**STATEMENT OF SERVICES**

**AND PARENT’S HANDBOOK**



***Updated August, 2019***

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Table of Contents

[OUR MISSION 6](#_Toc15691038)

[OUR PHILOSOPHY 6](#_Toc15691039)

[DIVERSITY 7](#_Toc15691040)

[GOALS 7](#_Toc15691041)

[COMMUNICATIONS 8](#_Toc15691042)

[HOURS OF OPERATION 8](#_Toc15691043)

[HOLIDAYS 8](#_Toc15691044)

[IN-SERVICE DAYS 9](#_Toc15691045)

[TUITION & COST 9](#_Toc15691046)

[DAILY RATES 10](#_Toc15691047)

[NON-SUFFICIENT FUNDS 10](#_Toc15691048)

[PARENTAL INVOLVEMENT 10](#_Toc15691049)

[PARENT-TEACHER COMMUNICATION 11](#_Toc15691050)

[CHILD ASSESSMENTS 11](#_Toc15691051)

[PURPOSES OF ASSESSMENTS 12](#_Toc15691052)

[FAMILY / TEACHERS CONFERENCES 13](#_Toc15691053)

[FAMILY MEETINGS 13](#_Toc15691054)

[DAILY SCHEDULE 13](#_Toc15691055)

[INFANT AND TODDLERS SCHEDULE 13](#_Toc15691056)

[PRESCHOOL SCHEDULE 14](#_Toc15691057)

[SIGN IN AND OUT PROCEDURES 14](#_Toc15691058)

[ARRIVAL AND DEPARTURES 14](#_Toc15691059)

[ADMISSION AND ENROLLMENT 15](#_Toc15691060)

[EMERGENCY PROCEDURES 15](#_Toc15691061)

[RESTRAINING ORDERS 15](#_Toc15691062)

[NON-CUSTODIAL PARENTS PARTICIPATION 15](#_Toc15691063)

[MEALS 16](#_Toc15691064)

[LIABILITY COVERAGE 16](#_Toc15691065)

[FIELDTRIPS AND TRANSPORTATION 17](#_Toc15691066)

[PHOTOGRAPHS & PUBLICITY 17](#_Toc15691067)

[CURRICULUM 17](#_Toc15691068)

[ILLNESSES AND A SICK CHILD 18](#_Toc15691069)

[SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM THE DAYCARE: 20](#_Toc15691070)

[DISEASES 20](#_Toc15691071)

[IMMUNIZATIONS and PHYSICALS 21](#_Toc15691072)

[BREASTFEEDING 22](#_Toc15691073)

[STRATEGIES FOR KEEPING YOUR CHILD HEALTHLY 22](#_Toc15691074)

[MEDICATIONS 23](#_Toc15691075)

[ALLERGIES 23](#_Toc15691076)

[ASTHMA 23](#_Toc15691077)

[DISCIPLINE and GUIDANCE 24](#_Toc15691078)

[EXPULSION POLICY 25](#_Toc15691079)

[PREVENTION OF THE EXPULSION OF CHILDREN 26](#_Toc15691080)

[DIS-ENROLLMENT 26](#_Toc15691081)

[PERSONAL ITEMS 27](#_Toc15691082)

[CLOTHING AND ATTIRE 28](#_Toc15691083)

[DIAPERS AND TOILET TRAINING 28](#_Toc15691084)

[PESTICIDES 28](#_Toc15691085)

[CONFIDENTIALITY/RELEASE OF INFORMATION POLICY 28](#_Toc15691086)

[REGULATION 28](#_Toc15691087)

[CLEANLINESS AND HYGIENE 29](#_Toc15691088)

[HAND WASHING 29](#_Toc15691089)

[FIRE DRILLS 29](#_Toc15691090)

[TOILET TRAINING 29](#_Toc15691091)

[SPECIAL NEEDS ACCOMMODATIONS 30](#_Toc15691092)

[CELL PHONES 30](#_Toc15691093)

[NAP AND QUIET TIME 30](#_Toc15691094)

[CENTER RULES 30](#_Toc15691095)

[INDOOR AND OUTDOOR PLAY 31](#_Toc15691096)

[BIRTHDAY CELEBRATIONS AND HOLIDAY PARTIES 31](#_Toc15691097)

[TRANSITION TIME 32](#_Toc15691098)

[STAFF 32](#_Toc15691099)

[REPORTING REQUIREMENTS 32](#_Toc15691100)

[REVISIONS TO THE HANDBOOK AND CONTRACT 33](#_Toc15691101)

[DISCRIMINATION 33](#_Toc15691102)

[Photography & Videography 34](#_Toc15691103)

[Electronic Check and Credit Card Payment Option 35](#_Toc15691104)

[Letter From the Director 36](#_Toc15691105)

[Letter From the Owner 37](#_Toc15691106)

[Contract of Payment Amount 38](#_Toc15691107)

[Verification Form for Online Access of the Parent’s Handbook \* 39](#_Toc15691108)

***Welcome to the Active Learning Center 4***

 *We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.*

***Please read this PARENT’S HANDBOOK before your child's first day. It’s meant to inform you of our policies and to answer likely questions. Please keep it handy for future reference. And always feel free to contact the Director with any additional questions****.*

## OUR MISSION

To continually provide our families with the best childcare by treating children, parents, and employees with fairness and respect, and by providing children with a comfortable, nurturing, and safe environment.

## OUR PHILOSOPHY

We believe that parents want the best for their children and the peace of mind that their childcare provider is doing just that. We believe that all children are unique individuals and deserve unique attention to ensure they realize their greatest potential for success. We have dedicated our efforts to obtaining the highest quality resources, training, and amenities to provide exceptional childcare in an enriched, safe, secure, and loving environment. Our programs are geared towards building character, self-confidence, self-esteem, and school readiness while giving your child a strong foundation to experience life challenges.

Children here are encouraged to be children; we do not believe they are small adults. The individual progress, growth, and development of every child are important to us. The environment at the Center promotes learning while having fun during the process. Through a mixture of hands-on experiences, group activities, and individual play, our children develop the intellectual, social, emotional, and physical skills necessary for all aspects of life and growth.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Active Learning Center 4 would be glad to address any of your questions or concerns. Once again, welcome!

We believe…

• That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.

• That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.

• That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.

• That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.

• That parents contribute to and enhance the quality of care offered at Active Learning Center 4

##  DIVERSITY

Active Learning Center 4 welcomes those of diverse faiths, ethnic origins, and race. While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child’s unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Active Learning Center 4

• Our BEST OF CARE form encourages families to share their home traditions with us.

• We collaborate with First Things First currently we have a 3-star rating and the State of Arizona DES to ensure that families can receive tuition assistance and participate in a high-quality program.

• We collaborate with First Things First® and Quality First® to ensure that children with varying abilities have the best resources available to them to meet their needs.

• We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.

• Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned area.

## GOALS

The following are the basic goals for the children who are in our care:

*Emotional:*

* to become independent and learn to be in control of their emotions
* to be able to express and deal with the emotions they have
* to learn how other’s express and deal with emotions
* to develop empathy with others

*Social:*

* to be able to interact effectively with others, regardless of perceived differences
* to be able to respect others and the property of others
* to be able to function well in a group setting
* to be able to understand why they should cooperate with others
* to be able to develop meaningful friendships

*Physical:*

* to develop large and small motor skills
* to learn the importance of good nutrition and good hygiene
* to develop lifelong, healthy habits

*Intellectual:*

* to develop a lifetime love of learning
* to learn observation and discussion skills
* to build a love for reading
* to build upon natural curiosity
* to develop the foundation needed to advance in the primary grades

## COMMUNICATIONS

Good communication is of the utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is a similar child-care philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private at a mutually beneficial time.

## HOURS OF OPERATION

The Active Learning Center 4 provides child-care Monday – Friday from 6:00 am – 6:00 pm. to meet the needs of working parents. We provide care for children ages from birth through 12 years old. It is important that all children are picked up on time. There is a $1.00 per minute per child late pickup charge. Continued late pickups will result in termination of services.

## CENTER CLOSED DAYS

We will be closed on the following days:

* January 1st News Years Day
* May Memorial Day
* July 4th Independence Day
* September Labor Day
* November Thanksgiving Day
* December 24th Christmas Eve (We close at 2:00pm)
* December 25th Christmas Day
* December 31st New Year’s Eve (We close at 2:00pm)
* Dates to be determined Two (2) Professional development Days

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday.

Tours of The Active Learning Center IV are given between 8:00 am and 3:00 pm Tuesday through Thursday by appointment only.

## IN-SERVICE DAYS

It is important for the staff to have time to learn more about new ways to better teach children, gather information from a guest speaker, or attend a conference, etc. To accomplish this, we include two (2) Professional Development days. One at the end of Winter (March or April) and at the end of Summer before the start of the new school year. The center will be closed to children on these days. Tuition is expected.

## TUITION & COST

A one-time NON-refundable administration fee of $75.00 per family.

There is also an enrollment registration fee of $75.00 per child due at enrollment. (This payment may be made in installments but must be paid in full within 3 weeks of enrollment). This registration fee will be renewed each year in October.

Weekly tuition is due in advance before services are rendered. A late fee of $30.00 will be added to all past due balances. To provide the very best of care for our children all parents are expected to keep their balances current. If you terminate childcare services and are gone more than 90 days and wish to return to The Active Learning Center 4, you must pay a $25 re-application fee. Each parent when enrolling must pay an amount equal to one week’s childcare as a last week of care security deposit. This payment may be made in installments but must be paid in full within 3 weeks of enrollment.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

Parents who are receiving DHS child-care assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for DHS billing. Upon our receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay us your DHS co-pay each month. Rate may vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies us otherwise.

## DAILY RATES

## DAILY RATES

***Ages Full Day Half Day***

**Birth-One Year $62.00 =$310.00 /Wk. $52.00 =$260.00 /Wk.**

**1 -2 Years $57.00 =$285.00 /Wk. $49.00 =$245.00 /Wk.**

**3 - 6 Years $50.00 =$250.00 /Wk. $44.00 =$220.00 /Wk.**

 **6 - 12 Years $45.00 =$225.00 /Wk. $38.00 =$190.00 /Wk.**

**School Program**

**Before or After School $30 per day**

**Before and After School $25 per day**

**These rates are effective as of August 1, 2019**

**We also accept DES payments. First Things First Scholarships.**

**We offer a 10% family discount for additional children within the same family.**

## NON-SUFFICIENT FUNDS

There is a $ 35.00 charge for checks returned unpaid (i.e. non-sufficient funds). The Active Learning Center 4 reserves the right to request future payments in cash, money order, or cashier's checks after any instance of Non-Sufficient Funds.

## PARENTAL INVOLVEMENT

We encourage parents to be involved in their child's development and learning. Parents may visit the daycare at their convenience and they are also invited to special events. We maintain an open-door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

There will be times and ways you can get involved in your child's daycare 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
* Coming and talking about your job, when asked
* Helping your child at home with the concepts we are studying here
* Helping your child prepare for "Show and Tell"
* Helping to provide treats or other items for our parties

We encourage our families to get involved with Active Learning Center 4 in a variety of ways. From Parent / Teachers conferences to volunteering to special events, there are many things you can do to strengthen your and your child’s connection to the Center.

## PARENT-TEACHER COMMUNICATION

Our teachers provide a window into your child’s day and experiences at the Center. Your child’s teacher will communicate with you daily concerning your child’s experiences at the Center. We know our parents have busy schedules, but please set aside time to talk with your child’s teacher each day.

Proper communication between our parents and the teachers and staff of Active Learning Center 4 is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record (Blue Card).

We need to be informed ASAP of any of the following changes:

• address and/or phone numbers, or e-mail address

• parent/guardian employment,

• health/immunizations up-dates, or;

• other pertinent information related to your child.

The teachers and the director are very interested in your child’s individual needs. Feel free to talk with them about any questions and concerns regarding your child.

## CHILD ASSESSMENTS

The assessment of young children’s development and learning has recently taken on new importance. Private and government organizations are developing programs to enhance the school readiness of all young children, especially children from economically disadvantaged homes and communities and children with special needs. These programs are designed to enhance social, language, and academic skills through responsive early care and education. In addition, they constitute a site where children with developmental problems can be identified and receive appropriate interventions.

As parent’s you are a valued source of assessment information, as well as an audience for assessment. Because of the fallibility of direct measures of young children, assessments will include multiple sources of evidence, especially reports from parents and teachers. These assessment results will be shared with parents as part of an ongoing process that involves parents (children portfolios located in each classroom) in their child’s education.

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record and document children’s development, participation and learning through-out the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children’s actual performance. Our center uses variety of methods such as observations, checklists, rating scales, and individually administered tests. The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral or other intervention is used. Our formal assessments are done twice a year, (Fall and Spring). All our assessments are kept in the child’s portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy. Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed the head teacher will schedule a parent conference.

## PURPOSES OF ASSESSMENTS

*Children*

* Identify what children know
* Identify children's special needs
* Determine appropriate placement
* Select appropriate curricula to meet children's individual needs
* Refer children and, as appropriate, their families for additional services to programs and agencies

*Families*

* Communicate with parents to provide information about their children's progress and learning
* Relate school activities to home activities and experiences

*Early Childhood Programs*

* Make policy decisions regarding what is and is not appropriate for children
* Determine how well and to what extent programs and services children receive are beneficial and appropriate

*Early Childhood Teachers*

* Identify children's skills, abilities, and needs
* Make lesson and activity plans and set goals
* Create new classroom arrangements
* Select materials
* Make decisions about how to implement learning activities
* Report to parents and families about children's developmental status and achievement
* Monitor and improve the teaching-learning process
* Meet the individual needs of children
* Group for instruction

*The Public*

* Inform the public regarding children's achievement
* Provide information relating to student's school-wide achievements
* Provide a basis for public policy (e.g., legislation, recommendations, and statements

## FAMILY / TEACHERS CONFERENCES

Family/Teacher conferences are held twice a year (Fall and Spring). The purpose of these conferences is to provide parents with an overview of their child’s developmental progress and to answer any questions or concerns parents may have regarding their child’s stay at the Center.

While these two conferences are scheduled each year, parents may request a family/teacher conference at any time.

## FAMILY MEETINGS

We also have annual family meetings where we discuss Center activities and other topics of interest. Child-care will be provided for the duration of these meetings. You are encouraged to suggest topics of interest to the Director.

## DAILY SCHEDULE

Our daily schedule, while very flexible, is as follows:

6:00 a.m. - Center opens - free play

7:00 a.m. - Breakfast

8:15 a.m. - Circle time

8:30 a.m. - Structured activities (preschool program)

9:30 a.m. - Gross motor play (outside weather permitting)

10:45 a.m. - Story time/wash-up for lunch

11:00 a.m. - Lunchtime

1:00 p.m. - Naptime

2:30 p.m. - Afternoon snack

3:30 p.m. - Gross motor play (outside weather permitting)

5:00 p.m. - Free Play

6:00 p.m. - Center Closes

## INFANT AND TODDLERS SCHEDULE

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

 A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

## PRESCHOOL SCHEDULE

Preschoolers enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when adjustments will be made to daily our schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

We thank you for the information you filled out for us regarding your child's individual needs and schedule “Best of Care”. It will help us get to know your child better.

## SIGN IN AND OUT PROCEDURES

Parents must sign their child in and out every day using full first name and last name. All signatures must be legible and clear. In certain cases, you may be charged for missing, illegible, or incomplete signatures. **The continued success of The Active Learning Center 4 it is very imperative that you sign neatly, clearly and with your legal signature (usually like you signed on your driver’s license).** You must notify us when picking up your child late (602) 272-3609. A picture I.D. maybe required to pick up your child. Children will not be released to minors or anyone appearing to be under the influence of drugs or alcohol or to anyone not know to the staff. You will be required to give The Active Learning Center 4 a verbal passcode to use in the event of an emergency pickup. Report all changes in writing immediately and/or within 2 days of change such as address, contact numbers, employers, authorize pick up person; authorize pick up person contact number and/or court documents.

## ARRIVAL AND DEPARTURES

All children must arrive to daycare by 9:30 A.M. unless previous arrangements have been made. (We need to be able to keep properly staffed).

Children are to arrive clean and fed (unless arriving just before a meal time). **Please wash your child’s hands upon arrival.** We will try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop your child off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time (See Cell Phones Section).

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

## ADMISSION AND ENROLLMENT

Parents are required to complete a Medical Emergency Form (Blue Card), provide immunization records, and agree to the daycare's Statement of Services, CACFP form, Billing Policy, and Parent Agreement. The following must be completed before a child may attend. A one-time NON-refundable administration fee of $75.00 per family. A yearly Registration fee of $75.00, a Medical Emergency Form (Blue Card), current immunization records, Special dietary needs form, Signed affidavit form, Child-care contract form signed and dated and payment due before service is rendered and/or one week in advance. It is the parent/guardian responsibility to sign in and out at the time of drop off and at the time of pick up. Use a full first name and full last name. This signature should be your legal signature. Sign in Sign out Document must be signed in black ink. No one under the age of 18 years of age will be permitted to sign any child in and/or out of The Active Learning Center 4. All authorized person must show proper ID before a child is released to such person. Enrolled child must arrive to The Active Learning Center 4 groomed with good hygiene daily; be considerate and check your child before leaving him/her in our care (example: make sure diaper is not soiled or wet) face and hair is cleaned, skin irritation (ringworm, eczema) is properly treated. Head lice will require the parent/guardian to pick-up immediately and be treated three consecutive days before returning to our center. Before a child can attend after having head lice the Director and/or staff on duty must check the child before he/she can attend our center. An enrolled child shall be dressed in clean clothing, socks and closed toe shoes.

## EMERGENCY PROCEDURES

Parents are called immediately in the event of a serious injury. 911 is called for life-threatening or serious injuries. Parents are notified immediately when a serious injury occurs.

## RESTRAINING ORDERS

In the event of a court order restraining one parent or guardian from a child, the Provider must have a legal copy of the restraining order and a written note from the custodial parent. Without these items on file the Provider cannot prevent the non-custodial parent from picking up the child.

## NON-CUSTODIAL PARENTS PARTICIPATION

Custodial parents must accompany a non-custodial parent on their first Center visit. With custodial parent's WRITTEN permission, non-custodial parents may: observe their child, attend parent-teacher conferences, receive a Center tour, and attend parent activities. Non-custodial parents may not fulfill child visitation rights in the Center. Non-custodial parents must have custodial parent's WRITTEN authorization to take child from Center. Police will be contacted if an unauthorized non-custodial person tries to leave with a child; however, staff will not attempt physical restraint. Parents must alert Director in writing of custody complications.

## MEALS

Please talk to one of our staff members to discuss specific meals that are provided each day. There is a copy of the current week’s menu posted on the parent’s information board. We provide meals that meet or exceed federal guidelines. We will use fresh fruits and vegetables and whole wheat flour products as much as possible. We have removed all Styrofoam cups and plates for use by the children. Meal-times are listed and menus are posted each week. Breakfast 7:00am – 8:30am; Lunch 11:00am – 1:00pm; Afternoon snack 2:30pm-3:00pm and 3:30pm to 4.00 pm. NO OUTSIDE FOODS are allowed in the center; we pride ourselves on serving nutritious meals or snacks three times a day. Notification will be given for the times of any special celebrations for the children to participate. At which they may bring in their favorite treats to share.

We participate in the U.S.D.A. Food Program “CACFP” and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility. Any parents who refuse to participate must provide all meals, snacks and drinks.

As long as The Active Learning Center 4 participates in the U.S.D.A. Food Program “CACFP”, all meals will be provided at no extra cost. Meals will consist of breakfast, lunch and afternoon snack. Children who arrive after meal-times should be fed before they arrive. Menus will be posted on the Parents bulletin board just inside the door. Copies of the menu are provided to parents upon request. We prefer that children do not bring food, drinks, etc. from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

 It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. We will need to have a physician's written instructions describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents. We encourage the children’s choices with ***FAMILY STYLE DINING***. Meals are an important time for children to learn social, physical, and emotional skills. The food eaten at meals helps a child grow physically. The way meals are served and the eating setting help a child develop socially. Parents are always welcome to have lunch with their child here.

## LIABILITY COVERAGE

The Active Learning Center 4 provides a liability coverage which meets or exceeds State requirements. R9-5-308

## FIELDTRIPS AND TRANSPORTATION

Fieldtrips are scheduled throughout the year depending on the child's age. Please talk to one of our staff members regarding specific fieldtrips. Transportation to and from school is offered, depending on spots available. Please talk to our staff members regarding your child's transportation needs. Riding the center van is a ​privilege​. Improper conduct on the bus can result in the privilege being denied. Bus transportation rules are simple and easy to follow. They are designed to help the driver keep a safe, orderly bus and to help a student understand his/her responsibility as a passenger on the school bus.

## PHOTOGRAPHS & PUBLICITY

Photographs of the children in our programs may be taken from time to time and may appear in E-mails or Texts to the Parents, newspapers, magazines, brochures, publicity materials and/or educational trainings, Facebook or Active Learning Center 4 website. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

## CURRICULUM

Our teachers provide interactive activities and lessons that keep students engaged, motivated, and learning. All activities are research based and age appropriate. The curriculum at The Active Learning Center 4 is based on “GEE WIZ”© Curriculum, it is used in high quality early education settings throughout the country. The “GEE WIZ”© classroom is a community – a place where learning takes place through positive relationships between and among children and adults. This developmentally appropriate curriculum promotes learning and development in each of the following areas: social, emotional, physical, language and cognitive. Instruction is based on observing and documenting what children do and say. The curriculum also reflects the influences of culture, family, and community. Please talk to our staff members about our “GEE WIZ”© Curriculum, Math, and our Art and Science programs.

Based on the research and theories of such educators as Piaget and Vygotsky, this child centered curriculum empowers children to become confident, successful, and lifelong learners.

The curriculum for our infants and toddlers focuses on: relationships; daily routines; and exploration and play in a safe, stimulating environment. Since infants and toddlers learn through play, our program will provide a variety of learning styles, such as musical, tactile, verbal, auditory, social and visual to enhance each child’s progress.

Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing.

In our preschool programs, the curriculum includes a project approach derived from children’s questions or special interests. The teacher plans a daily schedule that maximizes children’s acquisition of desired knowledge and skills through the  effective use of time and materials. The children are offered opportunities to learn through play and through structured activities, individually and in groups.  Each child’s social – emotional development is fostered through the  development of friendships, self-regulation skills, empathy and the ability to resolve conflict in positive ways. Early literacy is supported through  reading, learning letters and sounds, and immersion in a print rich environment. Classroom learning centers encourage  exploration and discovery.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal-times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Television will be used as a tool to help children unwind and relax. We usually watch no more than three hour of television per week, and some days none at all. The exception may be on rainy days, or if we are having a particularly difficult day. Viewing will be limited to PBS and child-friendly, educational-style videos, such as Mickey Mouse Clubhouse, Bubble Guppies, etc. We carefully screen everything the children watch; and then watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing.

Children of all ages will be taught age appropriate curriculum daily. Our educational program is one of the most highly advanced learning programs in the State of Arizona.

## ILLNESSES AND A SICK CHILD

**Just a note:** Many times, a child-care center may get blamed for the illness of a child, meaning that they have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

***IT IS NOT UNUSUAL WHEN A CHILD STARTS IN ANY TYPE OF GROUP PLAY OR CHILDCARE, THAT HE/SHE MAY SEEM TO DEVELOP MORE ILLNESSES THAN BEFORE. CHILDREN WHO HAVE BEEN IN CHILDCARE ARE LESS LIKELY TO DEVELOP ILLNESS IN THEIR SCHOOL AGE YEARS, COMPARED TO CHILDREN WHO HAVE NOT BEEN IN CHILDCARE.***
The Active Learning Center 4 operates a “WELL CHILD” daycare facility. DO NOT bring your child to childcare when she is ill or you are suspicious they are becoming ill. Staff will not admit children who are ill and possibly contagious. Admission is at the discretion of the caregiver, not the parents.

If your child is sent home due to illness or possibly contagious symptoms, they MAY not be allowed to return the following day.  If they have a fever, they are not to return for 24 hours after their fever has broken.  If a child is ill, they will be cared for in an isolated room away from the rest of the group to minimize the chances of spreading illness. A parent will be notified of their child’s illness and will be required to make arrangements for the child to be picked up with in a half hour of notification by an authorized person.

If you are unreachable, or cannot come within a half hour, you will be charged $10.00 for every fifteen minutes until you are reachable and/or arrive for your sick child. The Active Learning Center 4 does not assume or accept responsibility for any sick child. Please keep in mind that “well” children are demanding and sick children are even more so. Please be fair to your child, to staff and other children enrolled.

If medical attention is needed the nearest hospital to The Active Learning Center 4 will be used. CPS will be contacted if we are not able to contact anyone listed on the blue card. A doctor’s note is mandatory for a child to return to our center that had to seek medical attention for any contagious illness. Neglect and abuse will be reported to CPS and/or the Phoenix Police Department.

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners the JTW, LLC. DBA, The Active Learning Center 4, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

Children need to be picked up immediately in any instance of fever over 98⁰, diarrhea, vomiting, or a rash. Children cannot return unless they have been free of symptoms for at least 24 hours without medication. Please do not bring your child to daycare when he/she is sick. We asked that when you drop your child off you take a minute and take them to the restroom and wash their hands. Illnesses and contagious disease should be reported immediately by phone or in person to The Active Learning Center 4 management team. Keep child at home if he/she appears to be ill or running a fever. If a child becomes ill while in our care we will notify the parent-guardian immediately, and/or call 911 if needed, The Active Learning Center 4 staff will continue to provide care until the parent-guardian arrives. The Active Learning Center 4 is a "well-child-care facility". At no time, do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD-CARE) *pg. 20* or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they encounter. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene) *pg. 29*.

If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call our onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

## SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM THE DAYCARE:

Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)

* Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
* Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
* Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
* Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
* Runny nose (other than clear), draining eyes or ears.
* Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
* Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

## DISEASES

Certain diseases or medical conditions may require the attention of a physician before a child may be admitted to the center. These include, but are not limited to:

* + **Impetigo** – A skin infection consisting of blisters surrounded by a reddened area. Impetigo requires a doctor’s release before admittance to the center.
	+ **Conjunctivitis** – An eye infection commonly referred to as “pink eye”. The eye will have unexplained redness and there may be a thick, yellow drainage. The child may be admitted to the center when treated and free of symptoms.
	+ **Strep Throat** – If a doctor diagnoses a strep throat infection and places the child on an appropriate antibiotic, the child may return to the center if the fever has passed and the child has taken the medication for at least 24 hours.
	+ **Chicken Pox** – Children infected with chicken pox will be excluded when the lesions have erupted and until they have dried and scabbed over.
	+ **Head Lice** – A parasitic infestation unrelated to cleanliness or quality of care. A child can be admitted to the center only if the child is nit (egg) -free.
	+ **Ringworm** – A red scaling, circular lesion exclusion until treated and lesions are coverable.
	+ **Bronchitis** – A condition characterized by a severe continuous cough that interferes with activity and well-being.

You will be notified if a communicable disease has been reported in your child’s classroom. We ask you to notify the Center as soon as possible if your child is infected with a communicable disease, so that we can inform other families in a timely fashion about possible exposure.

## IMMUNIZATIONS and PHYSICALS

 All children who attend child-care programs in Arizona are required by law to be fully vaccinated. Active Learning Center 4 requires all children enrolled in the program to be immunized or on the path of vaccination. Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form to waive delayed vaccines. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

 \*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing. The Arizona Department of Health requires the following immunizations:

**Children Ages 2 Months through 3 Months** 1 dose of diphtheria, tetanus, pertussis (DPT) 1 dose of polio vaccine 1 dose Haemophilus influenzae type b vaccine 1 dose of hepatitis B vaccine 1 dose pneumococcal conjugate (PCV)

**Children Ages 4 Months through 5 Months** 2 doses DPT 2 doses polio vaccine 2 doses Haemophilus influenzae type b vaccine 2 doses hepatitis B vaccine 2 doses pneumococcal conjugate (PCV)

**Children Ages 6 Months through 18 Months** 3 doses DPT 2 doses polio vaccine 2 doses Haemophilus influenzae type b vaccine 2 doses hepatitis B vaccine 3 doses pneumococcal conjugate (PCV)

**Children Ages 19 Months through 4 Years** 4 doses diphtheria, tetanus, pertussis (DPT) 3 doses polio vaccine 4 doses pneumococcal conjugate (PCV) 3 doses hepatitis B Complete series, or 1 dose Haemophilus influenza type

b (Hib) 1 dose measles, mumps, rubella vaccine 1 dose Varicella

 A Health Appraisal record of your child's physical exam must be submitted and is also a requirement by the Arizona Department of Health. A medical examiner must sign and date this form. Physical regulations are as follows: • Children younger than 2 ½ years must have a physical within 3 months proceeding enrollment and repeated yearly. • Children 2 ½ years to kindergarten-- a physical must be within the previous year (before enrollment) and repeated every 2 years. • Kindergarten children and older--parents must sign the Physical Health/Immunizations Parental Acknowledgement for School-Age Programs letter, plus submit a copy of the child's immunization record to the office. A new letter must be signed yearly.

## BREASTFEEDING

The Active Learning Center 4 is supportive of mothers’ who are breast feeding their infants. The Active Learning Center 4 must follow specific guidelines when working with Breast Milk. Breast Milk is a body fluid. The Active Learning Center 4 requires Breast Milk to be supplied in marked bottles. The Active Learning Center 4 will discuss these rules individually with each breast-feeding mother. Mother’s milk bags will be accepted only if frozen, dated and marked. Breast Milk must be provided in appropriate bottles on a daily basis. All bottles used in the child-care day will be returned to the parent to clean and sanitize on a daily basis. A minimum of eight (8) ounces of Breast Milk must be provided to The Active Learning Center 4 to be stored in the freezer as a backup supply or a supply of formula. Back up supply must be replaced at the beginning of the next child-care day.

 Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcomed to breastfeed in front of others if they wish.

## STRATEGIES FOR KEEPING YOUR CHILD HEALTHLY

* Pay close attention to your child's health.  Take the initiative in getting your child to the doctor as soon as you suspect that your child may have an infection.  You can avoid losing time at work or school by identifying illness early.
* Let your child's doctor know that your child is in group care.  Communicating this information to your doctor will enable him/her to work with you to help keep your child as well as possible.
* Pay attention to your child's sleep and diet.  Fatigue increases susceptibility to illness.  It is very important to your child's health as well as cognitive and physical development that your child be eating a balanced, nutritious diet.
* Dress your child appropriately for the weather.  Over-dressing and under-dressing contribute to poor temperature regulation, which may lead to illness.  Please keep a sweater in your child's cubby.  We can always undress a child if the weather turns warm.  We cannot always find an extra sweater if the weather turns cool.
* Be prepared for your child's illnesses.  Develop a back-up network of people who can care for your child in an emergency.  Children, whether they are in or out of group care have an average of six colds per year, usually occurring during the fall, winter, and spring months.  You may lose work/school time during your child's first year of group care.
* The American Academy of Pediatrics states that young children should not be put to bed with a bottle.  This can cause ear infections and tooth decay.  Young children's Eustachian tubes can become congested and infected from drinking bottles while lying on a flat surface.  Milk or juice in bottles can also cause a condition called bottle mouth in which children damage or lose their baby teeth.  This can seriously affect their permanent teeth, and it is painful and expensive to correct.
* For the health and safety of children, personal pets and animals are not allowed in the center without prior authorization from the center director.

## MEDICATIONS

To ensure that children receive the medications needed, parents must follow the procedures listed below. Parents may discuss the policy and clarify questions with the child’s teacher or the Director.

Before the Center may administer any kind of medication to your child, you must have a signed Record of Medication Order on file for that medication. This applies to prescribed medicines, over-the-counter medications, and medicinal skin care products (e.g., Desitin). The signed document is valid for one year.

Parents are responsible for supplying the medication(s) prescribed. No substitutions will be permitted; the name and dosage must match that given on the Record of Medication Order. NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

With a parent’s written approval, the Center may apply/administer sunscreen without D.E.E.T., non-medicated lotions and soap, petroleum jelly, and A&D ointment without a physician’s order.

All medicine must be labeled with the child’s first and last name and will be kept in locked storage in the office. Medicine requiring refrigeration will be kept in a separate plastic container either in the kitchen refrigerator or in the classroom refrigerator. Expired medication will be returned to parents for disposal.

Medication will NOT be administered without the physician’s signature on the Record of Medication Order.

These medicines will only be administered by noted qualified individuals at the center.

## ALLERGIES

Parents of children with allergies should note this information on the child’s health information sheet “Blue Card”, including the list of specific allergens and the severity of reaction when exposed to those allergens. A signed Record of Medication Order must be on file to allow Active Learning Center Child-care personnel to administer any medications to counteract the effects of allergen exposure. INFO about epi-pens

## ASTHMA

Children who have been diagnosed with asthma should have an asthma action plan on file. This form is available in the office and on the web site https://**www.cdc.gov**/**asthma/actionplan**.html. Inhalers must be kept in the office and not in the classroom.

If medical attention is needed the nearest hospital to The Active Learning Center 4 will be used. CPS will be contacted if we are not able to contact anyone listed on the blue card. A doctor’s note is mandatory for a child to return to our center that had to seek medical attention for any contagious illness. Neglect and abuse will be reported to CPS and/or the Phoenix Police Department.

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners the JTW.LLC DBA, The Active Learning Center 4, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## DISCIPLINE and GUIDANCE

At Active Learning Center 4 the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

• **Environment**--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.

• **Logical Rules**--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.

• **Curriculum**--Is developmentally appropriate, based on the children's interest and level of readiness.

• **Positive Behavior**--We reinforce the behaviors we wish to see repeated.

• **Redirection**--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.

• **Positive Reminder**--Telling the children what we want them to do rather than using "no" or "don't."

• **Renewal Time**--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

 Difficult Behavior We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well- being of another child or an adult.

\***Initial Consultation:** The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

 \***Second Consultation:** If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

\***Disenrolled:** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

Age-appropriate disciplinary methods like re-direction and problem resolution are utilized. Physical, verbal, or inappropriate discipline methods are not allowed. We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there **WILL** be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, use of decision cards, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child must be made, for the safety and well-being of all.

***NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.***

## EXPULSION POLICY

Circumstances in which a child may be expelled:

* Child cannot follow classroom rules and/or the discipline policy.
* Parent(s) will receive a report indicating concerns about the children’s behavior. Parent(s) will be asked to visit the center to discuss what will be the best way to correct their behavior. If behavior continues we might ask the parents to contact a doctor or a professional counselor and advise the center as to how the center could best serve the child. If the above actions do not work, the center will give the parents two weeks to find another center.
* If a child is an immediate danger to her/himself or other children and if a parent is verbally or physically abusive to staff or children at the center, the child will be removed from the center without notice. We do not tolerate violence of any kind, verbally or physically.
* If parent(s) miss any payments and they are not completed after given notice the child will be removed from the center and will not be able to return until full payments are received.
* The center shall not expel a child based solely on the child’s parent making a complaint to the Bureau of Licensing regarding a center’s alleged violations of the licensing regulations, or questioning a center directly regarding policies and procedures.
* The center shall give a copy of the expulsion policy to the parent of each enrolled child. Available on our ALC@.com website parent section tab.
* The center shall secure and maintain on file a record of each parent’s signature attesting to receipt of the expulsion policy.
* If the center determines to expel a child, the center shall maintain a record of the circumstances, parental notification, corrective action taken and communication and or notifications to any state agencies concerning the case.

## PREVENTION OF THE EXPULSION OF CHILDREN

The purpose of this policy is to support families in our early childhood programs, for preventing and severely limiting expulsion and suspension practices in early childhood settings. Recent data indicate that expulsions and suspensions occur at high rates in preschool settings. This is particularly troubling given that research suggests that school expulsion and suspension practices are associated with negative educational and life outcomes. In addition, stark racial and gender disparities exist in these practices, with young boys of color being suspended and expelled much more frequently than other children. These disturbing trends warrant immediate attention from the early childhood and education fields to prevent, severely limit, and work toward eventually eliminating the expulsion and suspension – and ensure the safety and well-being – of young children in early learning settings. Things we will be doing to prevent expulsions:

• Promoting children’s social-emotional and behavioral health and appropriately addressing challenging behavior;

• Forming strong, supportive, nurturing relationships with children;

• Conducting ongoing developmental monitoring, universal developmental and behavioral screenings at recommended ages, and follow-up, as needed;

• Collaborating with community-based service providers, including the child’s medical home, and connecting children, families, and staff to additional services and supports as needed;

• Forming strong relationships with parents and families;

• Having a strong understanding of culture and diversity;

• Employing self-reflective strategies and cultural awareness training to prevent and correct all implicit and explicit biases, including racial/national origin/ethnic, sex, or disability biases;

• Eliminating all discriminatory discipline practices.

## DIS-ENROLLMENT

The Active Learning Center 4 reserves the right to immediately dis-enroll children for serious misbehavior or when they are a danger to themselves or others. Parents will be informed immediately when their child is dis-enrolled (see Expulsion Policy).

We reserve the right to terminate a child for the following reasons (but not limited to):

* Failure to pay
* Routinely late picking up your child
* Failure to complete the required forms
* Lack of parental cooperation
* Failure of child to adjust to the center after a reasonable amount of time
* Physical or verbal abuse of any person or property
* Our inability to meet the child's needs
* Lack of compliance with handbook regulations
* Serious illness of child
* Gross misconduct on the part of the parent or child
* Parents have failed to respect other family members, teachers, the Director, or Assistant Director in any way shape or form, this includes yelling, accusing, cussing, hitting, slapping, and name calling. We are a safe environment for children. We expect adults to be respectful at all times
* Child constantly bites or hurts in another way, other children or their selves

We appreciate as much notice as possible when terminating the relationship. We will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child-care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks’ notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a $20 per week late fee plus 35% collections fee added to amount due.

Parents must give two weeks written notice to dis-enroll their child, otherwise, you may be responsible for regular tuition charges. This policy applies to DES clients, FTF scholarships, and those on any cash pay promotions.

## PERSONAL ITEMS

Toys, jewelry, and/or any items of monetary or sentimental value are not allowed at the daycare. The Active Learning Center 4 is not responsible for lost or damaged items.

**Important…there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.**

Enrolled child’s property and supplies must be labeled with first initial and full last name;

* Infants: car seat, diaper bag, pacifier(s), 6 or more pre-made bottles with formula only, bottle lids, extra clothing, 10 or more diapers, box of Kleenex, wipes, diaper rash cream and **No blankets** are allowed in the crib;
* Toddlers (ones and twos): jacket-sweater, shoes, socks, shirts, pants, underwear, diaper bag or tote, diapers, wipes, box of Kleenex;
* Three’s, Fours and Fives: jacket-sweater, shoes, extra clothing, underwear and/or pull-ups, tote, wipes, box of Kleenex.

 We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

## CLOTHING AND ATTIRE

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Having fun is a dirty job but kids love to do it. You can supply an art smock to protect clothes from paint or other art materials, and bibs to keep food stains to a minimum. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. (I know its Arizona just trying to see if you are paying attention).

## DIAPERS AND TOILET TRAINING

Parents supply all diapers and wipes for their children while at Active Learning Center 4.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing.

## PESTICIDES

We shall make a written pesticide information available to a parent, upon a parent’s request, at least 48 hours before a pesticide application occurs at our center. This information will also be posted on our parent’s information board at least 48 hours before a pesticide application occurs at our center.

## CONFIDENTIALITY/RELEASE OF INFORMATION POLICY

Except as required by law, child and family information is not released to anyone without consent. Communication regarding children is limited to the immediate family members authorized on each child's Blue Emergency Card.

## REGULATION

The Active Learning Center 4 is regulated by the Arizona Department of Health Services. All inspection reports are available upon request in the front office. You may also contact the Department of Health Services at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244, (602) 364-2539.

Reports are posted and notice of inspections are available upon request. All reports are kept on site. A 72-hour notice will be posted before the use of pesticide to be administered at the center. Please read our procedures posted on the parent board in case of Natural Disaster, lockdown and fire evacuation parent-guardian will be contacted immediately; our facility is regulated by Arizona Department of Health Services Licenser: 150 N 18th Ave, Suite 400 Phoenix, AZ 85007-3244, 602-364-2539.

## CLEANLINESS AND HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting before and after play, upon arriving at facility or any other time their hands may become dirty. We use single use hands free paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed as well. All employees are required to wash their hands frequently and also use antibacterial gel.

Infants sleep in separate cribs, with clean sheets used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat; with a sheet and a blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly. Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed and sanitized. High chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

## HAND WASHING

State policy dictates that children must wash their hands upon entering the classroom.  The Active Learning Center 4 expects that parents supervise this activity before leaving the classroom, as teachers are busy interacting with all children at this time.

## FIRE DRILLS

We are required by state law to do 1 fire drill per month. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is above 95 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

## TOILET TRAINING

When you feel, your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

Children should begin toilet training no sooner than 18 months. Forcing your child to train before he/she is ready can result in bedwetting, frequent accidents, constipation or regression, in times of stress. I believe that most children are ready to begin toilet training around two years of age. Of course, all children are different. While some may be ready at 18 months, others are not ready until 2 years. Some readiness signs to look for are (1) language skills, the ability to say “potty” or some other term which indicated that your child needs to use toilet. (2) An interest in staying dry or clean. (3) Self-help skills, the ability to dress and un-dress themselves. (4) Staying dry for longer periods of time throughout the day. It is not a good idea to dress your child in overalls, pants with difficult fasteners or “onesies**”.**

This will be frustrating for your child. Your child's readiness is something we can discuss because consistency between our homes will be very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience; punishments for accidents are very inappropriate.

## SPECIAL NEEDS ACCOMMODATIONS

The Active Learning Center 4 will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility. We reserve the right to offer to the parent a transfer to another location that may be better suited to handle a particular special need.

## CELL PHONES

We have a “no cell phone” policy inside the centers.  Our classrooms are a cell phone-free environment for all adults, including staff, and parents. We ask parents not to use cell phones at arrival or departure times to maximize opportunities for parent-child and staff-parent communication. This allows Staff to share critical daily information about children without the distraction or interruption of cell phones. A parents undivided attention at arrival and departure is also a great way to build children’s sense of importance and family attachment. You are welcome to use your cell phone in the parking lot, but not once entering our Child-care space. Your cooperation with our cell-phone free policy is GREATLY appreciated by staff and your children.

## NAP AND QUIET TIME

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

## CENTER RULES

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. In addition, we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, to create a better environment for all see (Arrival and Departure) pg. #14.

No smoking is permitted on the premises as per state law; this included parents and staff.

## INDOOR AND OUTDOOR PLAY

*Indoor play*: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

*Outdoor play*: We will be playing outdoors twice every day that weather permits. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play always. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is above 95 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they can participate in all activities.

## BIRTHDAY CELEBRATIONS AND HOLIDAY PARTIES

Simple birthday celebrations are encouraged.  Please schedule the celebration ahead of time with the child’s teacher.  We ask parents not to leave birthday invitations for private parties in children’s folders or cubbies.  If all children in the class are not included, it may result in hurt feelings or risk that the invitations may be lost.  If you wish to mail invitations, please see the front office and we can provide parents with names and addresses of those children whose parents have given permission to release such information.  The Maricopa County Health Department requires that all foods consumed by groups of children must be obtained from sources that comply with the laws relating to food and food labeling (i.e. packaged foods purchased in stores or bakeries that have health inspections).

Parents are asked to sign up to host holiday parties for their child’s class. Although everyone loves sweets, healthy and nutritious choices are encouraged.  Please check with the child’s teacher to plan appropriate food and drink.  Teachers will provide sign-up lists for parents when help is needed to provide special foods and supplies for holiday celebrations.

End of the year celebrations are happy times when we celebrate the gifts of each child and the experience we have had together.  If a celebration seems appropriate, the teachers of each classroom plan it and parental help is welcome.

## TRANSITION TIME

All new families are given our policies and procedures, along with a class schedule of their child’s new classroom. The Director and the family will discuss the transition before the family agrees to bring their child to the center.

A child who has never been enrolled in childcare before, may take longer to adjust to the new environment. Some children adjust quickly, while some children need more time to properly adjust. It is normal for children to cry the first couple of days when dropping them off at childcare.

Active Learning Center 4 is committed to not only meeting the needs of parents, but also of children. The Director and Lead Teacher are always glad to provide parents with tips or guidance on how to help a child transition to the new setting better.

Parents are encouraged to be a part of the transition process. Some things we encourage parents to do are:

• Talk about childcare in a positive manner to children who have never attended childcare before.

• Leave child’s toys and blanket at home as child can get too attached to it and not want to engage in classroom activities.

• Ask child how their day was. Talk about friends and fun class activities.

• Let child roam around freely at home. Holding a child in your arms too much may cause children to get overly attached and expect every adult to carry them in their arms.

In the event that the parent or Director feels that the transition is not going well, the Director will set up a meeting with the parent and the Lead Teacher.

Active Learning Center 4 will try to the best of its abilities to help transition a child to the new environment. However, sometimes transitions do not work. In this event, the Director will have a private meeting with the parents of the child.

Parents must sign a three- week trial period agreement in which the parents and the center will access if childcare is going well for the child.

Likewise, children who transition from one classroom to another will carefully be guided to such process.

## STAFF

Your child will always be taken care of by one of our qualified staff members. Please recognize that ALL of our staff members are qualified to take care of your child. If your child’s teacher is sick, a qualified member of our staff will substitute.  Recognize that the teacher you dropped off your child with may not be the same teacher you pick up your child from. By signing the childcare application, and the Parent’s Handbook you are allowing and agreeing that any of our staff members may look after your child.

##  REPORTING REQUIREMENTS

As a licensed child-care center, we are mandated reporters regulated by Arizona Department of Health Services. If we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

If you ever feel that The Active Learning Center 4 is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, it can be found at[***WWW.AZDHS.GOV/CHILDCARE***](http://WWW.AZDHS.GOV/CHILDCARE). We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws. If you observe something that you know is a violation of state licensing laws, you can report the incident by calling the Arizona Department of Health Services Licenser: 150 N 18th Ave, Suite 400 Phoenix, AZ 85007-3244, 602-364-2539.

We pride ourselves in running one of the safest child-care centers in Arizona.

## REVISIONS TO THE HANDBOOK AND CONTRACT

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks’ notice of changes.

## DISCRIMINATION

The Active Learning Center 4 prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

## Photography & Videography

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings and sent to you by text or E-Mail. Your child’s photo will also be posted on our classroom and center-wide Shutterfly and Facebook sites. I understand that they are to be used without compensation.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you for selecting Active Learning Center 4 as your child-care provider.

## Electronic Check and Credit Card Payment Option

Active Learning Center 4 is pleased to provide you with a E-check or credit card payment option for tuition payments. Every family will be required to use automated payment bank or credit card options after September 2017.

Here is what you need to know:

Bank Account Option:

This is a fee free option. Fill out Section B of the Tuition Express Automated Payment Processing Form. Attach a voided check to that same form. Your monthly balance will be automatically withdrawn from your checking account the first of every month. A fee of $35.00 will be charge if funds in your account are not available.

Credit Card Option:

This option has a minimum 3% processing charge (some credit card companies charge as much as 4%). Fill out Section A of the KangarooTime Automated Payment Processing Form. Your monthly balance will be automatically charged to your credit card the first of every month.

KangarooTime is a secure, encrypted, site. Active Learning Center 4 does not have access to your bank information via computer once your information is entered. The Payment Processing Form will be kept in our confidential, locked, filing system in our main office. For more information about the security and convenience of KangarooTime visit tuitionexpress.com.

In order to further keep your information secure please deliver your completed Automated Payment Processing Form directly to our main office.

If you have any questions, please contact our main office.

602 272-3609

# Letter From the Director

***Dear Newest ALC 4 Parents,***

It is our mission to provide quality care for children and families in central Phoenix areas. Our learning program exists to provide infants, toddlers, preschoolers, kindergarteners and school-age children with a warm, loving environment where he or she can feel safe, secure and happy. Our staff members are carefully screened and certified in early childhood education, from infants through fourth grade. Active Learning Center 4 is licensed and adheres to the highest standards of security, safety, cleanliness and teaching.

Our classrooms reflect the spirit of children and support their developmental needs. We prepare the environment so that it offers stimulating, challenging materials and activities. Every day we work to make education fun.

We provide excellent childcare and affordable rates to our families. We work in partnership with parents and families to build mutual understanding and always welcome your participation.

Our staff is dedicated to providing the most comfortable and happy environment for your children. Our program not only stimulates educational growth but, most importantly, ensures love, acceptance and safety to all the children.

Our Staff understands that your child’s first few years are among the most important for his or her development. We offer a nurturing educational environment with activities that are
developmentally appropriate for each child. Classrooms are organized into “interest areas” that are supported by Arizona Department of Education Preschool Standards. Daily routines are established to provide a structured learning environment designed to enhance your child’s individual strengths. The Center’s teachers create a classroom community where children are encouraged to work and play together to have a positive early childhood experience.

We look forward to learning and growing with your little ones.

*Sincerely,*
*Alexa Parker*
*Program Director*

# Letter From the Owner



Dear Parents,

We are honored that you have become a part of the ALC 4 family. We share a small amount of your child’s life and are privileged to be given this opportunity. Our goal is to impact our students’ lives educationally, emotionally and socially so they are provided with a strong foundation for their educational career. We look forward to working as a family to help each child reach goals that are set for them throughout their time at Active Learning Center 4. We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student. We hope that we can exceed all of your families’ expectations and want to take this time to personally welcome your family to Active Learning Center 4.

Best Regards,
Lloyd Beal, Owner

## Contract of Payment Amount

 Please carefully read, sign and return the following form to the center director. I have read the Active Learning Center 4 Parent Handbook and agree to abide by all the policies and procedures therein.

I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments during the course of enrollment.

Starting Tuition $\_\_\_\_\_\_\_\_\_\_\_\_ Co-Pay $\_\_\_\_\_\_\_\_\_\_\_ Other Fees $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I choose to pay: Weekly\_\_\_\_\_\_ Monthly \_\_\_\_\_\_

1- time Administration Fee paid on \_\_\_\_\_\_\_\_\_\_\_\_\_ Yearly Registration Fee paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Schedule/Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child(ren)’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree to the Discipline and Guidance Policy for Active Learning Center 4.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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##  Verification Form for Online Access of the Parent’s Handbook \*

Please complete the following which confirms you have gone online to ALC4.com or activelearningcenter4.com and read the Parent Handbook. After completing this page, DETACH AND DELIVER TO THE CENTER DIRECTOR.

 Please type or print legibly.

 Child's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_\_\_

If applicable,

 Second child's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_\_\_

Additional child's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date \_\_\_\_\_\_\_\_\_\_

 Parent/Legal Guardian's Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Understanding that my child(ren) has been accepted for enrollment, I verify that I have gone online and read the Parent’s Handbook of The Active Learning Center 4.

I have read, and agree to abide by, the policies, procedures and practices outlined throughout the document.

Parent/Guardian's Verification

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please detach this page and deliver to: Director of The Active Learning Center 4.

\*ALC 4 paper reduction program