

Start Right Preschool Learning Center

Statement of Services:

Start Right preschool / Child care is licensed by the State of Arizona to provide care for children ages six weeks to twelve. Our goal is to provide the finest quality early childhood education in a safe, fun and stimulating environment. Our programs promotes total growth; social, intellectual, physical and emotional skills.

Hours and Holidays:

The hours of operation are from 6:00 am. Until 6:30 pm. Monday through Friday. If your child is going to be absent for the day, please inform us by 8:00 am. We discourage children from arriving after 11:00 am.

We will be **closed** on the following major holidays:

New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

The center will be closed early on Christmas and New Year Eve. Please check with on site director. The time will be posted two weeks prior to the holidays.

Enrollment Procedures:

Start Right is a non-discrimination center. We believe in equal attention and care for all children regardless of race, nationality, color, gender and religion.

When your child is enrolled, a complete registration form with current immunization dates, release permission form and emergency transportation information must be on file.

After six months, families are eligible for one week on vacation time per year in which the tuition is waved. After one week has been used parents must pay regular tuition fees regardless of attendance. This must be paid in full prior to leaving the center. Failure to do so can lead to disenrollment. We reserve the right to fill the spot of the absent child if these procedures are not followed.

Children admission and release requirements

Parents responsibilities:

Sign in / out: for your child's safety and meeting regulations, you are responsible to sign your child in / out in the book available at the front office. You need to write legible and use your first and last name. Please make sure to clock in and out in the computer as well.

Parents need to **sign in** their child upon entering the facility and **Sign Out** prior to leaving. Failure to follow the listed procedures will result in being responsible for that day of full day drop in. Parents are responsible to take their children directly to their own rooms. Please make sure to let the teacher know of your child's arrival or departure. We are not responsible for any children left unattended by their parents on our premises.

Parents are responsible to provide us with written authorization if some one else other than those authorized on the blue cards to pick up their child. They need to have picture identification on them.

Registration:

A nonrefundable one time only registration fee is due at the time of enrollment.

Tuition:

Tuition is payable in advance of services rendered. Quoted tuition is based on payment by the due date and \$10.00 late fee will apply as outlined on the enrollment agreement. If the payments are not made on a timely manners may result in the termination of services.

Termination / Withdrawals:

Our goal of providing the highest quality of child care can only be achieved by a stable enrollment.

- We request two weeks written notice if your child will not be attending this center.
- We provide child care and education in a group setting, we must concern for the welfare and safety of all children and staff. When a particular child's or parent's behavior threatens the safety of or becomes abusive toward other children or staff in the center, we may disenroll the child immediately.
- Failure to pay tuition in a timely manner.
- Children who are left after closing time on persistent basis.

- Or any other reason the director feels that is in the best interest of the family or the school to go there separate ways.

Medication:

Health is an important factor at Start Right center. If children show any symptoms of sickness, the parents will be notified. These are the illness that would require your child to be kept out for at least 24 hours and symptoms are no longer present.

Vomiting

Diarrhea

Any known contagious illness

Pink eye, Strep, Viruses etc.

Please notify the center if your child has had a contagious illness.

All medication should be in the original container with the prescription written on the label included an RX number.

Do not send or store any medication in diaper bag, lunch bags, back packs or any other personal belongings.

Parents must complete a medical administration authorization form indicating the daily frequency and number of days the child is to receive the medication.

Accidents and emergencies:

Emergencies will be handled with the utmost speed and efficiency. A mesa fire station is just across street from us and professional help would be available immediately. The children learn to evacuate the building quickly with our routine monthly fire drills.

Staff members are well trained and certified in First-Aid and CPR.

Should emergency action be needed, the parents will be notified immediately. If necessary, the child will be taken to the nearest hospital.

Minor injuries however do happen occasionally during program hours just like at home. In these cases an ouch report is filled out and given to you upon your arrival to pick up your child.

Please make sure to provide us with a list of your child's allergies and full description of any medical condition.

We are mandated by law to advise appropriate local and state authorities of any suspected abuse or neglect of any child attending our facilities.

Communication:

Parents are welcome to visit their children at any time while their child is attendance as long as they do not disrupt the program. We would like all our parents to be comfortable with us at all times.

Transportation and Insurance:

We provide transportation to and from schools. All our vehicles are licensed by appropriate Liability Insurance. Parents will be notifying for any field trips and permission forms must be sign prior to transportation. We only provide and transport children who are at lest five years or older.

Discipline:

At Start Right we approach discipline with a positive attitude. We see discipline as a means of helping children learn acceptable behavior according to their emotional, intellectual and physical development. When disciplinary measures are needed, the child will be removed from the situation for a short period of time. If continuous discipline problems arise, parents will be contacted so that together with the Director and teacher, a positive program for the ultimate benefit of the child can be developed.

Governing and Agencies:

Start Right is licensed by Arizona Department of Health Services Division of licensing Services located at 150 North 18th Avenue, 4th floor, Phoenix, Arizona, 85007. You may contact them at (602) 364-2539. Reports are available in the front office upon requests.

Biting:

Biting is not uncommon among young children. During early childhood, children are sensory learns and often explore orally. In addition, children at a young age have not fully developed language skills. Impulse control can lead children to bit as a way of making their needs known. We do realize that biting can be a concern to families, and we strive to minimize biting at the center. Biting incidents will be communicated to the parents of both children involved. Your cooperation will be appreciated.

Rest time:

It is important for a young, growing child to have time to rest or enjoy quiet activities during the day. At our center, your child will rest in the afternoons

For one to two hours or longer, depending on his or her needs. Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet rest-area activities.

We provide cozy cribs, mats, cots and needed sheets for sleep time. Parents are responsible to provide blankets and to take them home at the end of the day to clean. Please make sure to label them all with your child's first and last name.

Infant sleep:

Infants sleep according to their needs and the individual plans prepared by families in cooperation with our teachers. In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions.

Meal and Snacks:

We provide each child with nutritious breakfast, lunch, and snack at no additional cost. Menus for each week are posted in the lobby for your convenience. We are part of Federal Childcare Food Program, therefore every July, as part of our contract's renewal process; all families are required to complete an income affidavit.

We **do not** allow outside food in the center. In special events such as birthdays and special celebrations, parents are allowed to bring in only store bought items in the center.

Out door play:

All our children participate in the outdoor activities (weather permitting). Water and shade are provided at all times. Please dress up your child appropriately at all times for outdoor play, including jackets if necessary and comfortable shoes. For the safety, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles of clothing that tie around their necks or waists. Please remove all drawstrings.

Infant and Toddler supplies:

Please provide us with two complete sets of clothing, including socks and a pair of shoes and label them all with your child's first and last name. At least four clean bottles, all labeled as well. Please do not leave bottles left overnight.

For the safety of all our infants, we are unable to use glass bottles in our center. Parents are responsible to provide disposable diapers and wipe each day. Please do not bring a big pack of diaper due to storage difficulty, replace them daily. (7 to 8 diapers a day).

Referring a friend:

We would appreciate you telling friends about our center and invite them to visit. When family friends enroll, it's even more fun for your child, and helps strengthen the sense of community in our center. Please ask your center director about the tuition credit you may receive through our Refer a Friend Program.