

PARENT HANDBOOK



TINY SCHOLARS
DAYCARE

Hours of Operation: 6:00 a.m. – 6:00 p.m.
Email: TinyScholarsDaycare620@gmail.com
Owner: Mrs. Tonya Robinson

25507 Ecorse Road
Taylor, Michigan 48180
tinyscholarsdaycare.org
(313) 444 -1377

A Subsidiary of McDowell Enterprises LLC



Welcome Parents

Dear Parents,

Welcome to Tiny Scholars Daycare! We are so excited and honored to have your children join us and be part of our growing family. Our staff is committed to providing a safe, care, caring, and nurturing environment for your children to learn and grow. We understand that leaving your children in the hands of another can be difficult, and we want to make sure that you feel comfortable with the care that they receive.

Our highly trained staff is passionate about working with children and providing them with the best possible care. We are dedicated to creating an environment that is both fun and educational, where your children can explore, learn, and develop in a safe and stimulating environment. We look forward to working with you and your family, and we can't wait to get to know you and your children better. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for choosing our daycare. We are so eager to have your children join us, and we look forward to a wonderful year ahead!

Sincerely,

Tonya Robinson, Tiny Scholars Daycare Owner

PURPOSE OF PARENT HANDBOOK

The purpose of this handbook is to facilitate a greater understanding between us, we have created this handbook. It covers the childcare philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

PHILOSOPHY AND VISION STATEMENT

Tiny Scholars Daycare is a child and parent friendly daycare center dedicated to helping each child develop, learn, and grow, through play, creativity, and academics. Our goal is to provide a childhood experience filled with adventure, investigation, exploration, and friendship. We are committed to creating a program where families and children feel at home and part of a warm, safe, and supportive community. We believe ideally that children flourish best in an environment with their parents and will therefore prioritize showing love, attention, and care to every child *in loco parentis (in place of the parent)*. We highly encourage parent participation as much as possible and will seek every opportunity to keep parents informed of daily activities, routines, and achievements in academics. We believe that collaboration between parents and teachers helps to enhance the overall development of children, while promoting a sense of belonging and a love for learning.

We further believe that every child is a unique individual and should be treated as such. From newborn to school-age, each child will be valued and provided a well-rounded educational program that focuses on their physical, emotional, social, and intellectual development. Our teachers and staff are committed to a holistic approach in teaching. Our teachers will skillfully perform the required duties to effectively instruct young children with patience and communication skills and adjust teaching methods to meet their different learning styles. As we look to the future, our goals for children are to develop critical thinkers, who have the necessary functioning skills to be academically successful, and willing to continue their educational experiences with enthusiasm and confidence. We want children to not only be successful in their future academic career, but to look back at their experiences with a sense of fondness for their time spent at Tiny Scholars.

TINY SCHOLARS adhere to its philosophy that every child deserves to be loved, treated with respect, and treated equal. We are dedicated to the social, emotional, and physical development of your child. Our program provides a safe, loving, and caring environment where all children will thrive. Our small size classrooms give students that one-on-one attention they need to learn and grow. Come take a tour and meet our amazing staff.

MISSION STATEMENT

The mission of Tiny Scholars Daycare is to provide the highest quality care with exceptional early education through a child-centered and holistic approach. Our comprehensive early childhood program is designed to meet the individual needs and interests of each child from their physical growth to their cognitive development. We offer a safe and stimulating space where children can learn, discover, and develop. We are dedicated to laying a solid foundation for lifelong learning by encouraging and combining academics with play, creativity, problem solving, and critical thinking. All children are valued, respected, and celebrated through driven engagement.

PAID HOLIDAYS

Parents, please respect the holiday schedule. Please make sure you mark your calendars for each day we have scheduled. You are still responsible for payments for the week of a holiday that we are closed. No credit will be given. TINY SCHOLARS will be closed all major holidays:

- New Year's Day
- Martin Luther King's Holiday
- Memorial Day
- Juneteenth (June 19th)
- Independent's Day (July 4th)
- Labor Day
- Thanksgiving Day (2 DAYS)
- Christmas (3 DAYS)

If the holiday fall of a Sunday, we will be closed that following Monday.

The parents must pay for all holidays listed above if it falls within your normal payment schedule before the daycare is closed to avoid a late fee.

COMMUNICATION

Communication is very important to us. When we accept a new family into TINY SCHOLARS Corporation, we like to be sure that we can share openly any concerns or question that may arise. It is important that there is a similar childcare philosophy between us. Parent communication is important for the development of your child. Please keep us informed of any problems you may be having at home that could affect how your child acts or behaves at daycare such as the child's life such as changes in routine, special events or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. We will keep you informed of any issues as well. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Drop-off and pick-up times are generally not a good time for childcare discussions.

You may call, email, or text us at any time. If we are unavailable, we will get back to you as soon as we are able to. We utilize a variety of methods to keep you informed such as text messaging & the Wonderschool App. We invite you to share with us in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you may have.

INCLUSION STATEMENT

In compliance with state and federal regulations, applicants are considered without regard to race, color, national origin, creed, religion, gender, disability, or handicap. TINY SCHOLARS Daycare will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner that does not discriminate against any child, parent or family based on race, color, religion, national origin, sex, or handicap. We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

TINY SCHOLARS Daycare does not discriminate against persons with disabilities based on disability including employment, transportation, public accommodations, communications, and access to state and local government programs and services. We agree not to discriminate against children based on disability and agree to provide all children with disabilities reasonable accommodations and an equal opportunity to participate unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

LIABILITY

Parent agrees to be responsible for any damages to TINY SCHOLARS LLC real/personal property or to the property of another child at the childcare caused by his/her child. Parents agree to repair or replace said property promptly. It is very important for parents to prepare us ahead of time about any behaviors that your child may exhibit.

PHILOSOPHY AND BACKGROUND

All our staff have undergone background checked, hold a current Infant and Child CPR and First Aid Certificate, and have taken child-related educational workshops in preparation for running this daycare. We provide part time and full-time care for children ages newborn to 13 years old. Please know that we put the same amount of attention into each and every child entrusted into our care. We are excited to help your children learn the necessary skills they will need to succeed in life and provide them a safe, loving, and comfortable atmosphere in which to do so.

We believe family childcare in a “home like” setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family childcare offers a home away from home, providing children with “siblings” of all ages, to play, socialize, and learn from. Our goal in providing quality childcare for your child is to provide:

- A safe environment
- A nurturing environment
- A learning environment

HOURS OF OPERATION

Normal hours of operation are 6:00 a.m.-6:00 p.m. Monday-Friday with the exception of closings as referred to below. In the event of unanticipated situations such as, but not limited to, extended power outages, no water, widespread illness, and/or extreme weather conditions (tornado, flood, and/or severe snowstorm) childcare will be closed. TINY SCHOLARS Corporation will following the same winter weather advisory school closing as Wayne County. Parents will be notified via Wonderschool, Fox 2 News, or text messages. We will attempt to give as much notice as possible if this needs to happen. Your specific hours will be outlined in your Contract and Fee Agreement. You are still responsible for paying all fees for your contracted days regardless of whether you come or not. Your fee is based on if your child is enrolled full-time or part-time as indicated in your contract and TINY SCHOLARS Corporation is open. Late fees will also be charged for pick-ups past your agreed upon times. If you are going to be late, please text or call to let us know.

PARENTS & TEACHERS CONFERENCES

There will be three parent-teacher conferences a year, September, January, and June. When children are enrolled, they will be given an assessment to measure their academic growth and to place them with the best teacher possible. The teacher will sit down with the parents to go over the results of their assessment and to explain the purpose of such an assessment. The assessment will be given every three months after and the final one in June. It's our job to make sure that your child is learning and thriving, and we want to share all their accomplishments during those times. There will also be a parent meeting for those parents whose kids will be transitioning from our infant room to the toddler room, and from our toddler's room to the early preschool classroom. This will allow the parents to meet their child's new teachers and to ask questions.

PARENTAL INVOLVEMENT

There will be time and ways you can get involved in your child's childcare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Helping your child at home with the concepts we are studying
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties
- Donations of craft supplies
- Fundraisers

DEVELOPMENT OF SKILLS

Gross/Fine Motor Skills

Children will develop both gross and fine motor skills through activities such as:

- * Dancing
- * Games
- * Outside Play
- * Cutting
- * Painting
- * Coloring
- * File Folder Activities
- * Hopping
- * Pretending or Make Believe
- * Taking Walks
- * Pasting
- * Writing
- * Finger Play
- * Puzzles

Cognitive Skills

Children will learn sequencing, pre-writing classification, visual/object learning, language, math and science skills through the use of:

- * Books
- * Poems
- * Discussion
- * Songs
- * Puppets
- * Field Trips
- * Flannel Stories
- * Finger Play
- * File Folder Activities
- * Science Activities
- * Food Experiences

Health/Safety/Social

Children will learn health, safety, and social skills through the use of:

- * Food Experience
- * Books
- * Art
- * Multi-cultural themes
- * Classroom visitors
- * Puppets
- * Dramatic Play

Pre-School and Pre-K objectives provide opportunities for each child to experience growth in:

- Physical Knowledge
- Social Knowledge
- Classification
- Excessive language plot extension
- Fine Motor
- Dramatic Play
- Gross Motor
- Copy Specifies
 - Shapes
 - Numbers
 - Colors
 - Alphabets
- Spatial Awareness
- Properties

MEALS

Breakfast:	7:00 a.m. – 8:30 a.m.
Lunch:	12:00 p.m.
Snacks:	10:00 a.m. and 3:00 p.m.
Dinner:	3:00 p.m. – 5:00 p.m.

- We have a nutrition plan in place that follows the guidelines of The Association for Child Development (ACD) Food Program. We believe healthy eating is important for children. Children in care are fed nutritionally on a daily basis – breakfast, am snack, lunch, pm snack and dinner. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. Please let me know if you do not wish your child to have these foods. No food, drink, or candy from home will be allowed and any that arrives will be thrown out. We require parents of infants to provide formula or breast milk until the child is drinking whole milk.
- Some examples of the healthy food we serve at mealtime include:
 - Breakfast – fruits, whole grains, and milk
 - AM Snack/PM Snack – two of the food groups
 - Lunch/Dinner – protein, whole grains, fruits, vegetables, and milk
- You are responsible for feeding your child at home if you will arrive at childcare after a mealtime.
- Children that have a special diet will need a doctor’s statement, **NO EXCEPTIONS!**
- Liquids and Foods hotter than 110 degrees are kept out of reach of children.
- **Children with dairy or milk allergies must have a note stating they are allergic to dairy or milk products.**
- Parents that breastfeed a designated private nursery room is available for you to express your milk or feed your child.

RATIO

At Tiny Scholars Daycare, we maintain the following staff-to-child ratios at all times in our classrooms:

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>
2 weeks to 2 years	1 staff for every 4 children
2 years	1 staff for every 6 children
3 years	1 staff for every 8 children
4 years	1 staff for every 12 children
5 years to 10 years	1 staff for every 15 children
10 years and over	1 staff for every 20 children

Children of different age groups may be combined if the following guidelines are followed:

- Infants are never combined with children over the age of 18 months, except in certain circumstances (e.g., at open or close of the center, if children are siblings).
- Children 18 to 24 months may be combined in a classroom with children two years of age, as long as the ratio of 1 to 4 is maintained.
- Children 2 years old may be combined with children who are 3-5 years old as long as the ratio of 1 to 6 is maintained.

- Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the majority of the children in the group.

During naptime, at least **one** staff member shall be present in every room where children are sleeping and/or resting. Staff- to-child ratios can be reduced to one staff member per room where children are resting for a period not to exceed one hour. Staff should remain in the center so, if needed, they can assist in a classroom.

Volunteers such as high school students (at least 16 years of age), college students, parents, or retired individuals may be used to meet staff-to-child ratios.

***Ratios must be maintained at all times, including when emergency procedures are in effect.**

DAILY ADVENTURES

6:00 a.m. – 7:00 a.m.	Arrivals/Bathroom/Resting of bodies.
7:00 a.m. – 7:10 a.m.	Bathroom Time (Washing Hands)
7:30 a.m. – 8:30 a.m.	Breakfast Time
8:30 a.m. – 9:00 a.m.	Bathroom (Brushing Teeth)
9:00 a.m. – 9:45 a.m.	Circle Time (Learning Songs & Dance)
9:45 a.m. – 10:15 a.m.	Table Time (Educational Learning Centered Time)
10:15 a.m. – 10:15 a.m.	Bathroom Time (Washing Hands)
10:30 a.m. – 10:50 a.m.	Snack Time (AM)
10:50 a.m. – 11:00 a.m.	Wash Hands
11:00 a.m. – 12:00 p.m.	Free Play/Outdoor times may vary for infants (45 minutes a day)
12:00 p.m. – 12:20 p.m.	Bathroom Time (Washing Hands)
12:20 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 1:15 p.m.	Bathroom (Washing Hands)
1:15 p.m. – 2:45 p.m.	Quiet Music / Nap Time
2:45 p.m. – 3:00 p.m.	Bathroom (Washing Hands)
3:00 p.m. – 3:15 p.m.	Afternoon Snack
3:15 p.m. – 3:30 p.m.	Bathroom (Washing Hands)
3:30 p.m. – 4:00 p.m.	Free Play / Outdoor time times vary for infants (45 minutes a day)
4:00 p.m. – 5:00 p.m.	Dinner Time for school agers
4:30 p.m. – 4:45 p.m.	Bathroom (Washing Hands)
4:45 p.m. – 5:00 p.m.	Constructive Learning (Puzzles, Play dough, dramatic and manipulative play)
5:10 p.m. – 5:30 p.m.	Bathroom (Washing Hands)
5:30 p.m. – 6:00 p.m.	Free Play / Outdoor times vary for infants (45 minutes a day)

After School Daily Activities

3:00 p.m. - 3:30 p.m.	Welcome back school kids!
3:30 p.m. - 4:15 p.m.	Homework assistance
4:15 p.m. - 5:00 p.m.	Dinner
5:00 p.m. - 6:00 p.m.	Free Play/ Outdoor time (Depending on the weather), Goodbye.

Late Pick-up is \$5.00 for the first five minutes and \$1.00 per additional minute thereafter when picked up later than the time stipulated in agreement.

ADMISSION AND WITHDRAWALS

All forms must be filled out by a parent or a legal guardian and turned in to either the director or the assistant director before your child can attend the daycare. Some of the information is especially important to the safety of the children and staff.

That information includes:

- Allergies & special information
- Up to date immunizations (Yearly)
- Medical treatment information
- Emergency contact information
- Court orders (If needed)
- Health Appraisal (Yearly)

It is **mandatory** that all children are checked in when entering the facility and checked out when leaving. It is the parent responsibility to sign in/out at the correct day and time each day and indicate if it's a.m. or p.m.

We at TINY SCHOLARS have the right to dismiss childcare at any time. Grounds for dismissal of childcare may include but not limited to:

- Causing negative, harmful, or adverse effect to other children or staff.
- Failure to make payment.
- Child/children constantly coming in sick causing others to become ill.

If we must dismiss you from childcare, you will not be refunded, and you will still be responsible for any unpaid days. If you choose to withdraw your child from TINY SCHOLARS, we require a two weeks' notice in writing. Failure to give proper notice will result in us billing you for continued weeks until proper notice is given. If you leave owing money TINY SCHOLARS will take legal actions against you in order to obtain funds owed. You will also be responsible for all court cost that occurs.

HEALTH AND ILLNESS POLICY

The State of Michigan is now requiring that an age-appropriate health appraisal be on file for each child enrolled within 30 days following admission. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described in the Childcare Immunization Standards handout in this packet. Parent/guardian must also complete a medical emergency form and update, as necessary.

In accordance with the Michigan State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family childcare home he/she will have limited interaction with other children to prevent spreading illness and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in childcare. We are sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include but are not limited to any of the following in the illness list that is attached.

Any of the following communicable diseases must also be reported to the division of public health:

<u>RESPIRATORY</u>	<u>GASTRO-INTESTINAL</u>
Covid	Giardiasis
Diphtheria	Hepatitis A
German Measles	Salmonellosis
Hemophilus Influenza Disease	Shigellosis
Measles (rubella)	
Bacterial (spinal) Meningitis	
Mumps	
Pertussis (whooping cough)	
RSV	
Rubella	
Tuberculosis	

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare. If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

MEDICATIONS

We can only administer medicine when we have written permission to for you. All medicine must be in its originally container and labeled with your child's name only. Prescription medicine must have the prescription on it.

MEDICATION ADMINISTRATION

1. A “Medication log” must accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days.
2. Prescription medicine must:
 - a. Be dated with in the past 30 days
 - b. Have child’s name printed clearly on the label
 - c. Have dosage amount and times
3. Prescription medicine must also be accompanied by a “medication log” which must include:
 - a. Date
 - b. Child’s name
 - c. Doctor’s name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered.
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed.
 - i. Date medication is to end.
 - j. Special directions, i.e. take before eating, etc.
 - k. Parent’s signature

ILLNESS LIST

Exclude children with these symptoms:

- Temperature of 100°F (99.00 under the arm) or higher without medication even if there has not been a change in behavior.
- Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs.
- Diarrhea: two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end.
- Blood in stools not due to change in diet, medication, or hard stools.
- Vomiting: two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration.
- Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom.
- Mouth sores with drooling.
- Rash with fever or behavior change.
- Pink eye (with white or yellow eye discharge), until 24 hours after starting antibiotic treatment.
- Scabies, until 24 hours after starting treatment.
- Head lice, until 24 hours after starting treatment.
- Tuberculosis

- Impetigo, until 24 hours after starting antibiotic treatment and sores are dry.
- Strep throat, until 24 hours after starting antibiotic treatment.
- Chickenpox, until all sores have crusted and are dry (usually six days).
- Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry.
- Pertussis, until completing five days of antibiotic treatment.
- Mumps, until five days after onset of glandular swelling.
- Hepatitis A virus, until one week after onset of jaundice, or as directed by physician.
- Measles, until four days after arrival of rash.
- Rubella, until seven days after arrival of rash.
- Cold sores if the child is too young to have control of saliva.
- Unspecified illness if the child is unable to participate in activities or the facility cannot provide care for this child and the other children.
- Hand, Foot, and Mouth, no open sores or blister.

This list is not all inclusive and is likely to change as we continue to learn of new symptoms that are developed over time. It is at the discretion of TINY SCHOLARS Corporation whether a child is allowed to attend care. If you have any questions that concerns any of the illness listed above, feel free to discuss with me.

NAP TIME POLICY

All children will be given the opportunity to take a scheduled nap during the day. Any child who does not take a nap will be allowed a quiet rest time instead.

INFANTS & TODDLER

Diapers, baby wipes, formula and baby food are the responsibility of parents to bring. There will be such items on hand for **emergencies only**, if it becomes a consistent issue there will be a charge assessed to your childcare account. Also, please bring two sets of extra clothes in case of an accident.

CLOTHES

Parents are asked to bring an extra set of clothing for your child in case of an accident or spill. Please remember to change clothes out in accordance with the change of seasons. Please dress your child(ren) for the weather. We go outside daily if it's not raining or extremely cold. We do art and exploring which may be messy, please do not send your child(ren) in their best clothes.

FOOD SERVICE/NUTRITION

Meals will be prepared by the staff. Menus are planned in advance. TINY SCHOLARS does not serve meals that contain Pork or lamb or peanuts.

CULTURAL COMPETENCE PLAN

We value you and every child's unique differences. Our program has a commitment to respecting all children and families' diverse and cultural needs. Tiny Scholars' goal is to provide a supportive early learning program that respects home culture and promotes and encourages the active involvement of the traditional family, extended family, and the non-traditional unit. To ensure all children and families of different cultures and ethnicities are respected and valued our program provides the following:

- Baby dolls with various skin colors and facial features.
- We do encourage families to share their individual holiday traditions.
- Books, pictures, materials, and dress up clothes that reflects various cultures of the children.
- Posters, songs, and language include simple words from the cultures of the children.
- Curriculum focuses on the factors that make us different such as, skin color or language.
- Family structure such as, dual parent families, single parent families, same sex parents, grandparents, etc., are reflected throughout the curriculum in stories, pictures, and discussions.

DISCIPLINE POLICY

TINY SCHOLARS does not use any form of mental or physical discipline. Our belief is that children must learn that conflict is natural and it's okay to be up-set at times. However, our goal is to teach them better conflict resolution methods to make sure that every child in our care is safe.

INFANT

- Verbal redirection/distraction example simply talk to the child

TODDLERS

- Verbal redirection/distraction
- Reasoning with the child; example "if you run into building you can fall and hurt yourself"
- Timeout
- Call to parent

SCHOOL AGE

- Verbal redirection/distraction
- Timeout
- Call to parent

WE DO NOT USE THE FOLLOWING MEANS OF PUNISHMENT.

- Hitting, spanking, shaking, biting or any form of corporal punishment
- Restricting a child's movement by binding or tying
- Inflicting the mental or emotional punishment
- Depriving a child of meals, rest, or toilet use
- Confining a child in an enclosed area

If the child continues to have behavioral issues in which they continuously be removed from other children, we will take other steps. You will be called in to talk with the center director and staff to help come up with solutions in handling the behavior issues. If you received three warnings, and none of the steps help the child's behavior problems, we may try cutting back the child schedule to see if that helps. If the problem continues, we may ask you to withdraw your child upon review of the case. **We cannot allow children to stay in our program that is physically or verbally abusive towards teachers and other children.**

INTEGRATED PEST MANAGEMENT (IPM)

Pesticides are powerful tools for controlling pest. However, pesticides need to be used carefully and judiciously, especially when used in sensitive areas used children where present. Children are more sensitive than adults to pesticide. Younger children can have greater exposure to pesticides from crawling, exploring, or hand to mouth activities.

The EPA recommends that daycares use integrated pest management (IPM) to reduce pesticide risk and exposure to children. Put simply, IPM it's safer and usually less costly option for effective management in school community. A school IPM program uses common sense strategies to reduce sources of food water and shelter for pests in your school building and grounds. An IPM program takes advantage of all pest management strategies, including did you dishes and careful use of pesticides when necessary.

Since children spend so much of their day at school, integrated pest management provides an opportunity to create a safer learning environment -- to reduce children exposure to pesticides as well as eliminate pest. EPA is encouraging to school officials to adopt IPM practice is to reduce children's exposure to pesticides.

TINY SCHOLARS will provide a 48-hour advance notice prior to pesticide application. The notice will be posted at the entrance door and at the signing sheet. A second notification can be made by:

- A telephone call (will be made directly contacting a parent or guardian)

Liquid spray or aerosol insecticide applications will not be performed in any room of child care unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use

The toll-free telephone number for the National Pesticide Information Center is:
1-800-858-7358

PRECAUTIONARY POLICES

Our precautionary policies are customized for each room and are posted at the entrances. It is our responsibility to ensure the safety of all children and staff in our program and each policy is designed to provide a safe and nurturing environment for all of the children in the program. To prepare the staff, we have planned for a wide range of emergency and disaster situations, and each policy explains the basic steps that will be taken to protect the children and staff in our facility.

An accident is a situation that has brought them to a child or staff member. An emergency is an unforeseen situation that may not be safe or nurturing to the children or staff in our facility which may alter the schedule in some way. The fire and tornado drills are self-explanatory. Closing the center may be the result of these emergencies and if so, you will be immediately notified. Other reasons for closing to center may be problems with the building, and orders from the disease control. Drills will be done monthly with children. In case of adverse weather conditions, they may cause the center to be closed, it will be announced on your local radio and television stations.

TUITION COST

Tuition below is based on a weekly flat rate

Fulltime (30 – 40 hours)	Full-time	Part- time (less than 30 hours a week)
	Full-time	Part-Time
Newborn – 2 ½	\$370	\$295
3- preschoolers	\$340	\$260
6 years old and up	\$250	\$210

RATE INCREASE

The provider retains the right to increase rates annually and parents will be notified no less than 30 days in advance for which the new rate will become effective.

Parents any 3–4-year-old that is not potty-trained will be charged the full-time rate of \$370.

Fees

There will be a one-time \$100 **non-refundable** registration fee upon enrollment for a single child and a \$155 **non-refundable** registration fee for a family. There will be a yearly \$40 **non-refundable** registration fee for any latch key child if not attending in the summer or when is school is out. If you disenroll your child & re-enroll again you will have to pay another registration fee with a \$10 discount.

Yearly equipment fee: \$70.00 per child, \$40.00 per additional child. New parents will have (30) days after enrolling their child(ren) to pay the equipment fee.

Payments are due the week stated in your contract. Late payments will result in a **\$50 late payment fee**.

There will be a **\$40.00 fee for any returned checks**, plus any bank charges that will be added to your account.

(3) Late or partial payments will result in your child being disenrolled

I have read this page and I fully understand the weekly rate and fees

Sign: _____ Date: _____

We reserve the right to raise childcare rates from time to time to keep up with cost. There will be a 30-day notice given to parents before increase.

Parents who receive DHS services will be responsible for paying for the first week of childcare in advance, and week(s) after until your case is turned on. Payments made by parents will be reimbursed, excluding your out-of-pocket difference.

It takes DHS (45) days to put children into the systems, you will be responsible for the additional amount of childcare that is not covered by DHS. You are responsible for getting all the necessary forms to your DHS worker. If DHS denies you or terminate your case before or after payments are received, then you are responsible for paying for that week of childcare and any other days/weeks that the child attended the daycare.

DHS is not responsible for late paperwork. _____ Initial.

Late pick up is \$5.00 for the first ten minutes and \$1.00 per additional minute thereafter when picked up later than the time stipulated in agreement. _____ Initial.

Parents that go over their designated hours of care will accrue an out-of-pocket hourly fee. _____ Initial.

I give, TINY SCHOLARS, consent to give my child Tylenol or non-aspirin medication if he or she is running a fever and cannot reach me immediately: Yes ___ No ___, _____ Initial.

Absences of two weeks without explanation are considered withdrawals and you will still be responsible for those two weeks of payments _____, _____ Initial.

I, the parent or guardian have had the opportunity to review TINY SCHOLARS parent's handbook and acknowledge that I understand the contract in which I am signing.

Signature: _____

School agers: My child is in good physical heath _____ Initial

Please complete the following and indicate.

	Time In	Time Out
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If you choose to withdraw your child from TINY SCHOLARS, we require a two weeks' notice in writing. Failure to give proper notice will result in us billing you for continued weeks until proper notice is given. If you leave owing money TINY SCHOLARS will take legal actions against you in order to obtain funds owed. You will also be responsible for all court cost that occurs. _____
_____ Initial.

I agree to pay: Weekly _____ Bi-weekly amount agreed \$ _____ _____ Initial.

Promissory Note

I _____ parent or guardian of
_____ agree to pay my childcare tuition in the amount of
\$ _____ to Tiny Scholars. If at any reason I fall behind in my child
Care tuition after my second verbal warning that will be documented by owner(s) they have the
right to dis-enroll my child/children and take me to court for all monies owed. If Tiny Scholars
should reach this point I am aware that I will be responsible for all legal and court fees.

I have read the above statement and understand exactly what it states.

Parent/Guardian Signature

Date

Payment Arrangement(s)

Amount Owed: _____

Parent/Guardian Initial/Date _____

Date: _____

Amount to be paid: _____

Date: _____

Amount to be paid: _____

Date: _____

Amount to be paid: _____