

Parent/Guardian Agreement

Welcome to Red Sneakers! We look forward to a healthy and happy relationship with your family. The following policies have been created to ensure smooth operation of our center and the safety of the children in the program.

Child's Name: _____ DOB: _____ Date enrolled: _____

CENTER'S HOURS AND OPEATIONS

1. Parents/Guardians are welcome anytime and are encouraged to come.
2. Our center is open from 7:00 am to 5:30 pm Monday-Friday. We are closed for certain holidays. The holidays are posted in the Parent Handbook. Additional holiday closing may be changed at any time with a week notice.
3. Our center will be open whenever possible on a regular scheduled day, during normal hours. Should severe weather conditions prevent the center from opening on time or at not at all, it will be announced on Channel 3. If we have to close early due to severe weather or any other conditions, it will be the parent/guardian's responsibility to arrange for the child to be picked up early. In the event, there will be no tuition credit for any time the center is closed.
4. To be sure that each child is safe and under supervision at all times and to foster communication between parent/guardian and teachers on a daily basis, parents/guardians must accompany their children into the school and ensure that the children are under supervision before leaving the building. Parents/Guardians must re-enter the building when picking up their children.
5. Parents/Guardians are required to sign their children in and out on a daily basis.
6. Children may be allowed to leave only with a parent/guardian or to someone that is listed on their Child Release Policy Form. In order to provide for emergency situations that prevent you from picking up your child, please be sure to include those people who you would authorize in such events. Parent/guardians should tell the Director in advance, in writing, if a person not listed on the original form is to pick up your child. Identification will be requested for those who are picking up. Children will not be released without written permission.

MEDICAL POLICES

1. For the comfort of the child and to reduce the risk of contagious illness, parents/guardians must pick up their child 1 hour after being notified that they are ill. Children absent due to reportable disease may return only with a note signed by their physician indicating they are no longer contagious.
2. Children must have current medical and immunization records prior to enrollment, and these records must be updated annually. Children without updated medical records cannot attend the center.
3. In the event of an emergency, Red Sneakers seeks Parental/guardian permission to obtain emergency medical treatment in the children's best interest.

4. Medication will be administered only with the Medication Authorization form completed by the physician and signed by the parent.

CENTER POLICIES

1. Children will have an afternoon rest period of at least 30 minutes; if they are still awake they may get up and go into the other room to play quietly.
2. Children will play outdoors daily, weather permitting. Please dress appropriately. It gets very windy in the fall and some spring months.
3. All children must have a change of clothes left with us. In our bathrooms we have cloth bags to put extra clothes in. These will be used as needed. Please label everything with your child's name or initials. Red Sneakers is not responsible for lost or damaged clothing.
4. If a child brings any toys or other belongings to the center, the center is not responsible for loss or damage to those items.
5. Red Sneakers occasionally takes photographs of children. Please check from the list below of where you allow/do not allow your child's picture to be displayed
Classroom display _____ I do allow _____ I do not allow
Give to another parent whose child is in the picture _____ I do _____ i don't

TUITIONS & FEES

1. Please check the days your child will attend: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____.
Hours of arrival: _____ Pick up: _____. If these hours change in any way the Director must be notified immediately. Rates will be adjusted accordingly if hours increase. Please provide your arrival and pickup times when selecting your schedule.
2. Parents/Guardians must give as much notice as possible about reduction in their child's schedule. In addition, Red Sneakers will not guarantee that once a child's schedule changes from full time to part time, a full-time schedule will be available in the future.
3. Upon enrollment, a non-refundable deposit equal to one week's tuition is required. If the child does not attend the center, the deposit is forfeited. This deposit will guarantee the child a space in the center. In the event of withdrawal, a notice is required. Red Sneakers reserves the right to dis-enroll a family at any time.
4. The parent/guardian agrees that any amount unpaid after thirty days will be subject to an interest rate of 18% per year(1.5% per month) until such unpaid amount is paid in full. Additionally parent/guardian will be responsible for the cost of collection of any unpaid amount, including attorney fees and collection.
5. There will be no decrease in tuition for holidays, absences or vacations. Tuition must continue to be paid regardless of absence for any reason, holiday or vacation. Parents/guardians will be notified of changes in tuition within 4 weeks of the change.
6. Tuition is due on Friday 5:30 pm for the upcoming week. If payment is not made by Friday 5:30 pm a late fee of \$10.00 will be added. No child will be allowed to attend the program if payments are left unpaid. Excessive late payments will be cause for dismissal

from our center. When a payment is delinquent for one week, the space can no longer be reserved for the child, and the child cannot attend until the balance is current.

7. A registration fee of \$50.00 (per family) is due at the time the enrollment form is turned in. A re-registration fee of \$50.00 is due annually each July. If the child has withdrawn from the program and subsequently re-enrolled a new registration fee of \$50.00 is due in full at that time. The Registration fee is non-refundable.
8. Because we all work long days it is not fair to make staff stay after hours. Please allow enough time to leave the center before closing time. A late pickup fee of \$2.00 per child is payable to the center for each minute the child is at the center after closing time until the child leaves. This fee is subject to change. Payment is due in full immediately in cash/check to the people who are waiting with the child. Late pickup is not a normal program option.
9. A \$25.00 fee will be charged for a check returned for insufficient funds. If this occurs we will have the option to refuse future checks.
10. If Red Sneakers has concerns that a child's developmental needs are not being met in the program, or we believe the center cannot meet the needs of the parent/guardian, every effort will be made to involve the parent/guardian in the process of identifying the problem and working to find a solution. However, if after reasonable and appropriate interventions have been tried, it is determined that the program is not in the best interest of the child or the parent/guardian Red Sneakers reserves the right to request that the child be withdrawn. Implementation of withdrawal procedures will be effected in that Red Sneakers believes appropriate.
11. If your tuition is subsidized (care 4 kids) based on a sliding fee scale, misrepresentation of gross household income may result in dismissal from the program and/or retroactive charges for all underpaid tuition.

NON-DISCRIMINATION & CONFIDENTIALITY

1. Red Sneakers of Lebanon provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, color, national origin, sex, political beliefs, marital status, disability or special needs.
2. It is Red Sneakers policy that any information regarding the child, the child's family or other matters discussed with the Director or the staff will be held in confidence.

BEHAVIOR MANAGEMENT TECHNIQUES FOR CHILDREN WHO ATTEND RED SNEAKERS

Red Sneakers believes in positive discipline, which focuses on guidance, prevention, redirection and consistency. Positive discipline teaches children where limits are set, how to maintain control over their bodies and how to problem solve in the event of conflict. Our philosophy is a child cannot be "bad". Inappropriate behavior is viewed as exactly that, we address the inappropriate behavior as the problem, not the child.

Children are encouraged to resolve conflicts by using their words to express their feelings to one another and NOT by resorting to destructive behavior. This helps them develop social skills, self-control and reduces conflict between them. We offer children choices whenever possible. By doing this, we help them become responsible for their own actions by choosing what they

will do. We also set reasonable and positive expectations for them. We feel this kind of discipline maximizes the child's growth and development. Here are some guidelines:

- a. Expectations are limited to what is realistic for the developmental level of the child, and are clarified for children so that they understand what is expected of them.
- b. Teachers speak and act in ways in which they want children to speak and act.
- c. Teachers encourage children's efforts to build feelings of self-worth.
- d. The center's staff encourages behaviors such as helping, cooperating, negotiating and problem solving.

The use of time out will be used as a last resort when a child displays an inappropriate behavior. However, the child will be given a warning and choices on how to correct the behavior first. If the child continues the inappropriate behavior then a time out will be given. Children are placed in a quiet area for one minute forever how old they are. Once the time out is completed the teacher will discuss and review the inappropriate behavior which required the time-out. The teacher reviews the time-out so that the child understands the reason he or she was placed in the time-out. The teacher will be in eye contact during the time out.

At no time is spanking or corporal punishment tolerated at Red Sneakers. Children are never subjected to cruel or severe punishment such as humiliation, verbal, physical abuse, neglect, or abusive treatment. Children are never force-fed. Children are never punished for wetting soiling in their clothing. And children are never forced to remain in soiled clothing.

Signature of Director Date

Signature Parent/Guardian Date