

Little Learners



Introduction & Brief Overview

Thanks for your interest in Little Learners Preschool! This is an early childhood learning place that will be full of joy and learning! Class size is nice and small for lots of attention to your little one:)

Once you've read over everything and plan on admitting your child into this school, please return signed policy documents, waivers, emergency and personal information. There will be trimester (fall/winter, winter/spring, and summer) and 12-month (year round) contracts available. Enrollment will be available throughout the year, with commitment through designated dates of contract. Please keep that in mind when deciding on a school for your child. If early pull out of your child OR change in hours/days is necessary, please give 30 days notice, so I can offer space to another family and be able to send your child off in a meaningful way, or figure a way to adjust my schedule according to your needs--based on availability.

Monthly Fees and Options: (to be paid ahead of month)

	4 Days/ Week	3 Days/ Week	2 Days/ Week
All Day School M-TH 7:30 - 5:30 (10) hours	\$500/mo.	\$400/mo.	\$300/mo.
*After School Enrichment M-TH 12:00-5:30 (5.5) hours *Drop off only, I cannot pick up from school	\$300/mo.	\$250/mo.	\$225/mo.
Morning School Only M-TH 7:30- 12 (4.5) hours	\$225/mo.	\$200/mo.	\$175/mo.

- These are the hours. No other hours will be considered (ex: I only need care from 2:30-5:00 or 11-2, etc.)
- 10% discount for additional children of same parents

Extra Fees:

- Late Pick-Up, unplanned, after 5:30.....\$20
- Late Payment.....\$5/day late up to 5 days, more than 5 days: end service until payment received unless prior arrangements have been made.

There will be planned-ahead days off, so please plan each month accordingly using yearlong calendar (on website) Extended days need to be included in the contract, so we can plan our time.) An invoice will be emailed to you to pay 5 days before month begins. Every day payment is late after due date, a charge of \$5/day, will be added to that invoice. Failure to pay within 5 days after new month will result in ending services.

Daily Schedule

Daily Schedule

Morning Schedule

7:30-8:30 Free Play and Breakfast.

8:30-9:00 Learning Centers/Activity Choices

9:00-9:30 Circle Time

During Circle Time we will sing interactive songs, we will discuss calendar, weather and alphabet and number lesson.

9:30-10:30 Learning Centers/Writing/Art/Science/Exploration

Group or Individual Work with Teacher

10:30-11:00 Snack & Storytime

11:00- 11:15 Free Play/ Activity Choices

11:15-11:45 Outdoor Play

11:45 Goodbye to AM Preschoolers

Afternoon Schedule

12:00 Hello to PM Children coming from Kindergarten/

Lunch time

12:30-1:00 Free Play

1:00-1:30 Clean-up/ Storytime

1:30-3:30 Rest/ Quiet Time

3:30 Snack

3:45-4:45 Learning Centers, Writing, Art,Projects, Group/Individual work with Teacher

4:45-5:00 Clean up/ Get ready to go home

5:00-5:30- Outdoor Play(weather permitting)/ Goodbyes



Enrollment Form

Applying for:

- 4 Day AM 3 Day AM 2 Day AM
 4 Day PM 3 Day PM 2 Day PM Class
 4 Day Full Day 3 Day Full Day 2 Day Full Day

Child's Name: _____ Date of Birth: _____

Address: _____ City: _____ Zip: _____

Tuition Rate: _____ Class Schedule: _____

Mother/Guardian Name: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Email: _____

Employer: _____ Work Phone: _____

Father/Guardian Name: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Email: _____

Employer: _____ Work Phone: _____

Emergency Contact #1

Name: _____

Relationship: _____

Phone Number: _____

Emergency Contact #2

Name: _____

Relationship: _____

Phone Number: _____

Alternate Pick Up #1	Alternate Pick Up #2
Name: _____	Name: _____
Relationship: _____	Relationship: _____
Phone Number: _____	Phone Number: _____
Alternate Pick Up #3	Alternate Pick Up #4
Name: _____	Name: _____
Relationship: _____	Relationship: _____
Phone Number: _____	Phone Number: _____
<u>Health Information</u>	
Physician's Name: _____ Phone: _____	
Physician's Address: _____	
Allergies/Medical Conditions: _____	
Dentist: _____ Phone: _____	
<u>Additional Information</u>	
<u>Payment Responsibility</u>	
Please outline below whom is responsible for payment of tuition and fees. If there is a parenting plan in place that requires each parent to pay a certain amount or percentage of school costs, I need a copy of the part of the parenting plan that specifies this so I can assure it is followed correctly!	

SYMPTOMS OF ILLNESS NOTIFICATION

Note: If a child is put on antibiotics, the child must be on medication for a full 24 hours, and no longer contagious before returning to school.

Little Learners will only administer prescribed medication unless over the counter medication (including homeopathic therapy) is accompanied by a doctor's note.

DIARRHEA: Diarrhea that occurs twice (parent will be called for pick up). After the first bout of diarrhea the teacher will look for symptoms of flu, cold, etc. If symptoms are present after the first bout, parents will be called for pick up. Diarrhea that does not make it to the toilet, parents will be notified for pick up.

May return to school when the child has been diarrhea free for a period of 24 hours, and or if symptoms for cold, flu, etc., are no longer present.

FEVER: of 99.9 degrees or above taken under the arm or in the ear (add a degree if taken under the arm.) Parents will be Notified Immediately. Child's temperature will be taken two more times during the next 30 minutes. If the fever rises above 100.1 degrees, the parent is called to pick up the child within one hour.

May return to school only when child's temperature has been normal for at least 24 hours (without a fever reducing medication) and if all symptoms are gone or is no longer contagious per doctor's note.

CONJUNCTIVITIS/PINK EYE: Runny eyes, watery, yellow or green discharge. After being cleaned up once, if symptoms reappear, the child is sent home.

May return to school after a full day of antibiotics, and if symptoms are no longer contagious per doctor's note.

NOSE: ANY volume and continuous nasal discharge-clear, white, yellow, green and with other symptoms such as child is sent home.

May return after at least one full day following the day the child went home and when symptoms are gone completely

MOUTH: Sores, blisters, weepy or scaly, child is sent home.

May return after at least one full day following the day the child went home and when symptoms are gone and are no longer contagious.

SKIN RASH/SORES: Red, itchy, welts, circular, raised, ringworm OR any undiagnosed rash or sore on any body part, the child is sent home.

May return to school after at least one full day following the day child went home after. All symptoms are gone and only if sores are crusted over and dried and are no longer contagious per doctor's note.

VOMITING: Any vomiting, a child will be sent home immediately. May return after at least one full day following the day the child went home and when symptoms are gone and are no longer contagious.

ABDOMINAL PAIN: First complaint is observed. If it continues and increases in severity for the next 30 minutes, child is sent home. May return to school after at least one full day following the day the child went home and after ALL symptoms are gone and the symptoms are no longer contagious.

LICE/HAIR INFESTATION: (any sign of nits or eggs in the hair) child is sent home immediately.

May return after at least one full day following the day child went home and ALL signs of infestation are gone and are no longer contagious and per doctor's note.

RESPIRATORY: Coughing or sneezing, difficulty breathing, wheezing, child is sent home.

STIFF NECK: CHILD IS SENT HOME IMMEDIATELY!

CHILD IS BEHAVING ILL: Lethargic, sleepy, headache, stomach ache. Child is pulling the ear, or ear is draining or any other symptoms of an illness child is sent home.

** Any contagious serious illness does need a doctor's note stating the illness and return to school date. Along with my permission stating it is okay for the child to return. With the health and safety of all children as our top priority, if we do have anything contagious in the school we will monitor all children. Any children with symptoms will be notified and a doctor's note will be required to return.

May return after at least one full day following the day child went home and after ALL symptoms are gone and are no longer contagious per doctor's note.

** Myself and my staff have the right at any time we see fit, to send your child home if we see or think they might have an illness. We will then discuss at the time of pick up when your child may return symptom free.

Parent Signature:

Teacher Signature:

