



Policies and Procedures Summary

- All children that wish to enroll in our program must submit a \$50.00 registration fee along with their application. This process will automatically place you on our waiting list and you will be the first person called to give the option to begin enrollment when a space is available. Should there be no waiting list you may enroll immediately and the fee will serve to process your paperwork. No children will be allowed to attend without an updated **Emergency Contact** every 6 months.
- All staff undergo a background clearance through the department of public welfare, the state police, and the FBI. In addition, all staff hired as Senior Teachers must currently hold a 4 year degree in early childhood education or a related field. All other teachers at the minimum must be enrolled in a Child Development Associates program or higher. All staff receives 28 credit hours of training each year.
- Tuition can be paid on a weekly, monthly, or yearly schedule prior to service (Tuition Box is located on the first floor just inside of the door or upstairs above the check in computer--suggestions can also be given in these boxes). Please see our fee schedule. A parent can withdraw their child at any time as long as they give two weeks notice. Failure to give notice will result in you being charged for two weeks. We reserve the right at any time we feel it is necessary to dismiss a child.
- Toys from home are not permitted due to potential safety hazards.
- If you are scheduled on a day that we are closed (ex: holiday or snow day) or if your child is sick, this does not change your tuition payment amount. If you are enrolled part time you can schedule an alternate day if there is one available in that same week. If you are enrolled **full time** you can earn vouchers for prompt payments. We do not give vacation days (No charges for the week of the 4th of July).
- As a Learning Center it is our goal to provide a supportive environment that will instill in our children **positive values** such as **respect for others, compassion,** and good **communication** skills in order to allow each individual to achieve their **unique** full potential.
- If at any time you choose to disenroll it must be for a minimum of 3 weeks (2 weeks notice must be given). If you would like to re-enroll, you must submit payment for registration. (Summer withdrawals: your registration must be paid at disenrollment to ensure your space at re-enrollment.)

We value using **Positive** reinforcement and **minimal** time out.

“Children are a candle to be lit, not a cup to be filled.”

- In the event of any accidents or injuries all of our staff in trained in CPR & First Aid. Our closest hospital is St. Luke’s, Quakertown. Our closest fire department is Springtown Fire Department. We do practice fire drills monthly and have a disaster plan with alternate shelter at Springfield Elementary School or the fire hall. We also practice a weather drill yearly.
- We will administer medication; however it must be given in the original container and we must have written permission. All children are required to receive a **Health Assessment** yearly @ the minimum or as recommended by the AAP. Immunizations are also suggested to be followed by the American Academy of Pediatrics. **All Health Assessments must be completed within 60 days of enrollment or the child may not attend until it is completed.**
- Children with a fever of 101.4 are considered to be contagious. All children should be fever and symptom free (Diarrhea, vomiting) for 24 hours prior to returning to child care.
- All children will receive a report daily as to their activities. Parents are suggested to use the space on these forms to aid in communication with their teacher. Parent teacher conferences will be offered 4 times per year or greater. Children will receive observations monthly. They will receive a minimum of 4 evaluations that are shared with parents per year.
- Please use our loop when parking. Do not block cars as to stop the flow of traffic and do not park on the neighbor’s side or directly in front of our steps (parking guidelines posted in foyer).
- If a child requires medication while in our care, the parent/guardian must give written consent on a medication log form. The medication must be in its original container labeled with the child’s name, the medication name, the date filled, the prescriber, the expiration date, and instructions (dose, frequency, method, etc.) for use. **If any of these are missing, we will not be able to administer any medication.** Whenever possible, request a medication schedule that does not involve the administration of medications while at Tiny Tots. **Medications, creams, ointments MAY NOT be left in backpacks!**

This is a summary of our policies and procedures a complete parent manual is available at: tinytotslc.com If you wish to have a printed version please tear off at the dotted line and fill in your family name: _____ submit to office. Thank you.