Parental Agreement with Toddler University

**Tuition Agreement**

I agree to pay the total of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ each Friday for the upcoming week of care. If tuition is not paid by midnight on that Friday, then late fees of $\_\_\_\_\_\_\_\_ will be charged and my child will not be able to attend Toddler University until all fees are paid in full. I understand that tuition is not prorated for absences of any duration for any cause. This is because staffing and other operational costs are incurred based on fixed levels of enrollment and because few, if any, of these costs are eliminated when my child is temporarily absent.

If your hours vary then you must turn in a written schedule by Friday @ noon. Failure to turn in a schedule means that your child may only attend between the hours of 8am and 6pm. NO EXCEPTIONS!!

**Absences**

The daycare space is limited and TODDLER UNIVERSITY reserve the right to fill any vacancy. If you want your child’s space reserved, the daycare must be notified if your child will not be in attendance for any particular day. If your child is absent for more than one week, and prior arrangements have not been made, the daycare reserve the right to fill your child’s spot. To reserve your child’s spot you must pay half tuition before the week that your child will be out.

**Accidents**

All parents will be required to sign an emergency release form that will include all emergency contacts and other pertinent information. Parents will be notified of any injuries occurred at the facility and also asked to sign an injury report.

**Arrival**

It is imperative that your child is signed in at the front desk daily and hands are washed prior to your child entering the classroom. Parents/Guardians must escort your child into their classroom and make sure that the teacher is aware of his/her arrival. Please make sure that your child arrives clean and dry every day. In the event that your child soils his diaper, you will have to change him/her into a clean diaper before leaving him/her in the staff’s care.

**Attendance**

All students must be in attendance NO LATER THAN 1 HOUR past their scheduled time. In the event that a child will not arrive by their scheduled time, due to medical appointments or extenuating circumstances, notice must be given to the Center Director. TODDLER UNIVERSITY children arriving after 1 hour past their scheduled time without proper notice and /or documentation will NOT be allowed to receive service for that day.

**Breakfast**

Breakfast is served between the hours of 8:00am-9:00am. No breakfast will be served after 9:00am. At 9:00am, our teachers are engaged in instructional time with our students. It is equally important that all students be involved during this time.

**Changes in Transportation**

If there is a change in normal pick-up of your child, you must send a written note. Notify the person that they will have to show ID to pick up your child. Children will not be allowed to leave with anyone except the parents or persons designated in writing by the parents to pick them up.

**Change of Clothes**

Each child is required to have a full change of clothes including socks at the center at all times in case of an accident. Any soiled clothes will be placed in a bag with your child’s name on it for you to take home at the end of that day. Please be sure to bring a new change of clothes with your child the next day.

**Children Items**

In order to make sure your child’s belongings are not misplaced; we ask that you take your child’s belongings directly to his/her assigned classroom each morning upon arrival. This will ensure that their belonging are in the proper place and available when your child needs them. All children must have an extra change of clothes at all times in the center. All the clothing & car seats must be labeled with your child’s first and last name. Toddler University is not responsible for any unmarked clothing.

**Closing Dates**

The Center will be closed on the following holidays:

|  |  |  |  |
| --- | --- | --- | --- |
| MONTH | DATE | DAY OF THE WEEK | HOLIDAY |
| September | 5 | Monday | Labor Day |
| November | 24 | Thursday | Thanksgiving Day |
|  | 25 | Friday | Thanksgiving Holiday |
| December | 23-26 | Friday-Monday | Christmas Holiday |
|  | 31 (close at 6 pm) | Saturday | New Year's Eve |
| January | 16 | Monday | MLK Birthday |
| April | 14 | Friday | Good Friday |
| May | 29 | Monday | Memorial Day |
| July | 4 | Tuesday | Independence Day |
| TBA | TBA | 2 Days Per Year | Teacher Work Day |

**Discipline**

Our preferred method of discipline is “redirection” which is to redirect a child to an appropriate behavior or activity. We prefer that our teachers begin with explaining to a child what they have done wrong. What their “bad choice” was, how it affects others, and ways to improve will be discussed with the child no matter what their age is. We prefer to redirect a child rather than overuse time-out whenever possible. If the behavior is repeated, and the child has been given reasonable amount of corrective direction he/she may be asked to sit in "the thinking tank" a chair used for re-directing/reflection. The “thinking tank” will be used only when necessary. This time is limited by state law to one minute per age of the child, example: three year old = three minutes of time out. Continuous behavior issues will be made known to you to help with curbing the negative behavior.

**Discrimination**

Toddler University provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, color, national origin or sex.

**Emergency**

In case of emergencies such as severe weather, fire, and/or physical plant problems or structural damage, parents will be notified of their child’s protection. Radio station contacted for bad weather and closing information is 102.5 FM. The television station contacted for bad weather is channel 11Alive. Emergency plans have been developed and are posted for parent viewing. If none of these help you please call our center for details. You authorize Toddler University to obtain emergency medical care for my child when I am not available. Toddler University uses Cobb Wellstar Hospital at 3950 Austell Rd. Austell GA 30168 770-732-4000.

**Food**

Students are not allowed to bring and consume outside food unless there is a special dietary need noted by a physician. If outside food is authorized by the director it must me the guidelines of Bright From the Start and CCFAEP.

**Georgia Law**

It is a Georgia Law that any unusual physical markings on a child are to be reported to the Department of Family and Children Services. The department may send an investigator. Please understand that an accusation is not being made. It is in the best interest of the children that educators and administrators be required to report. Toddler University is not allowed to conduct its own investigation first. All TODDLER UNIVERSITY employees have been informed of their legal obligation regarding signs of abuse.

**Illness**

The center will notify parents of their child’s illness, injury (minor injury which do not require professional medical attention and serious injuries which do require medical attention), exposure to noticeable communicable disease, noticeable reaction to prescribed medication and exclusion of sick children. Children cannot stay at the center while showing signs of fever over 101 degrees or higher and any other contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat, no matter what the cause. If your child shows signs of illness please allow them to stay at home so they do not affect the other children. If your child shows signs of sickness you will be called to pick up your child. Should your child become ill during the time at TODDLER UNIVERSITY or suffer a serious accident the center will contact you. 911 will be utilized as a source of transportation if your child needs to be transported to Cobb Medical Center. (Parents shall assume responsibility for payment.)

**Toddlers**

* The parent shall provide the following:
* Disposable diapers or Easy Open Side Pull Ups
* At least (2) complete changes of clothing including socks shall be brought to the center daily for potty-training child
* When toddler shows evidence of wanting to self-feed he/she will be encouraged and permitted to do so.
* Every effort shall be made to coordinate toilet training in the facility with the program started by the parent. No effort shall be made to toilet train until the parent agrees the time is right to begin.
* Diaper changing procedures are posted in the center and follow all state guidelines. Specific times will be documented on children’s daily forms.

**Hours of Operation**

This center is open from 6:00am on Monday and closes at 9pm on Saturday. We are closed on Sundays.

**Matriculation Fee**

This $75.00 fee is due annually, at the beginning of each school term for TODDLER UNIVERSITY.

**Meals**

Meals are served at the following times only:

Breakfast 8:00 am -9:00 am

Lunch 12:00 pm – 1:00pm

Dinner 6:00 pm – 6:30 pm

**Medications**

Before any medication is dispensed to a child, the parent must fill out a medication authorization form. Medicine has to be in the original container with child’s name marked on it. All medication must be signed in daily with the Director/Assistant Director. The Center has the right to refuse to administer medication.

**Outdoor Play**

We are required by the state to take every child outdoors to play at least 1-1.5 hours per day. The children will have scheduled outside playtime except in inclement weather.

**Parents**

Parents have the right to visit their child at any time their child is in our care. Just be sure to sign in at the front desk, get a badge, and wash your hands before entering the classroom.

**Pick Ups**

Your child will not be allowed to leave the facility without being escorted by the parent(s) or person authorized IN WRITING by the parent(s). Children must be signed in and out of center daily. Children will not be released to individuals who are not listed on the authorization pick-up forms. We will not release children to minors. They will be directed to have the parent come pick up the child. Any permission changes to your child’s authorized person(s) form MUST be done in writing. An I.D. will need to be provided by the newly authorized person before your child will be released to that person.

**Requirements Forms**

All required enrollment forms including an immunization record signed by a physician or other health sources, must be on file prior to the child’s first day in the center. This needs to be updated, as new shots are given, and as information changes such as address and phone numbers.

**Schedules**

Space availability, staff schedules, and numerous other aspects of Todd U’s operation is based on the number children that will be attending the center at any given hour. It is IMPERATIVE for parents to provide us with their child’s schedule each week so that we can staff accordingly and stay within proper state ratios. If your hours vary, then you must turn in a written schedule by Friday @ noon. Failure to turn in a schedule means that your child may only attend between the hours of 8am and 6pm. NO EXCEPTIONS!! Each parent will be given a 5 minute grace period after their scheduled pick up time to pick up their child. Any child who is picked up after that 5 minute grace period is considered a late pick-up (i.e. 6:31 and the parent will be charged a $1.00 per minute late fee for EACH minute that the parent is late thereafter. The charge must be paid before your child can return to care.

**Schedule Change Fee**

Again, space availability, staff schedules, and numerous other aspects of Todd U’s operation is based on the number children that will be attending the center at any given hour. Anytime a child’s schedule is changed after the Friday deadline, it can throw all of these things off; as well as, we may not have space available to accommodate the changed schedule. If your child’s schedule needs to be changed after the Friday deadline, you will be charged a $10 schedule change fee. This fee is due prior to the schedule change.

**Termination**

Toddler University Management must receive a two week notice in writing when you decide to withdrawal your child. Tuition continues to be due and payable during that period.

**Toys**

Children are not allowed to bring outside toys or money to the center except on special occasions and with prior approval of Todd U’s Director.

**Transportation**

Kids Commute, an outside company, provides transportation for Toddler University.

**Uniforms**

All children enrolled in Toddler University are required to wear standard school uniform daily to school. Toddler University’s standard uniform consists of a black Toddler University logo embroidered polo shirt with khaki bottoms and closed toe shoes. For safety reasons, no open toed shoes are allowed.

**Updated Info**

It is the parent’s responsibility to keep their child's records current to reflect any significant changes as they occur. This includes telephone numbers, work location, emergency contacts, child's physician, child's health status, feeding plans, immunization records, etc. Any changes to child's information must be done in writing. All changes, updates, or requests regarding your child's care must be handled by discussing it with the Director/Assistant Director, not the child's teacher.

**Warning of Suspension**

 If your child is biting or physically harming another student by hand or with an object on more than (3) occasions, even after our teachers have worked hard with your child by rearranging his/her seat, had a one on one talks, set goals, and several warnings and Behavior Reports for the child, then that will be terms of suspension. If this behavior continues to occur unfortunately the student will be permanently expelled. This is to ensure the well-being of all the children in the center.

 Please understand that this agreement is a legal binding contract between you and Toddler University, if you clearly understand the items listed please sign below.

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_