Dismissal of a Child**

 NLC reserves the right to protect the health, safety, and welfare of all children and staff. In certain cases, the director may ask the parents to withdraw a child from the center. If this happens, NLC will try to give the family one-week to locate another center. In extreme cases, NLC may ask that a child to be immediately withdrawn from NLC, either temporarily or permanently.

**Parent and Teacher Partnership**

 NLC feels the parents should be involved in the center. As part of our

promise to our families, we will provide the education you need for your child. All parents are encouraged to participate in clean up days. It is required that each family volunteer 5 hours per year to help promote the aesthetics, help with licensing, and help maintain reasonable costs.

NLC has an open door policy. This means that parents are encouraged to visit the center at any time (special arrangements must be made with the director or assistant director during naptime,), and are encouraged to join us for special family events. We have a Parent Advisory Council which meets several times a year. Important issues and solutions can be openly discussed without the teachers and staff of NLC being present. The teachers are scheduled to offer parent/teacher conferences each school year. Additional parent/teacher meetings can be held at any time, at the request of the parents or teachers.

**Family Participation**

 All families are asked to complete at least five (5) volunteer hours each year. Volunteers contribute their time through various means of work, such as painting, cleaning, construction, repairs, etc. Opportunities will be provided through work days, occasional projects and by serving on the NLC Parents Council. Those who do not wish to donate their time have the option of **buying out** of their volunteer time by paying $20 per volunteer hour that they may lack.

**Suspected Child Abuse**

 Suspected child abuse will be handled according to Tennessee State law.

**Persons Prohibited**

 In an effort to ensure the health, safety and welfare of each child enrolled at the center, it is the policy of Northside Learning Center that certain people are prohibited from entering NLC property during regular business hours of the center. Regular business hours are defined as 6:30 AM to 6 PM, Monday through Friday when the center is open to children. This also includes school performances, workdays and volunteer days. The property will include but not be limited to: the classrooms, the hallways, the director’s office, the fellowship hall and the playground. This will not include the church and its facilities.

1. Any person, whether a custodial parent, guardian, relative of a child, or adult approved for picking up a child from the center who is, in the opinion of the teacher, director or assistant director, intoxicated, under the influence of drugs or alcohol, or an endangerment to themselves or a child, is prohibited. This individual will be asked to leave the center immediately and if this request is not honored, the authorities will be contacted immediately or other action will be taken as deemed appropriate by the director or assistant director on a case-by-case basis.
2. Any person prohibited by order of any court in the State of Tennessee or any other state court, whether a legal parent of guardian, relative of a child, or person allowed to pick up a child from the center, who has a restraining order, order of protection, visitation order, other custodial order, or any other order which prohibits contact with a child, or parent, relative of a child, guardian or custodian of a child enrolled at Northside Learning Center, is prohibited in the center. The director, in his/her discretion is required to make an inquiry into each situation to determine the validity of an order of a court to determine if a child will be refused pick up by an individual or if an individual is mandated to leave the property. In no way does this requirement open the director personally or professionally to liability in any way. Reasonable inquiry is requested before refusal of a child is mandated for the health, safety and welfare of the child, the other children at the center, and the staff.
3. Any person, whether a parent, custodian, guardian or relative of a child, or any individual approved to pick up a child from the center who is a convicted sex offender is prohibited.

**Tobacco Policy**

 NLC is a tobacco free facility. In an effort to secure the health of our students and faculty, no tobacco products will be permitted on campus. Information on how to quit using tobacco products is also available for parents and NLC staff interested in preserving the health of their family.

**Final Note**

 We at NLC know that childcare is one of the most important decisions a parent must make. Our goal is to provide a healthy, loving, stable environment for all of our families.

**2022-2023 School Year Calendar**

|  |  |
| --- | --- |
| Date | Reason |
|  |  |
| September 5, 2022 | CLOSED Labor Day |
| October 17th, 2022 | CLOSED for Fall Inservice |
| November 24th-25th, 2022 | CLOSED Thanksgiving  |
| December 26th, 2022 | CLOSED Christmas |
| January 2nd, 2023 | CLOSED New Year’s Day |
| January 16th, 2023 | CLOSED Martin Luther King Jr/ Day |
| April 7th, 2023 | CLOSED Good Friday |
| May 29th, 2023 | CLOSED Memorial Day |
| July 4th, 2023 | CLOSED Independence Day  |

**Financial Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to pay Northside Learning Center $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for child care of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_due and payable one week/or one month **in advance** and must be paid even if my child is absent. If my child is absent five (5) days in a row **due to illness,** the charges will be ½ of the normal weekly rate. I understand that only in this way can a space be reserved for my child. I also agree to pay a $10.00 per week **late charge** if I fail to make payment when due (one day late). If my child is daily rate, I agree to pay the bill within one week after the bill is submitted. Returned check fee of $20.00 will be added to your account. The full fee is due regardless of holidays, or inclement weather. I understand there is a $75.00 non-refundable annual registration fee.

I understand that allowances will be made for 1 week annual vacation only after my child has been enrolled for a period of at least 1 year; I must notify the center the week before my child will be on vacation.

I also understand the Center closes **at 6:00 p.m.** and there will be a late charge if my child is picked up after that time.

**Late charges are as follows:**

$2.00 per minute

1. This fee is per child and is to be paid on the next school day.

I also understand that I am to furnish linens for my child's nap. If I fail to provide these linens on Monday morning, I agree to pay the charge of $3.00 per child to cover laundry costs for the week.

I further agree to pay any legal costs or fees incurred by the center in an effort to collect any unpaid fees or costs owed by me.

Signature of parent/ Date Signature of director/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please detach this sheet and return to NLC**

Please read the following guidelines and initial beside each one:

\_\_\_\_\_\_ I hereby contract for childcare services with Northside Learning Center. I have read the Parent’s handbook and am aware of and agree to all the guidelines and my responsibilities surrounding my child’s enrollment in this Center.

\_\_\_\_\_\_I have received a summary of the licensing requirements.

\_\_\_\_\_\_ I understand that my child is required to arrive at NLC no later than **9:30 AM** (excluding infants), unless I have given adequate notice that my child has a morning appointment. Children who are consistently late will be turned away at the door.

\_\_\_\_\_\_ I understand that my child’s family is required to complete at least five (5) volunteer hours each year and agree to pay **$20 per volunteer hour** if we are unable or unwilling to complete our volunteer hours.

\_\_\_\_\_\_ I understand the NLC sick policy and agree to pick my child up within one hour after the teacher contacts me.

\_\_\_\_\_\_ I understand that, if my child is sent home due to illness, they will not be allowed to return for at least 24 hours. This is to protect others from becoming ill.

\_\_\_\_\_\_ I understand that I am required to supply diapers, wipes, sunscreen and at least two changes of clothing for my child that fit appropriately.

\_\_\_\_\_\_I understand that I am to pick up my child no later than 6pm and I agree to pay **$2 per minute** that I am late if I should pick them up after 6pm.

\_\_\_\_\_\_ I understand that I am responsible for supplying sheets and/or a blanket for naptime. I agree to pay a $3 laundering fee if I do supply these naptime necessities.

\_\_\_\_\_\_ I understand that state law requires me to sign my child in with a full signature and time at each drop-off and pickup.

\_\_\_\_\_\_ I understand that I must supply an updated immunization record for my child.

Signature of parent/ Date Signature of director/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_