



# **Policies and Procedures For Parents**

# Table of Contents

- Welcome Letter from the Owners** .....3
  - Our Philosophy and Objectives .....4
  - Our Program .....4
  - Our Staff.....5
- Enrollment Information**.....6
- Payment Information**.....7
- Center Policies & Procedures** .....8
  - Arrivals & Departure.....8
  - Child Pick up/Late Pick up.....8
  - Hours of Operation/Holidays.....9
  - Emergency Weather Closings/Delays.....9
  - Emergency Plans.....9
  - Parents Right to Access .....10
  - Clothing/Personal Belongings.....10
  - Nutritional Services .....11
  - Birthdays.....11
  - Guidance .....12
  - Mandatory Reporting.....12
- Infants and Toddlers** .....13
  - Biting.....13
  - Toilet Training.....13
- Health & Safety** .....15
  - Immunizations .....15
  - Illness .....15
  - Accidents .....15
  - Emergency Medical Procedures .....15
- Other Emergency Situations**.....17
- Parental Payment Agreement** .....19



## Note From the owners:

**Welcome to International Academia of Smyrna!! Thank you for allowing us to serve your child and family. Our goal is to promote your child's growth, in ALL ways, to its fullest potential. Our commitment to you is to provide the environments, enrichments, educators, and programming that will accomplish that. As a member of the International Academia of Smyrna educational community, we want you to connect to the school and become as involved as you can. Know that we are only a phone call or email away if you need assistance, and that your feedback is vital to our growth.**

***Acela Cardenas-Vela & Amanda Oñate Lindblom***

## Philosophy and Objectives

**Here at IA of Smyrna, our goal is to offer the opportunity for your child to grow and develop physically, intellectually, socially, emotionally, and morally. We believe that children should be allowed to develop at their own pace and to learn in ways that help them become confident in themselves as learners. Our goal is to provide all the children with a clean, safe, comfortable and nurturing environment where they can develop to their full potential. As an international/bilingual school, we will work to teach our children to develop respect for the natural environment, to grow in the ability to relate to other individuals peacefully, and to enjoy and appreciate the riches of diversity of people in our world.**

**We will teach an understanding of diversity by modeling behavior based on mutual and unconditional respect for self and others. We encourage every available opportunity to celebrate and explore individual and cultural differences. It is our goal to create a program when the child's natural desire to learn is stimulated through meaningful, appropriate, and playful learning experiences that meet the needs of each individual child, in an environment that is culturally relevant for them as well.**

## **Our Program**

**We believe that children who are engaged in purposeful play, are children who are discovering, creating, improvising and expanding their learning. Our programs work by helping the children be active participants in their own development. We help them reach the next milestone in their developmental journey, by planning enrichments and activities designed to stimulate their own emerging skills. Our curriculum incorporates exploration, self-initiation, and discovery learning. As a bilingual academia, our own language curriculum is integrated into every child's day. Teachers act as facilitators to help children discover new concepts, and plan enrichments based on their strengths, interests, needs and individual learning styles. Every day at IA exposes children to language, math/manipulative, science/sensory, social skill building, creative arts, music, fitness, outdoor time, and Basic American Sign Language.**

**IA of Smyrna provides care for children from 6 weeks to 12 years of age. We are open from 7:00a.m. until 6:00p.m, and serve children Monday – Friday, January through December (full year) except on the holidays listed in this handbook.**

**IA of Smyrna does not discriminate based on a person’s religion, color, race, sex, age, national origin, or disability when determining eligibility for enrollment or hiring.**

## **Our Staff**

**At IA of Smyrna, we are committed to providing a staff of experienced and nurturing teachers. To qualify as our employees, teachers must be on the cutting edge of their occupation. They must show warmth, creativity and a commitment to excellence. They must be nurturing, understanding of each individual child’s development, and respectful of each child as an individual. Because they model respect and acceptance for diversity for our children, they must encourage mutual respect for everyone’s personal characteristics and teaching styles. Our teaching team stays on the forefront of the best practices in the industry by participating in ongoing training, workshops, and continuing education seminars.**

**You’ll find our teachers value working as a team with you to bring the best possible learning environment for your children.**

## **Enrollment Information**

**Our enrollment process begins with an appointment tour of our facility with the director. The Director will walk you through the daily routine of the class, school rules and procedures, holidays, illness, tuition, etc. Understanding the uniqueness of each child, and their individual needs is a priority for us. During the initial tour, parents must disclose if any, any unique necessity that their child might have such**

**as; any type of therapy the child might be attending, special diets do to allergies or food sensitivity, behavioral issues, illnesses, or any parental legal issues. If the child has any special needs such Social/Emotional/Language/Communication, Cognitive/Movement or Physical Development. Failure to disclose such information might be grounds for dis-enrolment.**

**Before any child attends, parents will need to complete an enrollment package that includes the following:**

- **Registration form and deposits**
- **Parent consent forms**
- **Current medical exam**
- **Immunization records**
- **Emergency Medical Authorization form**
- **If your child has an IEP or IFSP, all documents are required at enrollment and as it is update. With permission of parents, we encourage staff participation in any IEP or IFSP case conference to better inform and enable us to help your child.**

### **What are IEP and IFSP?**

**Each child who is in need of special education and related services must have an Individualized Education Program (IEP). Each IEP must be designed for one student and must be a truly individualized document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities. The IEP is the cornerstone of a quality education for each child with a disability.**

**To create an effective IEP, parents, teachers, other school staff and often the student must come together to look closely at the student's unique needs. These individuals pool knowledge, experience and commitment to design an educational program that will help the student be involved in, and progress in, the general curriculum. The IEP guides the delivery of special education support and services for the student with a disability.**

**An Individual Family Service Plan (IFSP) is a plan for special services for young children with developmental delays. An IFSP only applies to children from birth to three years of age. Once a child turns 3, an Individualized Education Program (IEP) is put into place. The plan must include an assessment of a child's present level of development, a statement of goals, support services that will be put in place to achieve those goals, date services will begin, name and identification of the service coordinator.**

**It is important that all enrollment forms be filled out completely. Enrollment information is kept on file. It is very important that parents update the information as changes occur. All information on each child and his/her family is kept completely confidential. Failure to update a child's information jeopardizes the center's ability to adequately communicate in the event of an emergency.**

### **Withdrawals and Disenrollment**

***IA of Smyrna* requires a two-week advance written notice of withdrawal of your child from our program. Failure to provide two weeks' notice does not relieve a parent of their financial responsibility for that period. We reserve the right to dis-enroll a child without notice from the program should it become necessary.**

### **Payment Information**

**A registration fee is due upon enrollment and yearly thereafter on the enrollment anniversary for each child in our program. *IA of Smyrna* has a prepayment policy that requires payment of weekly tuition on Friday before the week that services are to be provided. If tuition is not paid by 6:00 P.M. on Monday of each week a late fee will apply. Nonpayment of tuition can result in disenrollment from the program. For registration and late fee charges, please refer to the Financial Agreement found in the enrollment packet, and in the forms section of this book.**

## Center Policies and Procedures

### Arrivals and Departures

**In order to maintain the safety and wellbeing of the children in our care, we require that parents accompany their children into the facility. We ask that parents notify the teacher/director that the child is present. Additionally, parents must sign children in on the daily log provided for that purpose. During the enrollment process the center director will give you instructions on how to sign in and out and will tell you the location of the log.**

**At the end of the day children must be signed out and picked up by parents. We ask that when picking up siblings, parents accompany their children through the building. Persons under the age of eighteen are not permitted to pick up children from the center.**

### Child Pickup

**Children will be released only to the person who has signed the enrollment application or to other persons who have been authorized by the enrolling parent/guardian. Children will only be released to people who have a written authorization to do so kept on file at our facility. Upon arrival those authorized persons will be asked to provide photo proof of identification (driver's license, work photo ID, etc.). Any authorized pick-up person must sign the child out on the sign in/sign out log. *Parents will not be permitted to phone in authorizations for pick up under any circumstances.***

### Late Pickup

**We ask that all children are picked up in a timely manner each day. We understand that from time-to-time things happen that make late pick up unavoidable. If you are going to be late picking up your child, please notify us immediately so that the staff is aware of the situation and can allay any concerns that your child might have. If this situation should arise, please notify another adult, whose written authorization is on file, to pick up your child. There is a fee for late pick-up from our center (please refer to the Financial Agreement).**



**If a parent or authorized pick-up person has not contacted us and a child is still at the center one hour after closing, the person in charge is authorized to notify the local authorities who will then assume custody of the child until the parent can be found.**

### **Hours of Operation**

**IA of Smyrna is open from 7:00 A.M. – 6:00 P.M. (school months)**

**Monday through Friday, January through December.**

**I.A. will not accept children arriving from 10:30 to 2:00 (*this rule does not apply for infants.*)**

**Arrival time for students 1yr. old to 3yrs. old 8:45am. Pre-K is asked to arrive no later than 8:30 am. class starts promptly at 9:00 every day. Please help your child arrive on time every day.**

**I.A. of Smyrna does follow all of Cobb County's weather and emergency school closings. Some Holiday closings followed as well.**

### **Holidays**

**IA of Smyrna will be closed in observance of the following holidays and observed days. (Full tuition will still be due for those weeks):**

- **New Year's Day, Day before and after.**
- **Good Friday**
- **Memorial Day**
- **Fourth of July**
- **Last 3 days of summer before new school year**
- **Labor Day**
- **MLK**
- **Thanksgiving Day, the day before, and the day after.**
- **Christmas week**
- **NYD, Day before and after.**

**Any other days will be posted 30-60 days in advance.**

### **Emergency Weather**

**Please be aware that we will close or open late due to inclement weather based on the safety of the roads. We will put the safety of the children first. If this situation occurs, we will notify local radio and television stations to be added to closing announcement lists. We will adhere to the Cobb County Public Schools closing schedule. If our staff can safely drive and come in to open the center on a day when the school system has closed, we will also notify you. Most importantly, please note that we will be closed if a state of emergency is declared.**

**Please note:**

**If snow begins falling during the school day with accumulation on sidewalks and streets, parents are requested to pick up their child(ren) as soon as possible so staff may also leave before roads become too hazardous. Children will be cared for until parents or emergency contacts arrive.**

### **Emergency Situations**

**IA of Smyrna has made every attempt to be prepared for emergencies as they arise. Emergency plans have been created and posted in each classroom that give detailed instructions to be followed as situations occur. We conduct monthly fire and emergency weather drills so that children are prepared in the event of fire or emergency weather situations. In the event of center evacuation, the children will be moved to the building next door 3531 North cooper lake rd. Parents would be notified by phone and email and advised of the situation and pick up procedures.**

### **Parents' Right to Access**

**Parents are always permitted access to the building. We do ask your cooperation in not disrupting our programs. Appointments are required for office observations.**

**IA of Smyrna wishes to build a partnership with parents. Parent involvement is a very important key to a successful partnership. We invite parents to visit**

**the classroom frequently and encourage you to participate as well as facilitate daily activities. Parents are invited to attend special events, luncheons and one-on-one consultations with teachers.**

### **Clothing**

**Children at IA of Smyrna will be very busy each day exploring their learning environment. We ask that parents dress their children each day in clothing that is comfortable and appropriate for that day's weather. Please provide coats and hats when the weather turns cold. We also ask that each child be provided with an extra set of clothing if a change of clothes becomes necessary. Children's clothes should be marked with permanent ink or name labels. Flip flops are NOT allowed or any shoe without a back strap.**

### **Personal Belongings**

**We ask that children not bring toys from home. On special show and tell days children may be permitted to bring toys or belongings that will be shared at the appropriate times and then returned to personal storage areas until the end of the day. If your child has a special blanket (depending on size) or soft toy (depending on age) that is needed during rest time for comfort, please speak to the director. It is important to mark all your child's belongings with his/her name to avoid confusion when different children bring similar items to our facility. For safety issues NO accessories please.**

**IA of Smyrna cannot assume responsibility for any items (clothing, toys, etc.) that are brought from home.**

### **Nutritional Services**

**IA of Smyrna provides daily menus that meet the USDA requirements for young children according to their age. Menus are posted each week so that parents can be aware of what their children will be having each day. Because of our state licensing regulations parents are not permitted to bring food to our facility for children's meals. Should your child have any allergies or special food-related needs, please speak with the center director so that arrangements can be made to accommodate those special needs. Please**

note I.A. only provides; Breakfast, two snacks, and lunch are included in tuition.

Parents are permitted to bring food to school for special occasions such as birthdays, holidays, etc., as those foods will not be served to meet nutritional requirements. Parents are asked not to bring food (except for special diets discussed with the director, for children who are not on an infant feeding plan.), or on their child's birthday as outlined below. On special occasions our regular meals and snacks will still be served in addition to the items brought from home by parents.

### **Birthdays**

If you wish to celebrate your child's birthday, please notify the director in advance. *Our staff will be glad to assist you* in making your child's special day a memorable occasion. Due to licensing regulations, it is important to note that balloons are not permitted in our facility, as they can be a potential choking hazard. Special Food treats (cupcakes, cakes, etc.) should be purchased from a health department approved bakery or grocery store and brought in their original container and brought in quantities that will serve the child's entire group size. If your child is in a room with other children with food allergies, your teacher may request that you bring **ONLY** gluten free and/or peanut free bakery items. For safety issues Candles can be used for decoration only, no fire allowed.

### **Rest Time**

It is important that all preschool children have the opportunity to rest each day. Children in the infant classrooms will rest according to their individual schedules until 8 months of age then move gradually to the school's schedule. Children in the toddler and older rooms will rest according to the school schedule. The rest period each day will be two hours. Children who do not nap will be allowed to read quietly or do other quiet activities while the other children nap. *To avoid disruptions for the sleeping children I.A. will now accept children between the hours of 10:30a.m. to 2:00p.m. NO EXCEPTIONS!*

## **Guidance Policy**

**IA of Smyrna believes in positive reinforcement of socially acceptable behavior. As a part of that belief, we strive to provide a loving, supportive environment that is conducive to positive behaviors and situations that children can problem solve. If situations occur that require staff intervention, we will use several techniques to handle problems as they arise. Redirection is the most common method of intervention. Children will be removed from the situation where conflict has occurred and given other activities to do that will redirect those energies in a more positive direction. Another method used is the “time in” method where the teacher encourages the child to communicate and share his/her feelings while guiding and supporting the child through the situation. Should an extreme situation occur where redirection or time in is not effective, staff will remove the child from the group to give them a few minutes to calm down and stabilize their emotions. Staff will use this time away from the group to assist the child in sorting out those emotions and feelings that caused the disruption in the first place.**

**Any physical discipline or corporal punishment is not permitted at any time in our facility, or on center property.**

## **Field Trips**

**IA of Smyrna does not provide transportation. Instead of taking field trips, special guests and programs will come into the center to enrich the program and provide seasonal entertainment.**

## **State Licensing and Mandatory Reporting Requirements**

**IA of Smyrna is licensed by the Department of Human Resources, Childcare Licensing Division. Our facility strictly complies with all state licensing rules and regulations. Our licensing agency monitors our program and does yearly inspections to ensure compliance with all rules and policies. We strictly support compliance with all licensing requirements in order to maintain the quality of services we offer to our families. Our staff are mandated reporters**

**of child abuse and neglect, and we refer any suspected cases to Cobb County DFACS for investigation.**

## **Infants and Toddlers**

**Infants have their own special needs and schedules. Parents will establish with staff all infant schedules to be followed until the age of 8 months. Because of the various nutritional needs of young infants, you will be asked to provide all food for your child until he/she is able to eat regular table foods. Children will be provided with food from the daily menus posted at our facility when they are able to eat regular table foods. Bottles and food must be clearly marked with the child's first and last name. Foods cannot be left overnight at the center. If bottles or opened food are left overnight the contents will be discarded.**

**Parents of diapered children are required to provide all diapers and wipes for their children. Additionally, we ask that multiple changes of clothing be provided for your infant at all times.**

## **Biting**

**On occasion young children will bite as a means of communication or out of frustration. Our staff will make every attempt to avoid situations where biting could occur. Classrooms with children who are teething will be provided with teething toys that help soothe gums and fill the biting need. You will be informed if your child is bitten at school. Staff will comfort all children who are bitten and will take steps to ensure that the situation will not occur again. Should a child bite frequently staff will observe that child and track activity patterns that may contribute to the behavior. Staff and parents will meet to develop a strategy to correct the biting behavior.**

## **Toilet Training**

**At IA of Smyrna, we feel that it takes a partnership between the staff, parents and children to have a successful, positive toilet training experience. It is recommended that toilet training begin when a child shows an interest.**

**Parents and staff should work together to establish the training process. Patience and positive support will be given to children and their parents as they go through this learning experience. We ask that you provide several changes of clothing, an extra pair of shoes, underwear for each day of the week in the event of minor setbacks.**

## **Health and Safety**

### **Security**

**The safety of your children is our primary concern. For additional security, surveillance cameras are located in all classrooms and playground areas. All associates are required to attend seminars on *Safety and Injury Control* and *Infectious Disease Recognition and Prevention*. Our staff receives CPR and First Aid training and is required to maintain their certification. Every effort is made to ensure the safety of all children in our care.**

### **Immunizations**

**Each child enrolled at IA of Smyrna must have a current certificate of immunization on file within one month of enrollment. Certificates may be filled out at the county health department or by your child's physician. Parents will be notified, as immunization certificates need to be renewed. Children must have current immunization certificates to maintain enrollment status. If your child is not vaccinated, parents must bring in a notarized affidavit.**

### **Medications**

**Medications, whether prescription or over the counter, will be administered only if the medication authorization form is filled out in its entirety. All medications must be in the original container and prescriptions must have a label that includes the name of prescription, prescription number, child's name and prescription dosage. Siblings may not share prescriptions. Medications must be given to staff each day to be stored appropriately. All medications must be taken home each night. *Medications will not be administered if all requirements are not met.* Adverse reactions to**

**medications will be recorded and parents will be notified by phone to the emergency numbers provided, and by written record on an incident report.**

## **Illness**

**To protect the health of all the children, we ask that you do not bring your child to our facility when ill. If your child becomes ill during the day, we will notify you. If you cannot be reached, we will notify your designated pick-up contacts. If notified, we ask that you make arrangements to immediately pick up your child. If your job prohibits you from leaving work, please use your designated pick-up contacts to come pick up your child. Children will not be accepted nor allowed to remain at our facility if he/she has the equivalent of a 100.0 degree or higher temperature and/or other contagious symptoms, such as, but not limited to an unexplained rash, eye discharge, diarrhea, cough, cold, sore throat or vomiting. Children will be readmitted to our facility as follows.**

### **Readmission guidelines are as follows.**

- \*Children should be fever and symptom free without fever inhibiting medications for a minimum of 24 hours before returning to school.**
- \* FEVER: If your child develops a fever while in school, s/he cannot return to school the following day, *Drs note will not be accepted for fever.***
- \*Contagious illness: Child must be symptom free, must bring a Drs. note before returning to school. IA will not accept Drs note for HFM.**

**Should your child be exposed to a noticeable communicable disease, a parent email sent.**

## **Accidents and Incidents Reports**

**We strive to provide a safe environment for children. Precautions are taken to protect your child's safety. However, if a minor incident or injury occurs, trained staff administers first aid. You will be notified by phone, and provided with a written incident/accident form. The form gives information about the nature of the accident and actions that were taken.**

## **Emergency Medical Procedures**



**In the event of a serious injury, illness, or medical emergency, children who require emergency medical attention will receive immediate attention from our staff that are trained in First Aid and CPR. The person in charge will make the immediate decision as to whether or not further medical attention is necessary. If a situation is not an emergency, you will be notified by phone so that you can pick up your child for further medical treatment from your physician. In the event that immediate emergency medical treatment is necessary, your child will be transported to Emory Adventist, or the facility that you have listed on your child's emergency medical information. You will be notified to meet your child and a member of our staff at that medical location.**

### **Other Emergencies**

**IA of Smyrna takes the health and safety of your children as our first priority. In keeping with those values, emergency plans for unlikely but possible weather emergencies, physical plant problems, security violations, and fire have been developed and are posted for parent viewing. Staff are regularly trained on these procedures, and ready to implement them if the following, or any other emergency occurs:**

#### **Fire or Emergency Weather Evacuation Plan**

**In the event of fire or emergency weather, teachers have been trained to follow the evacuation routes mapped out and posted in their classrooms.**

#### **Fire**

- 1. In the event of a fire (or fire alert by detection devices) staff will evacuate the children per the fire evacuation routes that are posted in each classroom and in the lobby.**
- 2. If the fire department issues an "all clear," staff will escort children back into the center and resume daily schedule.**
- 3. If the fire department determines that children may not re-enter the building, management will notify parent or guardians of school closing and relocate**

**children to the building next door 3531 North Cooper Lake rd. to house the children until parents can pick them up.**

**4. Management will report the situation to Childcare Licensing within 24 hours.**

### **Emergency Weather**

**1. Management will have a radio on to monitor the weather conditions.**

**2. In the event of a weather emergency, staff should follow the emergency weather routes that are posted in each classroom and in the lobby.**

**3. Children should be removed to the pre-assigned emergency weather location inside the building. Staff should take emergency packs (books and games) and classroom rosters with them to emergency weather location within building. Management should take emergency supplies (flashlight, cellular phone, and battery powered radio) to evacuation location.**

**4. Staff and children will remain in emergency locations until center management has determined that the emergency weather has passed. This will be done by verifying the weather status through radio announcements.**

### **Loss of Electrical Power or Water, Heating or Cooling, Structural Damage**

**1. If any loss of power, water, heating, or cooling, is detected, or if any structural damage is caused, management will notify proper authorities of the situation to determine length of utility loss, if it can be projected.**

**2. If repairs cannot be made within a time frame that does not interrupt services to the children, management will notify parents of the closing of the school. In the event of lack of water, the school will close if repairs cannot be made within one hour. Center has reserves for drinking water, but sanitation issues would force closure without water. Management will take conditions into consideration when determining closure for electric and gas losses. Weather conditions, heating and cooling needs, and disruption of normal services to children will all be taken into consideration when determining whether to close before repairs.**

- 3. Center will maintain a supply of drinking water and nonperishable foods to serve in the event of an emergency if normal foodservice operations are interrupted.**
- 4. If the school must be closed, parents will be notified by phone and email to pick up children as soon as possible.**
- 5. Management will instruct staff to continue daily schedule until other arrangements can be made, or parents arrive to pick up children.**
- 6. Should the situation be so severe that children must be removed from the facility, (lack of heat in freezing weather, structural damage to center, etc.), and arrangements have been made with the facility next door at 3531 North cooper lake Rd. to relocate the children. Parents would be notified by phone and by email if an emergency relocation were necessary.**

## Parent Agreement

**Hours of Operation 7:00 A.M. – 6:00 P.M. Monday – Friday**

**Breakfast served: 7:00 am – 8:00 am**

**No outside food allowed, please!**

*I.A. will not accept children arriving from 10:30 to 2:00 (this rule does not apply for infants.) NO exceptions*

**Registration/Enrollment Fee:** (non-refundable) due once a year on your anniversary date.

**Paid in Advance:** \$100 for individuals, \$65 for second/additional children.

**Material Fee:** \$175.00

- Please note we are closed in observation of the following holidays: **New Year's Day, day before and day after, MLK, Good Friday, Memorial Day, Independence Day, Last 3 days of summer before new school year, Labor Day, Thanksgiving Day, day before and Day after, Christmas Week. Any other days added will be announced in advance.**

**TUITION:** Tuition may be paid by check, credit card or cash. We do not accept partial payment, your payment should be paid in full, or your child will be placed on a DNA (Do Not Admit) list until tuition is paid in full. I.A. does not accept American Express or Discover. There will be a \$35.00 charge for returned checks WEEKLY PAYMENTS: Must be paid Monday before the center closes or there will be a late fee of \$50.00. Weekly tuition was reduced by \$20.00 for families with multiple children in all age groups.

Please Note: There is a 3% service fee for all transactions.

\$100 annual re-enrollment fee is due every year on the child's anniversary date.

- NO tuition refunds, allowances or make up days will be granted for any absence including vacation. Part time students: You may not substitute any days for days that your child is absent or when the center is closed for holidays, vacation, or inclement weather. Please remember that tuition is still due even if the child isn't present.  
**IA of Smyrna requires a two-week advance written notice of withdrawal of your child from our program. Failure to provide two weeks' notice does not relieve a parent of their financial responsibility for that period. We reserve the right to dis-enroll a child without notice from the program should it become necessary.**
- **LATE PICK UP:** After 6:00p.m. a fee of \$1.00 per minute per child will be added to the account. After 6:30p.m. a fee of \$5.00 per minute per child will be charged. At 7:00p.m. the local authorities will be notified. We reserve the right to dis-enroll a child without notice from the program with an excessive number of tardiness (3- warning – 6 excessive) should it become necessary.
- **ILLNESS:** Children will not be accepted nor allowed to remain at our facility if s/he has the equivalent of a 100.0 degree or higher temperature and/or other contagious symptoms, such as, but not limited to an unexplained rash, diarrhea, sore throat, and cough, runny nose eye irritation or redness or vomiting.  
**Readmission guidelines are as follows:** \*Children should be **fever and symptom free** without fever inhibiting medications for a minimum of 24 hours before returning to school - \* **FEVER:** Cannot return to school the following day. - \* **Contagious illness:** Must be symptom free, depending on illness child must bring a Drs. note before returning to school.

*I.A. reserves the right to dis-enroll your child A. if the information on the sign in sheet and registration packet is not accurate. If the parents/legal guardians fail to acknowledge any health, legal, or special needs information pertaining to your child. B. Parents refusal to comply with I.A. rules and procedures.*

**I.A. Guidance/Behavior Policy:** *Should extreme situations occur, and all of our methods of intervention have failed to handle behavioral problems with your child/ren (including parent meetings, teacher/parent meetings and any other form of intervention), I.A. reserves the right to dis-enroll your child after repeated occurrences of violence/extreme behavior issues.*

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

**Tuition by Age Category:**

<b>Program \$175 Material Fee (All Ages)</b>	<b>Full Time 5 days (Weekly)</b>	<b>Part-Time 3 days (Weekly)</b>	<b>Drop in Rate (Daily)</b>
<b>Infants</b>	<b>\$351</b>	<b>\$231</b>	<b>\$83</b>
<b>Woddlers</b>	<b>\$312</b>	<b>\$203</b>	<b>\$78</b>
<b>2-Year-Old</b>	<b>\$284</b>	<b>\$182</b>	<b>\$78</b>
<b>Pre-School (Three's &amp; Four's)</b>	<b>\$277</b>	<b>\$176</b>	<b>\$78</b>

***Drop in:*** Only available for part-time students.

***Please Note:*** There is a 3% service fee for all transactions.

***Tuition may increase by 3%-5% annually upon yearly review. \$100 annual re-enrollment fee due every year on child's anniversary date.***

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

