

GIGGLES

PRESCHOOL & DAYCARE



1320 Culver Drive NE, Ste. 10
Palm Bay, Florida 32907

Parent Handbook

Dear Parent(s)/Guardian,

Welcome! Thank you for choosing Giggles Preschool & Daycare for your child care needs. As the Director, I assure you that you have made the right choice in childcare for your little one. We have a complete Open Door policy, which allows you to ask questions and visit our center at any time.

Giggles is fully licensed and regulated by the State of Florida. Our objective is to provide your child with a clean & safe environment, loving & trustworthy Teachers, and productive settings for his/her physical growth and mental health. My personal objective as the Center's Director is to provide you, the Parent with a sense of security and reliability.

I look forward to a lasting relationship with you and your child. Once again, welcome & thank you for choosing us!

Sincerely,

Dora Ramos
Director

To get started~

Enclosed is an overview of Giggles rules and regulation. In order to acquire a mutual understanding and a level of respect that we both must maintain, please read thoroughly and carefully. If you have any questions, please feel free to contact me.

All necessary forms must be completed and returned to Giggles Preschool & Daycare, Inc. before we will assume the responsibility of caring for your child. NO EXCEPTIONS!

All forms must be updated at least every year, sometimes sooner according to need. Please inform Giggles immediately of any changes, such as address, telephone numbers.

Listed below, you will find the list of forms that you need to return to Giggles before or on your child's first day:

- **Enrollment Fee**
- **First Week Tuition Fee**
- **Application Form**
- **Enrollment Forms**
- **Parent Handbook Receipt**
- **Immunization records**
- **Physical**
- **Influenza Virus, The Flu, A Guide to Parents form- Signed**

Center Philosophy~

Giggles is not just another childcare center. Our program is multi-culture and bi-lingual. We believe that a variety of different cultural experiences enhance the child learning experiences. Our goal is to become an extension of your family to nurture the needs of the child. Giggles is committed to quality and dedicated of our staff and students and aim to promote unity, self esteem and

Child Enrichment Program~

Giggles Preschool & Daycare is proud to offer Child Enrichment Programs. Activities include Circle Time, Calendar Time, weather chart, group activities and discussion and 1-2 crafts per day. We also incorporate morning and afternoon outside play, when weather permits. There are learning stations in our preschool playrooms, examples are housekeeping areas, blocks and trucks, puzzles and books, dramatic play, and much more.

Arts & Crafts project are kept in the classroom for up to 3 weeks for display. Please feel free to visit your child's class any time.

Open Door Policy~

At Giggles, you can always be assured that the door is open to you at any time. Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take your child with you, or made when you can visit unnoticed as to not interrupt your child's day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with them when they depart.

You are also welcomed to call and check on your child during the day. You may also communicate any information to me via e-mail. There may be those times when something comes to you at work that you don't want to forget to relay to us. If you have e-mail, please feel free to drop a line and we will generally reply during rest time.

Sign-In Sheets~

There is a sign in sheet on the office counter. It is your responsibility to sign your child in and out each day. The names are not visible for the protection and safety of our students. Vendors, visitors, and other family members cannot see your child's name.

ELC families are required not only to write in and out the time your child is here, but it is now a requirement that you sign next to the sign in and out time. If you have a question, regarding this new policy that took effective 2011, you may call The Early Learning Coalition's Office for clarification.

Hours of Operation~

Giggles is open Monday through Friday 6:00am to 6:00pm. All children are to be in attendance by 10:00 each morning. Late arrivals disrupt the morning program and throws off the child's schedule. Your child may understand that he/she is staying home for the day, dropping them off late may upset them, causing them to be distraught or sad. Unless your child has a doctor's/dentist appointment, you will not be allowed to drop off your child after 10:00am.

Parents/Guardian picking their child(ren) late (after 6pm), will be charged a late fee of \$15.00 if its within the 1st 15 minutes, \$30.00 within the 2nd 15 minutes, etc. This rule is strictly enforced.

Giggles will observe the following holidays:

Memorial Day (May)

4th of July

Labor Day (September)

Thanksgiving Day & the following day

Christmas Day & the following day

New Years Day & the following day

Good Friday

Martin Luther King Day

Giggles will close early Christmas Eve and New Years Eve.

Giggles may add an extra day or delete a day from this list without written consent. A notice of this change will be given to our Parents ahead of time so they can make arrangements.

Ages Served~

The ages of the children we serve are 12 months to 12 years of age. Giggles Preschool & Daycare is available for before & after or “no school day(s)” for older children.

Tuition~

Giggles fee varies depending upon the age of your child. Your weekly childcare tuition fee is outlined in your Provider-Parent/Guardian Child Care Agreement. If you have questions regarding your child’s tuition amount or pay date, please direct your inquiries to the Director only.

Each staff member is in place daily and ready to receive your child. Your child’s tuition manages the staffs payroll, daily operations, and maintenance of the center. Failure to pay your child tuition in a timely manner interrupts these financial obligations.

Tuition fees are paid weekly and are due on the day your child(ren)starts the week (if your child comes Mondays, Wednesdays and Fridays, then tuition is due every Monday . Tuition and adjustments for daily absences due to illness, holidays, vacations, and weather has been calculated within the tuition rate. Therefore, there will be no tuition rate adjustments for any reasons. If payment is not received on the agreed up on pay date, you child may be dis-enrolled until payment is received. **If your child will not be in attendance on the tuition pay date, it is your responsibility to make payment on that day.** A \$15.00 per day late payment fee will be charged for all payments.

To avoid confusion and misunderstandings, a Provider-Parent/Guardian Child Care Agreement will be signed between the Parent/Guardian and Provider. A copy will be provided for your records. **Any changes in the agreement must be approved & agreed in advance by Provider and a new contract must be written.**

“No school day(s)” fee is \$15.00, which will be added to the tuition fee per every day that there is no school. This includes Teacher In Service days, emergency closures (example: hurricanes, fires, tornado, schools utilized as shelters etc.), or for personal/family reasons.

Registration fee is non-refundable and is due the 1st of January of every year, per child. Registration fee is \$50.00. This will secure a spot for your child(ren).

Tuition must be paid even if it's a holiday.

BECAUSE WE RESERVE A SPOT FOR YOUR CHILD, THERE WILL BE NO REFUNDS IF YOUR CHILD MUST BE ABSENT DUE TO ILLNESS, FAMILY VACATION, PERSONAL REASONS OR DOMESTIC PROBLEMS. IN CASE OF EXTENDED ABSENCES, SPECIAL ARRANGEMENTS MUST BE MADE TO MAINTAIN YOUR CHILD'S ENROLLMENT. TUITION IS STILL DUE EVEN IF YOUR CHILD(REN) IS ABSENT DUE TO ILLNESS, FAMILY VACATION, PERSONAL REASONS, OR DOMESTIC PROBLEMS.

The fee quoted in the Provide-Parent/Guardian Child Care Agreement applies to the current fiscal year only. It may be necessary to raise fees to cover the cost of staff salary increases, Center supply needs, and extreme emergencies.

Tuition payment in the form of checks cannot be put on hold. Checks will be deposited at the Provider's discretion. Payments in the form of checks also cannot be post dated, unless you are making future payments. All tuition payment is expected to be made on time. No exceptions.

Discounts~

Tuition discount for families enrolling 2 or more children of the same family is 10%. The discount will be taken off the 2nd, 3rd, 4th, etc child. The 10% will apply to the tuition of less value. Discounts will not apply on the registration fees and/or Before and After School Program.

NSF Checks~

Giggles will accept cash, money orders, cashier's checks and personal checks made to Giggles Preschool & Daycare. A \$25.00 fee will be charged for each returned checks. Childcare will be halted until reimbursement has been made. Reimbursement for the NSF check is expected to be reimbursed immediately. Reimbursement will be in cash or cashier's check only.

After 2 returned checks, only cash or money orders will be accepted. No exceptions.

Absences/Late Arrival~

If your child will be absent or late, please call to let us know. This will help us plan our day and is especially helpful in planning snacks and arts/crafts.

Your child(ren) absence will NOT reduce your weekly tuition fee. Your weekly tuition fee is set and agreed on the Provider-Parent/Guardian Child Care Agreement.

Arrving on time~

If you suspect that you may be late in picking up your child, you will need to arrange for a back up person to come in your place. In the event that you use a backup person to come for your child, please call in advance and instruct this person to have their photo identification upon arrival. As a reminder, your child care hours are outlined in your Provider-Parent/Guardian Child Care Agreement, please follow this schedule as closely as possible.

Overtime rates and late pickup fee will be applied to your weekly tuition fee.

Withdrawal/Dis-enrollment~

As a courtesy, a 2 week written notice is required prior to withdrawing your child from the Center.

You are required to pay for these 2 weeks. If we decide we can no longer provide care for your child(ren), Giggles will also provide you with a 2 week written notice.

A child may be dis-enrolled for the following reasons (but not limited to):

- 1) Non-payment of tuition fee of any kind
- 2) Habit late payments and late pick ups
- 3) Unruly & disruptive behavior and/or misconduct, example fighting, biting, foul language, etc. from the parent or child
- 4) Failure to comply with the Centers policies.
- 5) Failure of child to adjust after a reasonable amount of time
- 6) Failure to complete and sign any required forms

Illness~

The health and well being of all of the children here are of utmost importance to us. It is for the protection of the children that we must insist on strict adherence to our Health Policy. Please read it carefully. Even with all of our precautions, children do get sick and/or hurt. Due to our concern for all of the children enrolled in our childcare, there are certain guidelines that we require our clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to childcare. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

Children with minor illness may attend childcare at the Provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than we can provide without neglecting the others in our care, that child must stay home. We both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also some illnesses that by law exclude the child from attending childcare.

Your child may not attend daycare if he/she has any of the following:

Diarrhea
Chicken Pox
Head Lice
Pink Eye/Conjunctivitis
Vomiting
Green/grayish nasal discharge
Persistent cough
Fever 101
Unexplained rashes

Ring worm
Impetigo
Hepatitis A
Scarlet Fever
Strep throat

Please remember that a fever takes 24 hours from the onset of the fever. A doctor's excuse may be required prior to returning.

FEVER: A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. For example, if nothing else is wrong and the child had DTP shot, the fever is not cause for the child to stay home unless it directly affects his or her ability to hand normal daily activities. There are certain times when a fever means a child should stay home. These include: an infant up to 4 months with a temp of 100 degrees or higher, a child 4-24 months with temp of 101 degrees or higher, and a child over 24 months with a temp of 101 degrees or higher. In the event of this type of temperature, the child should not return until the temp has been gone for 24 hours without the aid of fever reducing medications such as Tylenol. If your child awakes with a high temp and your administer a fever reducer, this generally only lasts a few hours and we will have to call you when you arrive at work to come pick up your child. In the meantime the other children may have possibly been exposed to an undiagnosed illness.

VOMITTING OR UPSET STOMACH: A child who has been vomiting can easily spread germs through vomit. The child may also need help from the caregiver. The added time to clean up after the instance takes my attention away from the other children. If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to come and pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

DIARRHEA: When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the childcare setting and this child must remain at home. Sometimes a child may get diarrhea from antibiotics or eating something different or too much of something. If they feel well and do not need extra attention and are able to participate in normal daily activities they do not need to stay home. Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

RUNNY NOSE: Children with contact runny noses that are not caused by allergies may spread germs everywhere. They may wipe with noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. These instances will be handled on a case by case basis. Your cooperation will be greatly appreciated.

Other symptoms of illness that will cause concern are: gray or white stool, infected skin patches, difficult or rapid breathing, yellowish skin or eyes, spots or rashes, dark urine, headaches/stiff neck, and unusual behavior.

SOME OF THE FEATURES THAT HELP ENSURE YOUR CHILD'S HEALTH ARE:

- 1) **NO SMOKING ON THE PREMISES!!!** If you were smoking in the car upon arrival, please allow time to air off before coming in the Center. Due to allergies, we appreciate your help and cooperation!
- 2) Giggles health policy is strictly adhered to
- 3) Current immunizations are required
- 4) Good hygiene is stressed at all times
- 5) Infants are held while drinking from a bottle. Therefore children are not allowed to carry around or have a bottle in their beds.
- 6) Smoke-free favorite blanket, pillow and sleeping toy may be brought, but kept for rest time only. They are not shared with the other children and will be taken home at the end of the week for washing.
- 7) Children do not bring toys from home
- 8) Children are prevented from sharing cups, utensils and food
- 9) Every attempt is made to keep toys and play area sanitized
- 10) Rest time is done on individual mats
- 11) Snack preparation is done in a safe and hygienic manner

Medication~

If your child(ren) is on medication and it must be administered while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. We will also have a form for you to sign giving us permission to administer the medication to your child. Medication will be given at the time or with the meal as specified.

If the medication is over-the-counter, a form must be filled out and the medication for your child must be age appropriate. Medication that is not age appropriate will not be administered.

Hand Washing~

Children's hands are washed:

Before and after eating

After diapering or use of toilet

When coming in from outside play

After coming in contact with a sick child and/or runny nose

After completing messy crafts or projects

Caregiver's hands are washed:

Before and after preparing food

Before and after feeding an infant or giving a bottle

Before and after giving medications

After diapering and/or assisting a child using the toilet

After touching body secretions

After assisting a child with a runny nose

And about 100 other times during the day

Hands are always dried with single use paper towels.

Toys and Personal Articles from Home~

No toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our small children.

Only a sleeping companion is allowed and it will be kept in the child's cubby for rest time.

Emergency care~

In the event that your child becomes ill while in our care, the parent/guardian will be contacted or the person listed as the emergency contact will be notified. One of these people must be able to be reached at all times. **If the child is not picked up within 30-45 minutes of notification, 911 will be called for assistance (Brevard County Sherriff's Department will be called).**

Please make sure that we have current working numbers for you or your back-up contacts.

Emergency Procedures~

Fire- Sound alarm, take child information cards, evacuate the premises immediately using the following procedures: assure that all children are evacuated from the premises using the marked exits. Call the Fire Department. Each caregiver is then responsible for taking a head count for their group and report to the Director.

Tornado-

Hurricane-

Serious injury- Either the Director or Caregiver makes an assessment of the injury and the degree of seriousness. Call ambulance, call parent/guardian or emergency contact person. If the child is to be transported to the hospital, escort the child until the parent or guardian arrives.

Parent(s)/Guardian will be responsible for any medical/hospital treatment, co-pays to your insurance company or ambulance service.

Our back-up facility in case of an emergency where we would have to evacuate the building for a several hours will be the Greater Palm Bay Senior Center. They have been notified that we could at any given time enter their building. It is at that time that the Parents would be called to come & pick up their child(ren).

Discipline Policy~

Giggles will provide positive guidance, re-direction, and set clear limits designed to help each child develop self-control, self-esteem, and respect for others. These shall be fair, consistently applied, timely, and appropriate to the age of the child.

The staff will use direct positive guidance to help or lead a child by showing or telling them what they can do. Affective guidance will be used to influence the child's behavior with smiles, hugs, and positive verbal interaction. Indirect guidance will include, arranging the environment and schedule to encourage positive behavior.

At NO time will punishment which is humiliating or frightening to a child be used. This would include, but is not limited to, hitting, slapping, shaking, striking with an instrument, pinching, or inflicting any other form of corporal discipline. Mental or emotional punishment, chemical or physical restraints are all prohibited.

The Center will not accept parental permission to use any of the forms of punishment listed above and cannot allow parents to use these on the premises.

Time-out is used as a form of discipline. This is technique used to interrupt an unacceptable behavior by removing the child from the “the scene of action”. It is calming, not punishment.

The following steps are taken when a time-out is used:

- 1) The child sits in time-out (visual location or remains with a caregiver)
- 2) We explain that this time for he/she to think about what has happened and how he/she could have handled it differently.
- 3) We return to see if the child has a positive solution to the problem.
- 4) If the solution is appropriate, he/she may rejoin activities.
- 5) If he/she can't come up with an appropriate solution, we help by asking questions or making suggestions.
- 6) If the child refuses to cooperate we may repeat steps 2 & 3.

As a rule, a time-out is not longer than 1 minute per age (example: 3 minutes- 3 years old).

BEHAVIOR POLICY

Child care services may be discontinued if the Director determines that a child's behavior 1) poses a safety risk to Center Staff or other children and/or 2) repeatedly disrupts normal classroom activities despite efforts by teachers to correct the behavior. In discontinuing services, the Center director or the Assistant Director will first attempt to meet with the child's parents or guardian to alert the parent to the problem, discuss possible methods of correcting the behavior, and notify the parents that child care services will be discontinued if the behavior is not promptly corrected. If the disruptive or inappropriate behavior endangers the safety and well being of Center children, staff, or visitors, the Director may take all actions necessary to immediately protect center children, staff, and visitors.

In the Director's absence, she/he may designate the person authorized to act in accordance with this policy.

Food~

Giggles provides a nutritious breakfast and an afternoon snack daily. Please make sure that your child brings a lunch and drink. Please make sure you notify us if your child has food allergens on the Application for Admission Form. Please ensure that your child's lunch and drink arrive in a brown paper bag or a lunch box. To avoid mix-ups, your child's lunch box or bag should have your child's name on it. No candy or sodas. Sippy cups must have the child's first and last name.

Diapering~

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, and gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. We seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. Please see the Topical Lotion/Over the Counter Medication Permission Form attached to the Application for Admission. Cloth diapers are not used at Giggles. A daily supply of diapers & wipes must be provided by parents.

Toilet Learning (Potty Training)~

We are always willing to assist a child with toilet learning. However, your child must be ready and your must be ready as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at the daycare as well.

When your child is ready for "potty training", this is when "pull-ups" are a must! Please make sure that you provide pull-ups and wipes daily.

Outside play Area~

Giggles provide a large space indoors and outdoors for safe supervised play. We use an open floor plan to promote social interaction in a non-restrictive environment.

When weather permits, we will play outside every chance we get. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.

Please have your child(ren) wear close shoes- feet & heels at all times! NO open toe/heel shoes such as flip flops and sandals are not permitted. This is especially enforced when we have outside play. Assure that the footwear your child is wearing is also heel closed as well.

Nap & Rest Time~

We have rest time each afternoon. Giggles with state regulations and allows 1 to 1-1/2 hours of rest and or naptime.

Child mats are provided, however, parents are expected to provide a small blanket, crib sheet, and a sleep companion, which are laundered by Giggles every Friday. However, if your child has an “accident”, you will be responsible to bring another clean crib sheet &/or small blanket the next day. If there are no nap items available for your child the next day, a fee will be applied to your weekly tuition/co-pay. Some children have difficulty napping therefore they may be encouraged to participate in a “quiet activity”. Parents, please remember that small children need at least 10 hours of sleep per night. An early bedtime makes for a better start each day.

We ask kindly that you arrive before or after rest time, however, if you arrive during rest time, please quietly enter and keep your child quiet on your way out so they do not disturb the other children.

Please note that a *CLEAN, smoke-free* crib sheet and small blanket is required for your child to take his/her nap/rest. If your child does not have his/her nap items, a \$3.00 fee will be applied to your weekly tuition/co-pay. If your child has an accident during the week, it will be your responsibility to bring back a clean crib sheet and small blanket the next day. A fee will be applied if one or both is not brought back.

The State requires that Students have a crib sheet on their nap mats and a small blanket to cover themselves with.

As of January 2011, all student nap items will be washed and returned to their appropriate cubby by Giggles. However, if your child has an accident, it will be sent home for washing. The crib sheet and/or small blanket needs to be brought back to us the next day. A fee will be applied if one is not brought back.

General Health & Safety~

Giggles prides itself on the general health and safety of its environment and equipment. We have designed days for the sanitizing of all toys and equipment weekly. We comply with Health Department regulations and use a standard bleach and water solution. The practice allows us to maintain a clean, healthy environment for the students and the staff.

Pick-Up Policy:

Due to the Jessica Lunsford Act & our priority- the safety of all our Students, we will not allow any child leave our facility with another adult without the written consent of the Parent/Guardian. Please do not call Giggles to say that you are having a specific person pick up your child/ren as we will not accept phone calls. You will need to e-mail or fax. If you know ahead a time that you will be sending someone else, we have a form you can fill out.

PLEASE NOTE THAT THIS POLICY IS ONLY IF YOUR BACK-UP PERSON IS NOT ON YOUR ADMISSION APPLICATION. IF YOUR BACK UP PERSON IS ON THE APPLICATION, ALL YOU HAVE TO DO IS CALL TO LET US KNOW OF THE CHANGE. PLEASE HAVE YOUR BACK UP PERSON BRING IN HIS/HER ID.

Changes in Personal Information~

It is imperative that you notify the Center of any changes in your personal information, example, employment, emergency persons, home address and telephone numbers.

Intoxication Rule~

If a parent or someone else arrives to pick up your child and is visually intoxicated, smell of alcohol or is under the influence of a controlled substance, Giggles will do one of the following:

- 1) Suggest that someone else drive
- 2) We will call the local police

The child will not leave with the intoxicated person or if the person is under the influence of a controlled substance.

Reminders~

Please remember to sign in and out your child(ren) .

Please provide one complete change of clothes for your child.

Please label all of your child's belongings.

Please check your mailbox and child's art box daily or every Friday.

From time to time, you may see that your child's folder is empty or there isn't really much in there. We display your child's work in their classroom for 2-3 weeks before we send them home.

When dropping off and picking up your child, please **LIMIT YOUR CONVERSATION WITH THE STAFF**. This is an interruption and takes the attention away from the children. If you need to, you can make an appointment with your child's teacher. Also, please remember that when you drop off or pick up your child, classes are still going on, including the front. Please enter and exit quietly.

Parents are expected to provide diapers, pull-ups, training pants, wipes, etc., if the child is not potty trained

Giggles has a complete "Open Door" Policy, which allows a parent to drop in at anytime or sit in and observe. However, we ask that you schedule these times appropriately.

Due to the Jessica Lunsford Act, Giggles will not under any circumstance release your child to anyone that is not listed on the pickup sheet. Unless your 3rd party is on the pickup sheet, we will not accept any calls letting us know that your child will be picked by your 3rd party. This for your child's safety. There is a form you can fill out and either fax or fill it out at the daycare.

If your back up person or 3rd party person is already on your pickup sheet, you can call us to let us know about that person coming to pick up your child, however you still need to call the Center if you plan on having your back up person pick up your child that day. Please have your back up person bring his/her ID. We will make a copy and place it in your child's folder for future pick ups.

Please dress your child appropriately for the weather, indoor and outdoor play and arts and crafts.

Please remember to call when your child is not going to be in attendance for the day or if you are going to be late.

The latest time that you can drop off your child at the Center is 10:00am. The only time we will except your child that day after 10:00am is if they have a doctor or dentist appointment. Arriving after 10:00am disrupts the other students, confuses the child- throws their schedule off, and they miss their hands-on education part of the day.

All late fees are in effect for late pickups and late tuition payments.

For Before and After School Students- there is also a fee if we go to your child's school for pick up and he/she is not there.

Please wear close shoes- toe and heel must be closed (no open toe & heel shoes, EX. Flip flops, sandals will be permitted). The entire foot has to be covered, with no holes or slits.