

Young at Heart Early Learning Center



Family Guide

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PROOF OF IMMUNIZATIONS IS REQUIRED BEFORE CHILD'S FIRST DAY

Dear Family,

I would like to welcome you and thank you for choosing the **Young at Heart Early Learning Center** for your child's early education. As a parent of three amazing children, I know how important it is to have a safe, nurturing and fun environment for your child to go when it is necessary for you to be away from them.

As your Director it is important for you to know a little bit about me and my background. I earned my Bachelor's Degree in Sociology from the University of Wyoming and my Master of Science Degree in Nonprofit Management from Regis University. I have worked in early education since high school and throughout my college career. After earning my Bachelor's degree I worked at the child development center in Cheyenne, WY for a year. During my time there I worked with children with special needs to help ensure that they received necessary early intervention services. I then moved back to Green River, WY with my husband and began working for the Wyoming Department of Family Services. During my time with the Department I investigated allegations of abuse and neglect towards children and seniors.

In January 2012 I joined the Young at Heart Early Learning Center as the Director. I have truly enjoyed working with the children and the families that attend our center. I believe that we offer a unique and valuable service to the community and look forward to you



becoming a part of our family. I have the privilege of working with a great staff that enjoy being here and know the value of early education and the impact it will have on your lives.

Please stop by the office, feel free to send me an email, or give me a call at any time. I enjoy hearing from parents about how things are going at the center and how we are impacting your lives. Again, thank you for choosing our center, I look forward to our growing relationship.

Sincerely,

Rachelle Morris
Director



Young at Heart Early Learning Center

2400 Reagan Ave.
Rock Springs, WY 82901

Hours of Operation

Monday – Friday
6:30 a.m. – 6:00 p.m.

Center Telephone

307.382.0662

Center Fax

307.382.0682

Teacher – Child Ratio

Infants	1:4
Toddlers	1:5
Twos	1:8
Preschool	1:10
Pre-Kindergarten	1:12

Meals

Nutritious breakfast, lunch and afternoon snack provided daily.

Highlights

Strong partnerships with parents, the use of emergent Curriculum, indoor gross motor space, developmentally appropriate learning environments, an “Open Door” policy welcomes parents of enrolled children to visit at any time. The center has been custom-designed to fully meet the child care and educational needs of young children and to maximize learning, ensure safety, while providing a fun nurturing environment.

Directions

Located on the west side of Young at Heart Community Center, at the corner of Reagan Avenue and Sweetwater Drive.

Young at Heart Early Learning Center
 2016 Monthly Child Care Rates
 2400 Reagan Ave., Rock Springs, WY 82901
 307-382-0662
 Open 6:30 a.m. to 6:00 p.m.

	Toddlers			Two's /Threes		
	M-F	MWF	T/TH	M-F	MWF	T/TH
	Full day without a lunch	\$916	\$602	\$417	\$872	\$571
Full day with a lunch	\$926	\$612	\$427	\$917	\$603	\$417

	Preschool			Kindergarten Prep		
	M-F	MWF	T/TH	M-F	MWF	T/TH
	Full day without a lunch	\$850	\$558	\$386	\$821	\$541
Full day with a lunch	\$905	\$590	\$408	\$876	\$573	\$399

	Preschool			Kindergarten Prep		
	M-F	MWF	T/TH	M-F	MWF	T/TH
	Morning 8:30-12:00	\$467	\$308	\$215	\$467	\$308
Afternoon 2:15-5:15	\$353	\$233	\$163	\$353	\$233	\$163

Morning session includes lunch and snack

Afternoon session includes snack

We are closed the following Holidays:

- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day

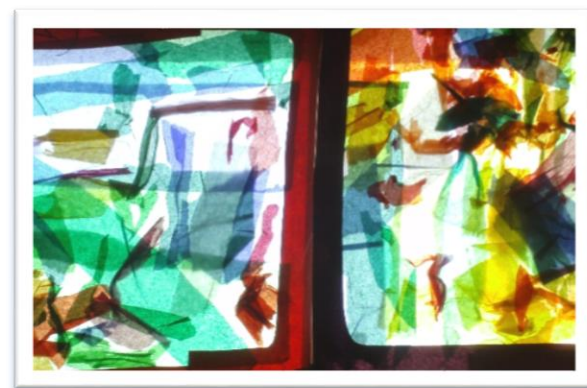
On additional holidays that are in question, a sign-up sheet will be on the door of each classroom. If your child needs care, you are responsible for signing your child up for that day. Administration has the authority to close for additional days if enrollment is expected to be low.

Communication

We are committed to communicating your child's experiences and development in many different ways. These include but are not limited to newsletters, emails, notes home, phone calls, text messages, documentation boards, parent teacher conferences, and "Our Weekly Happenings".

Each classroom will post "Our Weekly Happenings" sheet in the window just outside of their classrooms. This enables the teacher to communicate what the class has planned in their week. This also helps the teacher to notify parents of activities that are coming up. Notices are posted on the entrance doors to keep families informed of dates or events. These notices could also be sent home on flyers found in your child's take home file or in our monthly newsletter.

E-mails are always welcomed. This is a tool that can help provide communication between the Director and families. Pictures of your child, newsletters, or important notices can be sent via e-mail. Please keep the center updated with your current e-mail address. If you are not receiving newsletters through your e-mail address, please notify the office.



Each child is designated a take home file. This file can be found in your child's classroom and will contain important notices and dates to remember, notes from your child's teacher and Director, evidence of learning papers (example: art work, writing, ...), flyers, etc. Please make sure that you check this file daily so you will be well informed.

Kindergarten Prep created stained glass in their Art Center. Art helps develop an appreciation for the modern or classical arts, and builds mathematical, vocabulary and communication skills.

You have the right to review our center's history of compliance and complaint history from the Wyoming Department of Family Services. This includes licensing reports, health inspections, and fire inspections. You may also review staff qualifications at any time. You may also request to see records through the Wyoming Department of Family Services, they can be reached at 307.325.2501.

Conflict Resolution

We strive to create an environment of respect, tolerance, and clear communication. Conflicts can arise in a group environment, but the center commits to a quick resolution of problems through communication and finding a solution that best resolves this issue. If such an occurrence happens, please communicate with your child's teachers, and the Director.

Positive Guidance

As your child strives for independence, understanding and self-control, they will also test limits and explore and experiment with behaviors and consequences. This is associated with your child understanding the world they live in. Our center focuses on positive guidance. The teachers will model appropriate behavior, create a "yes" environment and encourage good behavior; set rules and expectations so that all the children will understand what is expected of them; provide children with

choices to accomplish a task or behavior; and build the child's self-esteem and self-worth. In times of aggression, we ask the families to be involved with the teachers and Director to establish a plan to support the child and their choices. An incident report will be provided to you with a description should any aggression occur. Physical or corporal punishment will not be used in our center. Food will not be used in regards to discipline or rewards with the children.

By nature, children are curious and ask why, what and how. Our science lab creates an environment for critical thinking and offers the opportunity to ask, "what if" questions.

Safety

We strive to maintain a clean and safe environment for your child. Our staff goes through a thorough hiring process. Young at Heart Early Learning Center requires a criminal background check via fingerprints, a Wyoming Central Registry check, and TB tests. Our teachers are required to have CPR and First Aid, and follow the Wyoming Childcare licensing requirements (blood borne pathogens, fire safety, sanitation, and child abuse), as well as have 15 hours of continuing education each year.

We have a security system in place, you will be required to enter a code to enter our center. If a guest needs to enter our center, they will be buzzed in, and will need to go to the office immediately after entrance. Do not share your code with others. This will help us maintain a safe and controlled environment for your child and others. If you have someone who will be picking up your child, please let the office know, and instruct your guest to come to the office. Please be sure your guest is on your child record form or that you have notified the center in writing of who will be picking up your child. Your child will not be released to this guest otherwise. Please do not let others enter the center behind you as you are coming in.

Our evacuation plan is as follows: If there is such a time where we are required to evacuate and that there is no imminent danger, we will be evacuated to the Senior Center. If there was a disaster that would endanger children and staff, we would evacuate to the Rock Springs Recreation Center. Each classroom is equipped with supplies, first aid kits, medical information and emergency contacts for each child.

We also have several evacuation plans in place in the event of a fire. Each month we do a mock fire drill, encouraging the children not to be frightened, and to know what to do in the case of an emergency.

Health and Illness

Each classroom is sanitized at least once a week. Toys that have been mouthed will be sanitized immediately. Sheets and mats will be washed at least once a week to be cleaned and sanitized. Blankets and water cups will be sent home weekly. Diapering surfaces are cleaned and disinfected after each use. Toilets, toilet seats, and flushing handles will be cleaned and sanitized daily, and whenever there is contamination visible. Table surfaces and chairs are cleaned and sanitized before and after each use. A bleach solution is made up each morning for cleaning and sanitizing surfaces, as well as new wash clothes available for usage.

If our center is notified of a suspected or confirmed reportable disease, it is our legal responsibility to notify the Public Health Department, as well as the State licensing representative. These authorities may require specific information, or require us to take preventative measures. If there is an incident

involving a reportable disease, we will post notices on the entrance to each classroom, on the front doors, and will send information via e-mail as soon as possible. You will find an information sheet about the contagion at the check in and out center. We will do our best to sanitize, and prevent outbreaks, but do realize that these can come in from outside sources. If your child shows signs of being sick and contagious, please keep your child home, and notify the center so that we can perform a thorough cleaning to that classroom, and notify the right authorities as well as other parents if necessary.

Examples of reportable illnesses include, but not limited to:

- Bacterial meningitis
- Chicken Pox
- Diphtheria
- Influenza
- Hepatitis A.
- Measles
- Meningococcal infection
- Pertussis
- Poliomyelitis,
- Rabies
- Rubella congenital and non-congenital
- Tetanus, and any cluster/outbreak of illness.

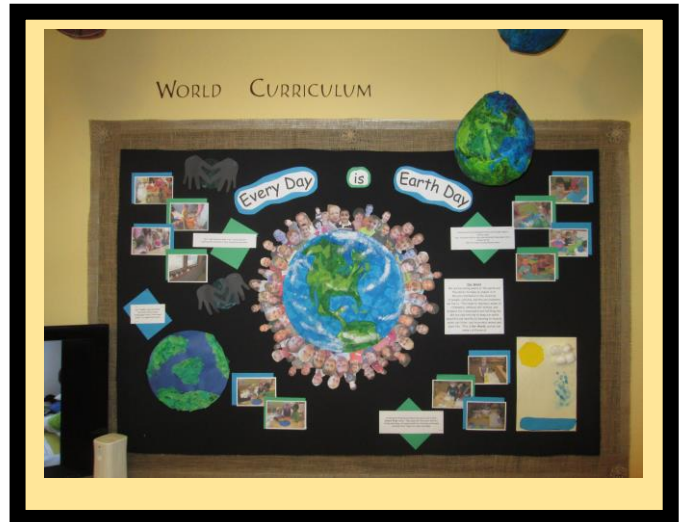
Mild illnesses are common among young children. Infections will spread before some symptoms show in a child's health. If your child should feel ill, we will do our best to make him/her feel comfortable, but there are times when we will have to contact the family to come and pick your child up. If you are contacted, please come within a thirty minute time period.

If your child shows symptoms of being ill or not feeling well, please keep them home. If these symptoms develop during your child's day, we will contact you to take them home. Below are some examples of reasons to keep your child home or why they may be sent home during the day, it is not all inclusive.

- An illness that prevents the child from participating comfortably.
- An illness that is contagious and can spread to others.
- Fever of 101° or higher orally, and signs of vomiting, sore throat, excessive diarrhea, lethargy, irritability, constant crying, or having difficulty breathing.
- Children should not return to care until they are symptom free and able to participate in the activities as usual. If a child has been placed on antibiotics they may return to the center 24 hours after receiving the first dose.

If you have questions about a communicable disease, please review the Center for Disease Control and Prevention web site at www.cdc.gov .

Display boards can be found in our classrooms and hall. These boards are changed often, and are used to inform families of our experiences here at the Center. These boards display our work, pictures and quotes, and offer a synopsis of the purpose of our activities.



Medication Policy

Our facility does not administer prescribed or homeopathic medications to children. As a parent, you are welcome to come in to do this. The medication cannot remain here nor be stored here. Each child's registration paperwork contains a form to approve the following topical ointments: diaper rash remedies, sunscreen, cortisone creams and ointments, lip treatments, teething gels and other remedies, and antibiotic creams and ointments.

All topical over the counter medications need to be brought to the center by the family with your child's name written on the original container displaying the expiration dates. We will not administer any oral over the counter medications, including but not limited to Tylenol, cold medicine, etc.

Please give the Director a copy of all **current immunizations**. Current medical information will be required at enrollment for the health and safety of your child and others. The center will be updating these records annually. Best practice is to bring a current copy of immunizations after each immunization.

Allergies

Parents are expected to notify the Director if your child has a **food or an environmental allergy**. An allergy list will be posted in each classroom and in the kitchen with the child's name, picture, and allergy. This will assist the teaching staff in identifying children with allergies, but cannot eliminate possible exposure to an allergen. Our center is "peanut conscious" and carefully monitors foods and tries to avoid peanut and peanut products. It is impossible to eliminate all risks of food allergies, to keep children from sharing food, and monitor foods brought in by other children, but every effort will be made.

Ultimately, parents will need to decide if group care is appropriate for your child with allergies in light of the risks that cannot be eliminated. The center offers snacks and lunches. **Menus** are posted in each room and by the check in counter.

Menus

Health and development are important for each child. Meals are prepared by the Young At Heart Community Center as well as our center cook. Whole milk is served in the Toddler room, and all other

classrooms receive 1% or skim milk, milk is served at breakfast and lunch. A light breakfast snack is served around 8:30 a.m., lunch at 11:00 a.m. for the Toddlers and Two's classes, and 11:30 a.m. for Preschool and Kindergarten Prep, and then a small snack at 2:15 p.m. Children are allowed to bring a sack lunch that **does not require refrigeration or need to be microwaved.** Menus are posted in each classroom and by the check in/check out computer.

Bottles, Sippy Cups, and Pacifiers

Bottles may be used for children under the age of 12 months. If your child requires something different than whole milk, please bring products labeled with your child's name. As per licensing, these bottles will be labeled again and color coded. If your child drinks breast milk, please bring in labeled bottles including the date. Our Toddlers class is equipped with bottle warmers. Microwaves will not be used to warm bottles up. Left over milk in bottles will be discarded after one hour, eliminating the possibility of contamination. Children will be fed food with a spoon, and not from a bottle. This is to eliminate a choking hazard.

As per licensing regulations, your child will not sleep with a sippy cup or bottle. This eliminates a choking hazard.

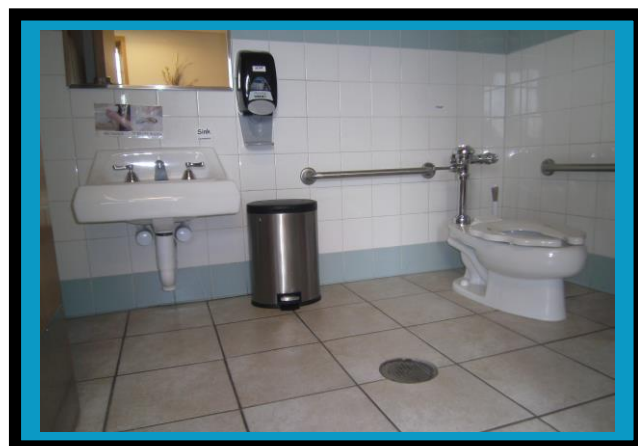
Pacifiers will be required to have your child's name written on them for health and sanitation reasons. Pacifier clips are not allowed.

Diapers

Diapers will be checked at least every two hours and whenever your child has awakened. Diapers are changed promptly when they are soiled or wet. We are a powder free center due to the possibility of powder getting into children's lungs, potentially causing lung damage and breathing problems. Another option other than baby powder would be corn starch. Diapers, wipes and creams are asked to be brought in to your Toddler/Two's classroom on the first day. Your teachers will notify you when your supplies run short. Unless otherwise necessary, we use a community wipes system. We ask each family to provide a large package of refill wipes each month. If your child has skin sensitivity, please make us aware and we will make the necessary accommodations.

Potty Training

Potty Training should be a positive experience for both you and your child. Research has proven that young children cannot be successful with potty training until they are physically, mentally, and emotionally ready. Children under 24 months are typically not physically ready for potty training, therefore, our Two's class is prepared for when your child is ready. We are committed to you and your child to make sure that potty training is carried out in a positive manner when your child's physical and emotional abilities and your concerns are met.



The toilets, sinks, and paper dispensers are at the children's levels.

Children will be supervised, encouraged, and the developmental abilities of each child will be

considered in this process. Please provide extra clothing for your child to change into. Accidents do occur, and children will not be punished for soiling or wetting their clothes. The teachers will place the soiled clothing into a sealed bag and send them home. Please be sure to check with your teacher at pick up time to be sure you do not have clothes to take home. In the Two's and Toddler classes, they have forms they fill out each day to track your child's diapering or potty times. You will be notified on this form if more clothes, diapers, and wipes are needed.



Center pets allow children the opportunity to have responsibilities, maintain care for a pet, and to offer love.

Biting

Biting is commonly seen in Toddlers and Two's. There are many reasons why a child will bite. For example: oral exploration, teething, hunger, tired, lack of awareness that biting hurts, frustration, anxiety, stress, etc. The teachers will try to determine what the triggers are, to see if they can make a change to help the child adjust and not bite. When biting occurs, we do not blame the child or the parent. Biting is a developmental stage that does not last. When a child is bitten, an incident report will be written for the one who got bitten, and the child who bit. This will allow both families to be aware of the occurrence. We will call the family of the child that is bitten. The teachers will wash the affected area of the bite with soap and water and apply an ice pack. For the child who bites, the teachers will redirect the child and talk about choices. Excessive biting will be dealt with on a case by case basis, and could lead to disenrollment.

Accidents

If your child sustains an injury while attending our center, you will receive an incident report. This report will outline what the occurrence was, and what actions were

taken. If the injury produces any type of swelling, on the face, or needs medical attention, you will receive a call from the center. If there is a serious medical incident, your child will be taken to the hospital by ambulance, and you will be contacted.

Mandated Reporting

Wyoming State law requires anyone suspecting child abuse or neglect to report it to the appropriate State authorities or local law enforcement. This is pursuant to Wyoming SS 14-3-205 and 35-20-103. Our staff members are trained in identifying and reporting suspected neglect. The State authorities may determine what actions to take and when to conduct an investigation. We will cooperate fully with any investigation, and will maintain confidentiality. Protection of your child is our greatest concern

Registration, Tuition, and Fees

Registration forms must be completed and returned to center management as well as the registration fees and a copy of immunizations before your child may attend. Please remember to let us know of any updates as needed (such as but not limited to phone numbers, emergency contacts, work

information, and allergies).

Updated registration paperwork is required by licensing on a yearly basis. You will typically receive new paperwork in June and we ask that you return it as soon as possible so that we maintain accurate paperwork.

Tuition is due the 25th of each month prior to services the coming month. These fees will be due regardless of a child's absence from our Center. If tuition is past the 1st, there will be a \$5 per day late fee until the payment is made in full. If payment is later than one week late, we reserve the right to suspend care.

A \$25 fee will be charged for a check returned for insufficient funds. If this occurs, we may require payment by cash for enrollment to continue.

Each year, a vacation credit can be applied to your tuition, covering five continuous days of absence from care. This credit must be used in a year's time (January to December), and will be lost if not used within that year. Tuition will not be reduced due to illness or holidays.

Each year, there is a resupply fee of \$25. This enables us to update policies, and resupply our Center. This is due the last day of January every year. Rates will be evaluated each year, and have the potential of a small increase. You will be given a thirty day notice prior to any tuition increase. If a child's schedule changes, you will be required to pay the new rates for that class schedule. Changes can occur only when there is an available position in the desired room. When you withdraw your child, you must give a one month's notice prior to withdrawal in writing.

Drop-off and Pick-up

Our Center is opened from 6:30 a.m. to 6:00 p.m. Children are required to be picked up at their designated time. It can be stressful for children and teachers when a child is left past their time. We understand there might be some circumstances that arrangements need to be made for. If so, please contact the office to make these arrangements.

When dropping off and picking up your child, families are **required** to check your child in and out. As a secondary measure when your child enters their classroom, the teacher will record their name on an attendance sheet. This attendance sheet is checked, verbally and physically several times a day. When your child is being picked up, the teacher will sign your child out, and you will check your child out. Children must be under direct supervision of a teacher or their family at all times. Children will be released only to their parent, legal guardians, or persons whose names are on the child release form. Persons not known to center staff, who are on the list, **will be required to show their ID.**

To help foster a love of literature, each room has a reading center. Our Center offers high-quality and educational books. Families are welcome to check books out at any time.

Please do not drop your child off during naptime, it is disruptive to the children sleeping and can be a difficult time for your child to arrive during the day. Make arrangements to bring your child before 11:30 or after 2:00 if you are enrolled for full days.

We remain neutral in all custody disputes. Unless there is a custody order, or an active restraining

order, we cannot deny a parent or guardian access to his or her child. The center cannot be used as a place of scheduled visitation, or for supervising parent or guardian visits. We are not responsible for your child once they have been checked out.

If your child is here after our hours of 6:00 p.m., there will be a \$1.00 per minute fee attached to your next month tuition. If this occurs more than once without arrangements, we reserve the right to terminate services.

Absence

If your child is going to be absent for the day, please contact us. Our concern is for your child's wellbeing. If your child is sick, and has been diagnosed by a doctor that he or she has a contagious illness, please inform us as soon as possible. This will allow us to inform other parents to be on alert for symptoms in their children. If this is the case, please bring in a doctors release to come back for care.

If your child is absent, you will not be allowed to make up that day on another unscheduled day. No swapping of days will be allowed, if you need to use an additional day that you are not regularly scheduled for please inquire in the office of availability for a drop in day.

You are allowed one week of vacation credit per calendar year. Child must be absent for consecutive days. Your tuition will be reduced by 25% to account for the weeks' vacation.

Photos and Videos

With your permission, we use photographs to illustrate the curriculum, chronicle your child's development, and to document center activities. Some photos will show other children involved in activities. These photos may be shared with you and other family members via website, parent newsletters, or other children's documentation, on documentation boards, or local media.

Diversity and Confidentiality

Children, families, and our community offer diversity giving our society the opportunity to recognize and appreciate characteristics and behaviors that each person brings. We respect and value the individuality of each child, and their unique learning styles and way of responding to the world we live in. Race, religion, color, creed, gender, cultural heritage, marital status, political beliefs, sexual orientation, disabilities or special needs, toileting abilities, medical conditions, HIV status, or any other considerations is unlawful by federal, State and/or local laws. The law requires reasonable accommodations be provided for children with disabilities, as well as families. We will work with families to offer the best services possible for your child. Information regarding your child and your family will be kept in confidence, as well as your child's records be kept as confidential and privileged information. Center management, staff, and regulatory agencies will be permitted to review these documents. We will keep these documents for three years after disenrollment, in which they will be destroyed and information irretrievable. As a parent/guardian, you are entitled to have access to the

Gross Motor activities are part of our day! We strengthen and refine our small and large muscle skills, and engage in such things as yoga, scooter boards, climbing, sliding, and other fun activities. When the weather isn't cooperative, we are able to utilize a large room in the Young at Heart Community Center.

information on your child's record.

Regulatory agencies will be reviewing your child's records in order to ensure that we are following State regulations. State regulations are available to families for review.

There are times that child care providers and professionals that are not part of our center may come in for observation.

As part of our hiring process, our applicants are given the opportunity to observe in classrooms. Confidentiality will continue to be maintained, and these individuals will be supervised by staff.

Babysitting by Staff

If you should hire any Center employee to babysit, it must be outside the premises and with an understanding that such arrangements and payment for services are solely between you and that staff member. Young at Heart Early Learning Center will not be held liable for any such arrangements.

Suspending or Discontinuing Care

We are committed to accommodating children and their families within reason. There are unfortunately, times when we are not necessarily the best fit, and warrants the need to have the child and family find a more suitable setting for care. If a child appears to be a danger to one's self or to others by participating in an unsafe way, or healthcare professionals have deemed that large group care is not in the best interest of the child, it will be necessary to look into other arrangements. Services will be discontinued if a family fails to abide by center policies or licensing regulations, a family demanding services that are not provided to other children, or is physically or verbally inappropriate with staff, children, or any visitors.

Family Behavior

If staff suspect that any person picking up a child is under the influence of drugs or alcohol is physically or emotionally impaired in any way, we may contact law enforcement to intervene.

We expect parents and other adults who are in our facility to act in an appropriate way around the children that we care for. This includes no foul language, keeping tones appropriate, and low voices.

The hallway typically features hands on learning displays for the children to explore. The children are free to touch and explore these items, please encourage them do so.

Safety of our Center

To help maintain the safety of your child, we do not permit firearms, explosive devices, and other weapons. Families that are not law enforcement are required to secure their weapons in their vehicle prior to entering the building.

Registration Paperwork

Please fill out the
following forms
and return them to the
Center along with proof of
Immunization prior to your
child's attendance.

Young at Heart Early Learning Center

Enrollment Agreement

To ensure the safety of your children, and help operations run smoothly, we have created the following policies. We look forward to a happy and healthy relationship with your family.

Child's Name: _____ M/F Date of Birth: ____/____/____

Tuition Fees:

Class: _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

A registration fee of \$35 is due at the time of application.

Your first payment of \$ _____ is due before your child's first day.

Tuition of \$ _____ is due in advance each month, and due by the 25th of the month prior to services. Tuition is past due on the first day of the month of service. \$5 per day will be added to your child's tuition until it is paid in full. If payment is later than one week late, we reserve the right to suspend care.

A \$25 fee will be charged for a check returned for insufficient funds. If this occurs more than once, we may require payment by cash for enrollment to continue.

For those who receive subsidized assistance with enrollment, you will be responsible for what your agency does not cover.

Tuition will not be reduced due to illness or holidays. Each year, a vacation credit can be applied to your tuition, covering five continuous days of absence from care. This credit must be used in a year's time (January to December), and will be lost if not used within that year.

Each year, there is a resupply fee of \$25. This enables us to update policies, and resupply our center. This is due the last day of January every year. Rates will be evaluated each year, and have the potential of a small increase. You will be given a thirty day notice prior to any tuition increase.

Changes in a schedule can occur only when there is an available position in the desired classroom. Please remember that no swapping of days is allowed, if you want a day outside of your regular schedule you will be charged the drop in rate.

Our Center Policies:

Our center is open from 6:30 a.m. to 6:00 p.m., Monday through Friday.

The Center is closed for the following Holidays;

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

If a holiday falls on a weekend, we will be closed the Friday proceeding that weekend. On additional holidays

that are in question, a sign-up sheet will be on the door of each classroom. If your child needs care, you are responsible for signing your child up for that day. Administration has the authority to close for additional days if low enrollment is expected.

If the center closes for facility, weather related problems, or low enrollment during holidays, parents are responsible for full tuition.

Your child will ONLY be released to you or to the persons you have listed on the Child Release Form. If you want someone to pick up your child that is not on the list, you must notify Center management in writing. **YOUR CHILD WILL NOT BE RELEASED WITHOUT PROPER AUTHORIZATION AND IDENTIFICATION OF UNKNOWN PERSONS.**

We cannot legally deny access to or release of a child to either parent/guardian, unless there is an active restraining order, court order with specific schedules or visitation rights. You are responsible to get the management team these documents. The center is not an appropriate place for non-custodial parents to have visitation with their children.

When you withdraw your child from our Center, you must give at least 30 days written notice prior to withdrawal. You are responsible to pay all tuition and fees for the 30 days following your notice to the Center, even if your child will not be attending.

If you should hire any Center employee to babysit, it must be outside the premises and with an understanding that such arrangements and payment for services are solely between you and that staff member. Young at Heart Early Learning Center will be held harmless from any such arrangement.

If there is a concern that your child's needs are not being met by our program, we will involve you in trying to identify the issues, and to work towards a resolution. If after appropriate intervention, and management has determined that the program is not in the best interest for your child, you and the Center, you will be required to withdraw your child from the program. If the actions of a parent or guarding are disruptive, inappropriate, or inconsistent, we have the right to disrupt services.

From time to time, Young at Heart Early Learning Centers policies and procedures can change. This agreement is not intended to be all inclusive of all policies and procedures.

I understand and acknowledge the procedures and policies stated in this document, as well as the Young at Heart Early Learning Center parent guide. If I have any questions or concerns, I understand that it is my responsibility to contact the Center management. I also acknowledge that I have received the Young at Heart Early Learning Center Family Guide.

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

Center Management: _____ Date: ____/____/____

Revised 3/13/2013
Revised 6/26/2015

Young at Heart Early Learning Center

Child Record Form

Today's Date: ____/____/____

Date of Enrollment: ____/____/____

Child's Name: _____ M/F Date of Birth: ____/____/____

Nickname: _____

Address: _____ City/State/Zip: _____

Mother's Name: _____ Email address: _____

Home address if different from above: _____

Employer: _____ Occupation: _____

Work Address: _____ City/State/Zip: _____

Work Phone: _____ Home or Cell Phone: _____

Father's Name: _____ Email address: _____

Home address if different from above: _____

Employer: _____ Occupation: _____

Work Address: _____ City/State/Zip: _____

Work Phone: _____ Home or Cell Phone: _____

Name of Siblings: _____ Age: _____

_____ Age: _____

_____ Age: _____

Medical Information

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

Insurance Information:

Insurance Company: _____

Name of Subscriber: _____ ID Number: _____

Parents are responsible for all emergency medical treatments.

In case of emergency, contact: _____ Phone: _____

Relationship to child: _____

Other than the above parent/guardians, only the following person(s) may remove your child from care without previous notice. **PHOTO ID WILL BE REQUIRED.**

Name:

Relationship:

Phone:

Parent Signature: _____ Date: ____/____/____

Young at Heart Early Learning Center
Authorization of Medical Treatment

In the event of an emergency, please indicate your name and phone number where you and an authorized person can be reached:

Father's Name: _____ Phone: _____

Mother's Name: _____ Phone: _____

Other authorized person: _____ Phone: _____

Other authorized person: _____ Phone: _____

I, _____ hereby give permission to Young at Heart Early Learning Center personnel to obtain medical, dental, or surgical care from a health care facility, physicians or dentists for my child, whose full name is _____ and date of birth is _____.

It is understood that a conscientious effort will be made to locate me. Treatment as deemed necessary by the physicians/dentists may be taken. I further consent to transportation of the above named child to the nearest, most appropriate medical facility.

I authorize Young at Heart Early Learning Center to call an ambulance to transport my child to a hospital and to secure necessary medical treatment. I understand that the Center staff has been trained in CPR and First Aid, and I authorize them to give my child the necessary aid. The Center staff has my permission to review my child's health information, as well as state licensors for compliance purposes.

The medical insurance company that covers the above named child is:

Company Name: _____

Company Address: _____

Name of Policy Holder: _____ Policy Number: _____

I authorize the hospital and attending physicians to submit claims to the above names company and hereby assign benefits directly to this company. I understand that I am financially responsible to providers of service for charges not covered by any insurance payments.

Signature of Parent/Guardian _____

Date: ____/____/____

Young At Heart Early Learning Center
Topical Medication Authorization

Childs Name: _____ Date of Birth: ____ / ____ / ____

I give permission for administration of the following topical medications (non-ingestible only):

- ☐ Diaper Rash Cream/Ointments
- ☐ Insect Repellent
- ☐ Sunscreen
- ☐ Cortisone/Anti-Itch Creams/Ointments
- ☐ Lip treatments
- ☐ Over the counter antibiotic creams and ointments

In order to administer the above over the counter medication (OTC):

- ❖ The OTC medication must be brought into the center by the parent.
- ❖ The OTC medication must be in its original container, with legible label, with an expiration date.
- ❖ The child's name must be on the original container in permanent marker.

I understand that no oral over the counter medication and/or prescription medications will be administered. (This includes, but not limited to Tylenol, cold medications, etc)

Parent/Guardian signature: _____

Date: ____ / ____ / ____

Revised 3/13/2013

Young at Heart Early Learning Center
Allergy Information

Name of Child: _____

Date of Birth: ____/____/____

Allergen:	Symptoms:	Treatment/Substitution:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Further Emergency Response Procedures and additional information/instructions:

All allergies REQUIRING medication and/or special meal requirements must be documented by the child's physician. If treatments require medication administration, it will be necessary to have medication authorization paperwork completed and the physician's signature must be in place as required.

Referred for allergy testing: Yes___ No___

Allergy testing completed: Yes___ No___

Physician's Signature: _____ Date: _____

To ensure the safety of your child, we cannot delete any allergy which has been previously documented unless we have a note from the child's physician stating that the child is no longer allergic to a previously listed allergy. We cannot add an item or change medication without a note from the child's physician.

OR

_____(Initial) I know of no known allergies or dietary adjustments at this time.

I understand that Young at Heart Early Learning Center requires the most up to date information regarding my child's allergy. I also understand that for the safety of my child, my child's photograph and allergy information will be posted in the classrooms and kitchen on the allergy charts.

Parent/Guardian Signature: _____

Date: ____/____/____

Revised 3/13/2013
Revised 6/26/2015

Child Injury and Illness

Incident Reports:

If my child sustains an injury requiring any treatment while during our care, I will receive an Incident Report. This report will outline the accident and what course of action has been taken by the staff members. An Incident Report will also be used when my child shows aggression towards another. This will enable teachers and staff to further help my child and others. I understand that I will be notified immediately if there is an injury that produces any type of swelling, if it is located on the head, or medical attention is needed.

Child Illnesses:

I understand that I will be contacted and could be required to pick up my child/children as soon as possible, but no later than 30 minutes. My child will be required to go home if there is a 101° temperature or more, or if my child has diarrhea or has vomited. If my child is showing symptoms of not feeling well, I could receive a phone call. If my child has been diagnosed with a health issue by a doctor, and the doctor requires that my child stays home, I will bring a doctors release for my child to return.

I understand and accept these conditions stated above.

Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

Revised 2/2013
Revised 1/2016

Permission for Walks

As part of our day, children will go on **walks or rides in the wagons/strollers inside the Young at Heart Community Center**. If weather permits, we will walk or ride in wagons/strollers *around* the perimeter of the center. Fire drills are required for all children, and are not included in the walks or rides in wagons/strollers. Permission is not required to participate in fire drills. In the event of an emergency where we need to leave the premises, we shall use all means of transportation for the safety of the children including but not limited to strollers, wagons, and vehicles.

_____(initial) I **do** give permission for my child to participate in walks.

_____(initial) I **do not** give permission for my child to participate in walks.

Notice of Photography/Video and Acknowledgement

Photographs are a part of our day at Young at Heart Early Learning Center. We use photos for documentation boards, in our curriculum, newsletters, classroom displays, and transmit photos to parents via email. Young at Heart Early Learning Center retains all rights, title and interest in any photograph or video taken of children at the Center.

_____(initial) I **do give** permission for my child to have their photos/videos taken for center purposes.

_____(initial) I **do not** give permission for my child to have their photos/videos taken for center purposes.

There may be times when the news media covers an event here at the center using photography and/or video. This may include your child.

_____(initial) I **do** give permission for my child to have their photos/videos taken by media for center events.

_____(initial) I **do not** give permission for my child to have their photos/videos taken by media for center events.

Phone/Email/Address

There are occasions that phone numbers, email addresses or addresses are requested by parents/guardians to arrange a time to play outside of the center. We will be glad to pass on a parent request, but will not give out this information.

_____(initial) I **do** give permission for Young at Heart Early Learning Center to send me text messages. I do understand that standard text messaging rates may apply through my cellular phone provider, and I will be responsible for these charges

_____(initial) I **do not** give permission for Young at Heart Early Learning Center to text message me.

I have read, understand, and accept the conditions noted above.

Parent/Guardian Signature: _____

Date: ____/____/____

Revised 3/13/2013

Revised 1/2016

About Your Child

Name: _____ Date: ____/____/____

Medical

Any serious illnesses or hospitalizations: (ear infections, strep throat, seizures, etc.):

List any known allergies: _____

List any communicable diseases your child has had: (chicken pox, measles, mumps, etc.) _____ Is

your child currently taking any medications? ____ yes ____ no

Are there any special medical concerns we should know about? _____

Development

Age child began: ____ sitting ____ crawling ____ walking ____ talking

Does your child have any speech difficulties? _____

If your child is an infant, check which nourishment is used: ____ Breast ____ Formula ____ Both

Your child's favorite food is? _____ Food dislikes: _____

Does your child drink from ____ Bottle ____ Sippy Cup ____ Regular cup

How does your child express feelings? _____

How does your child get along with other children: _____

What behavior do you find most difficult to handle: _____

What are your child's favorite activities? _____

What is your child's least favorite thing to do? _____

Does your child require assistance with ____ Buttons ____ Zippers ____ Laces ____ Snaps

____ Velcro ____ Getting pants, shoes and jackets on and off?

Does your child have a fussy time? ____ Yes ____ No Time? _____

What frightens your child? _____

Has your child been in child care before? ____ No ____ Group care ____ Home care

How would you best describe your child? _____

Family

Whom does your child reside with? _____

What language is spoken at home? _____

Describe your child's schedule on a typical day: _____

What do you, as a parent, hope to get out of this child care experience: _____

Facebook Acknowledgement

We have a Facebook page that is open to the public. The Facebook page will allow us the opportunity to reach the community. We would like to share our experiences here as well as inform other parents who are searching for a reliable place for their children to learn and grow. We will be featuring pictures or videos of some of our activities. Please designate if you approve for your child's picture to be on the Facebook page.

I **approve** Young at Heart Early Learning Center to enter my child's picture on the Facebook page.

Signature: _____ Date: _____

OR

I **do not** approve for my child's picture to be on the Facebook page.

Signature: _____ Date: _____

Young at Heart Early Learning Center

Things to Bring on Your First Day!

A change of clothes, underwear and socks
Water bottle or sippy cup with your child's name on it
Blanket for rest time
Diapers/pull ups
Wipes
Diapering ointments
Sunscreen
Small comfort items if necessary

During Cold Weather

Gloves/mittens
Hat
Warm coat or jacket

