

## **STATEMENT OF PHILOSOPHY**

The philosophy of our program is to provide a safe, loving and nurturing environment in which children can learn and play. Our program is based upon principles of growth and development that provide guidelines for age-appropriate activities suited to the needs of the individual child. By being involved in developmentally appropriate experiences, children are able to achieve a feeling of success, thus motivating themselves to explore the world in which they live. We believe that children of every culture can benefit from the opportunity to learn from one another. It is through working and playing in a setting in which each child is valued that children learn to appreciate different ideas, cultures, and people.

## **GOALS**

We strive to enrich the life of each and every child entrusted to our care. It is the goal of Child's Way to provide a safe, healthy, loving and positive environment for children. We endeavor to supplement and reinforce a good home life by providing a warm, child-centered environment. Teachers design a wide variety of positive learning experiences, which further the emotional, social, cognitive, physical/motor, and language development of each child. Within this framework of nurturing the "whole child," our program focuses on fostering a positive self-image, independence, and self-reliance. Child's Way involves the family and community in its programs as we feel that learning is best developed by offering children a variety of experiences.

## **PROGRAM**

Child's Way has a nurturing and developmental approach to meeting the needs of young children. Our program provides integrated, planned activities, taking into consideration each child's individual level and style of learning. Recognizing that children come to us with different levels of readiness, we provide experiences that encourage children to learn at their own rate and develop patterns of achievement and success. In our program, special care is taken to nurture each child's view of him/her-self as being a competent person and an important member of the group. Child's Way offers a developmentally appropriate curriculum. Our flexible and balanced daily program provides opportunities for interesting, varied, and rich experiences. Large and small group activities on the playground, in the learning centers, and at mealtimes balance one-on-one attention. Unstructured free play aims at fostering spontaneity, creativity, and fun. The children share in the responsibility of daily living, learning self-help and care-taking routines and social responsibility toward their companions.

# **CHILD'S WAY CREATIVE LEARNING CENTER POLICIES**

## **1. ENROLLMENT**

Enrollment is limited to maintain a low teacher-pupil ratio. The Department of Protective and Regulatory Services licenses the school. There will be lead teachers and teacher aids as needed. We do not discriminate in our enrollment on the basis of race, color or national origin of the child or parents. If a child is refused admittance, it will be due to the state licensing requirements which limit the staff/child ratio, or the staff/child ratio set by the owners of Child's Way Creative Learning Center. In addition, Child's Way C.L.C., owners/directors and teachers have the discretion to refuse admission or request the withdrawal of any child whose needs will not be met by our school.

The Directors must have all necessary forms completed and on file before your child will be admitted. These forms include enrollment information, parent tuition agreement form, and medical immunization record. Please keep this information updated for your child's safety.

## **2. AGE REQUIREMENTS**

1.) Children who are 3 months – 5 years by September 1st, of the current year may enroll in a 2, 3, or 5-day program.

## **3. REGISTRATION FEE**

A registration fee of **\$150.00 per year** for the first child, and \$50.00 per year for each sibling. This fee is necessary to assure a child's place in the program. The fee is **non-refundable** and is used for insurance, taxes and various other expenses for the year.

A supply fee **of \$75.00 per child is due each semester**, along with August tuition and January tuition.

If you remove your child from Child's Way and then would like to return, you will be required to pay an additional \$150.00 registration fee. Your child will only be admitted if space is available.

These rates may change at any time upon the discretion of the directors.

#### 4. TUITION

Tuition rates are based on a yearly amount, divided into 10 monthly payments. Thus, tuition shall not be reduced for months with holidays. Tuition is due on the first day of each month. If tuition is not paid by the 10<sup>th</sup> day of the month, a late fee of \$10 will be charged to your account the following morning.

This school year (2009 – 2010) AISD has changed the schedule when school starts and ends. Child's Way has made the decision to start our program one week before AISD. Child's Way start date will be August 17, 2009 and our last day of the school year will be May 26, 2010. AISD last day is June 2, 2010.

Note: Summer school starting June 2010 is a totally separate program from the school year. Therefore, there are charges for any June summer programs.

#### **BAD CHECK POLICY:**

- 1.) Parents will be notified when a check has been returned to Child's Way.
- 2.) Parents will be required to make restitution on the bad check upon receipt of notification by Child's Way. Restitution plus a **\$30** bad check fee, plus a **\$10** late fee charge will need to be paid with a cashiers check or money order.
- 3.) Child's Way will not accept payment by check from families with more than one bad check per year. All tuition and charges will need to be paid with a cashier's check or money order after notification of second returned check.

5. WITHDRAWAL

To withdraw your child from Child's Way a director must receive a 30-day written notice. You will be responsible for paying for the 30-days.

6. ARRIVAL and DEPARTURE

School hours are from 9:00 a.m. – 1:30 p.m. The children may not enter the classroom before 9:00a.m. Teachers are working in their classrooms and cannot care for children at this time. It is imperative for you to use the SIGN IN/OUT sheets daily. Be sure your child enters the building and is in the custody of the teacher before leaving the premises. Plan to pick up your child between 1:20 p.m. and 1:30 p.m. Again, make sure the teacher(s) are *aware you are taking your child*. Written permission is necessary before anyone other than parents or those listed on your child's Enrollment Form can take the child. As a courtesy to the teachers and our school, please hold or restrict your younger children from playing or running in the classroom. Safety is our main concern.

**NOTE: If you have not signed up for stay & play at least 24hrs. in advance a late fee of \$1 per minute will begin at 1:35p.m.**

6. VERIFY IDENTITY OF PERSON PICKING UP CHILD

- 1.) If a person other than a parent, picks up a child, the teacher will ask to see their driver's license and we will check the list of people on the Admission Information form. If listed, child may be released after we copy the driver's license number on the sign out sheet under "comments". If we recognize the person as someone listed on the Admission Information form from a previous check, we can skip the ID check.
- 2.) If the person is not listed on the Admission Information form, the child cannot be released.
- 3.) If someone is picking up your child other than a person listed on your child's Admission Information form, please make a note on the

“comment” section of the sign-in out sheet and we will verify the person when he/she arrives as in (1.) above.

- 4.) If you call to tell us that another person is picking up your child and this person is not listed on the Admission Information form as a pick-up person, we will have to call you back in order to confirm that you are in fact the parent or guardian. We will use the phone number from your Admission Information form to return the call. Once confirmed we will proceed as described in (1.) above.

#### 7. EARLY and LATE HOUR

Child’s Way will offer an early hour at 8:00a.m. until 9:00a.m. The cost is \$5.00 per hour per child. We will also offer an hour after regular school hours between 1:30p.m. and 2:30 p.m. with the cost of \$5.00. There is **no grace period at 2:30p.m.;** if you pick up your child at 2:35 there will be a \$5 late fee and \$1 for every minute thereafter. There will be a form that must be filled out and a check written to Child’s Way prior to early or late days. If you use this service on a weekly or daily basis the early/late form can be filled out each month. Please make your check separate from your tuition check.

Your child must be signed up at least 24hrs. in advance for early arrival or late pick up.

**NOTE: If you have not signed up your child for late hour at least 24hrs. in advance, a late fee of \$1.00 per minute will begin at 1:35p.m.**

#### 8. LUNCHES

All children will bring their own lunch and drink. The Texas Department of Family and Protective and Services/Child Care Licensing Division recommends one serving of milk or 100% fruit juice and a protein for a child’s lunch. The school policy is a child must eat their nutritious part of their lunch before allowed to eat their dessert.

Please **NO LUNCHABLES, NO Fruit Roll-ups**, and **NO Artificial Fruit Packages**. We do not allow children to eat candy at lunch. We encourage nutrition and healthy foods.

- All Children must have eaten breakfast before they arrive to Child's Way, this includes Infants.
- Due to a sever nut allergy with several of the Pre-K children, this room will be a nut free classroom.

## 9. EMERGENCIES

Please call the school as soon as you realize you will be delayed or if there is any problem that will affect your child while at school. This gives the teachers an opportunity to reassure your child of the situation. Unfortunately, we will still need to charge a late fee, if he/she is picked up late

## 10. DISCIPLINE

Discipline shall at all times be direct, firm, consistent, and leading the child towards self-discipline. There will be no physical or demeaning punishment. If the usual disciplinary measures are unsuccessful, the teacher will ask the parent to come for a conference to discuss the situation.

Also, the attached form with your Admission packed for more information on Discipline and Guidance form the minimum standards for child-care centers.

**All items suggesting violence are discouraged and should not be brought to school. Ex.: No violent characters on T-shirts, lunch boxes, etc.**

## 11. CLOTHING

Dress your child for action! Since we paint, play outside, and participate in many exciting and sometimes "messy" activities, casual clothing that allows free movement is encouraged.

All clothing should be comfortable, washable clothing that is easy to manage (buttons in front, elastic waistband) as we want your child to feel a "sense of

pride” in managing his /her clothing. Close toed shoes (with socks) should be sturdy; rubber soled and designed to protect the feet from sticks, sand, etc. **Cowboy boots, thongs, jellies and sandals should not be worn.**

**Label all removable clothing: raincoat, sweaters, jackets, hats, backpacks, and mittens.**

All children in the older 3, 4 and 5-year-old program must be toilet trained. The infants through 2-year-old’s and younger 3’s that are not toilet trained must bring a bag each day with diapers, wipes, and a change of clothes (please include extra shoes and socks).

### 13. **BIRTHDAYS**

Birthdays are a special time for every child. If you wish to celebrate your child’s birthday at school, please follow these suggestions.

- 1.) Plan your date and refreshments with the school a week prior to the day you want.
- 2.) Furnish a simple treat for each child (nut cups, popcorn in a bag, cookies, fruit kabobs, etc.
- 3.) Do not pass out party invitations at school unless everyone is invited. Your child’s teacher can help you with invitations if you are inviting only certain children.
- 4.) Please, no gifts at school.
- 5.) “Unbirthdays” are celebrated in May for children with summer birthdays.

### 14. **VISITING**

Parents are welcome to visit any time they wish. Arrangements can be made with the director after the first two weeks of class sessions. Keep in mind that your child may not behave as he/she normally does while you are present.

## 15. ILLNESS

Illness is best controlled by common sense. If the child has a fever or contagious disease, please let the school know. ***Your child will not be allowed to return to school until they are free from fever at least 24 hours.*** Please be advised that when your child has a cold with 'yellow mucus', it may be a sign of an infection and warrants their absence from school. We would appreciate your consideration for your child's welfare and others. Refer to the chart of specific illnesses in the back of the handbook.

Please notify the school when your child is ill or will be absent for any reason.

If your child becomes ill at school, you will be notified. Each teacher has the right to refuse a child she feels is not capable of performing the activities of the day.

Most of the time, if a child needs medication they should be kept at home. We prefer not to administer medications to your child and your child may not administer medication to him/herself.

In case of a serious injury or illness, emergency medical care will be obtained as soon as possible and the parents notified immediately of the situation.

## 16. MEDICAL REQUIREMENTS

Your child must have proof of a physical exam, including immunizations, upon admission to Child's Way. All immunizations must be up to date at the time of enrollment. A copy of your child's physical exam and health records will be kept on file and reviewed periodically.

It is your responsibility to notify Child's Way when your child receives new immunizations and to furnish proof of them to Child's Way.

## 17. SNACKS

We will ask that parents to provide a daily snack for their child's class only. A monthly sign-up sheet will be in each classroom. If your child attends 2 days a week, we

encourage you to sign up for 2 times a month, if your child comes 3 days, then sign up for 3 times. We highly encourage nutritious foods, Ex.: Fresh fruit, bagels and cream cheese, cheese cubes, fruit kabobs, and popcorn. We will provide a 100% juice with the daily snack. If your child has food allergies, please let us know. We encourage sending separate food for snacks if there is a food allergy problem.

#### 18. SCHOOL CLOSINGS

In the event school is cancelled for the Austin Independent School District, Child's Way will also be closed. If A.I.S.D. begins late we will not be opened at all on that day. The best idea would be to check [www.childsway.com](http://www.childsway.com) blog, we will have an updated message at the earliest possible time. We do reserve the right to close even if A.I.S.D. does not. Child's Way will not follow A.I.S.D. for bad weather make up days.

#### 19. CONFERENCES

We will have one arranged parent-teacher conference during the school year, usually around April or May. Please arrange with your child's teacher for any other conference time during the school year, if you feel it is necessary. **Do not** try to conference with the teachers at drop off and pick up time. It is imperative that the teachers be available for the children at those times.

#### 20. CONCERN

If you have concerns about anything dealing with the school, staff, etc., please speak to the directors, Judy Haverlah or Rebecca Galindo.

Hopefully, the above guidelines are sensible policies to assure everyone of having a good, safe, enjoyable year at Child's Way Creative Learning Center. The Directors and Staff are very willing to listen and accept parent suggestions and input.

## 21. **PRIVACY**

For our families at Child's Way, we would like to respect each person's privacy. The classroom email list is provided as a communication tool and is for school use only. Please do NOT use this email list for any business solicitation. Child's Way parents are welcome to place business cards or flyers in the space provided in the front foyer with director permission. Student emails and folders are for school purposes only.

## 22. **NO CELL ZONE**

In compliance with Texas State law Child's Way enforces no cell phone usage during drop off or pick up times.

New laws and regulations now require us to inform you if Child's Way would ever have any animals in the building or on our grounds. At this time we only have several fish tanks in the classrooms. For more information contact Child Care Licensing, Titled *Animals at the Child-Care Center*.

- Please check the [www.tdprs.state.tx.us.org](http://www.tdprs.state.tx.us.org) for more information about illnesses and immunization requirements.
- Information on how parents may contact local *Child-Care Licensing Office*, please call 512-908-9610, to reach *FPS Child Abuse Hotline*, call 1-800-252-5400. PRS Website: [www.tdprs.state.tx.us.org](http://www.tdprs.state.tx.us.org)
- For information on Minimum Standard Rules and Child's Way most recent Licensing Inspection Report, please contact Judy or Rebecca, these are always available in the office.

**Child's Way Creative Learning Center reserves the right to establish and amend the policies as set forth in the Parent Handbook at any time with no notice.**

*Judy Haverlah – Owner/Director*

*Rebecca Galindo – Owner/Director*

*Debbie O'Donnell – Assistant Director*

*School Phone Number - 288-0802*

*School Fax Number- 288-2282*

