**Paperwork Required**

The following is a list of paperwork that must be submitted before any child is assigned a classroom:

1. Contract (link)

2. Immunization Record (link) Doctor may email: owner@givingtreeschools.com or fax: (708) 209-1551

3. Copy of Medical Insurance Information

4. Copy of birth certificate

5. Summary of Licensing Standards (DCFS) last page signature

6. Handbook Signature Pages:

7. Application (link)

8. New 2016 Food Program Paperwork (link)

Phasing In

1.The new student will come for the morning (typically 1/2 day 7:30-12:30) with their parent. The parent is responsible for the child’s basic needs during this time such as diapering and bottle feeding.

2. The new student will then spend a morning (typically 1/2 day 7:30-12:30) independently with the class.

\*The tuition schedule starts with the two half days being considered a full day of care and will be billed at a prorated amount. The tuition for the first two weeks will be invoiced separately from the future tuition payments. After the first tuition statement, tuition is to be paid either biweekly or monthly. \* Clients will not be invoiced after the first tuition statement until the child transitions to the next classroom and a new tuition amount will be billed.

\*Due Friday before the next cycle of care to avoid late fees.

Trial Period

Every client will be given a two week (calendar) trial period. This is important to insure that the child has adjusted to his or her new setting. At the end of such period, the clients will be offered a

permanent position at the center. Adjustment times vary for children and in some cases the trial period will be extended in writing at the discretion of the Director and the classroom teacher. At the end, or at any time during the trial period, if the Director believes that the situation is not beneficial for the child, or for the other children in the classroom, the child will not be offered a permanent position in the center and may be asked to find alternate child care arrangements.

Parental Termination of Care

The Giving Tree acknowledges that parents know what is best

for their child. If a parent feels that The Giving Tree is not the best

environment for their child, they must give two weeks written notice of termination of care. When giving notice keep in mind that two weeks deposit will be used as the last two week of care and no credit or refunds are given for tuitions already paid.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Initial

Dismissal from the program Policy

The Giving Tree reserves the right to terminate a care arrangement for the following reasons (not limited to):

--Failure to pay tuition

--Lack of parental cooperation

--Physical or verbal abuse of any person or property

--Lack of compliance with the parent handbook

--Serious illness of the child

--False information given by parent either verbally or in writing

-Any child who, after attempts have been made to meet their

individual needs, demonstrates the inability to benefit from the type of program offered by the facility, or by whose presence is detrimental to the group shall be discharged from the facility.

-If there is a concern for the immediate safety of the child and

other children in the center because of severs behavior problems.

The child may be given an immediate notice of dismissal from the program with alternate care referrals. Less severe problems such as financial matters and failure to adjust will be given in writing anywhere from a one to two week notice at the discretion of the Director and teachers.

In all instances, when a facility determines that it is in the best interests of the child to terminate enrollment, the child’s and the parent’s needs shall be considered by planning with the parent to meet the child’s needs when he/she leaves the facility including

referrals to other agencies or facilities.

Client Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tuition Due Dates**

Tuition is to be paid bi-weekly or monthly dependent on individual contracts. The payment is due the Friday before the new two week cycle of care whether your child is in attendance or not.

Payments not received on Friday morning before 9:00am will be assessed a $10.00 late fee. If you are not present that day due to

illness, vacation or other, the tuition is still due and any late fees will apply. If Friday is a vacation day, the tuition would be due on the Thursday or Wednesday before the vacation day.

Payments received after the start of care, ie Monday will be

assessed a $25.00 late fee for each day payment is not received. After the third day of care, the position will be placed on hold and the child will not be able to attend school until the tuition and any accrued late fees have been paid in full. Late fees not paid within 30 days of occurrence will be subject to a finance charge.

This handbook will be reviewed yearly.

**Overtime**

Overtime fees will begin at 6:00pm in the amount of $2.00 per

minute. This fee will be billed on your next tuition due date via a

statement. After three (3) days of nonpayment of late fees, access

via the security system will be temporarily deactivated. The

computer connected to the security system is the time clock

we use. It does not count if you have arrived in the parking lot by

6:00, it is entry into the building and accepting your children.

Other:

-There is no reduction in tuition for sick days, absentee days or closed school holidays.

-Please call by 9:00 if your child will not be in attendance that

day

-The Giving Tree is not obligated to hold a position of care for

more than five (5) absentee days. Referrals to other agencies

and schools will be provided to clients upon written request.

Parent Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline Policy

The term discipline refers to some sort of consequence for

unwanted behavior or action. At The Giving Tree, we believe that

there are definite reasons behind the child’s acting out. Staff, using

their knowledge and experience will recognize the reasons behind

the actions and redirect the children’s actions and energy. The

school rules will be the same rules that are taught at home such as:

**honesty, respect for other people and respect for belongings.**

Teachers will in most cases try to prevent problems, redirecting as necessary. We will discuss with the child the inappropriate behavior and encourage the child to make amends when offenses involve other children or people. Sometimes there are consequences to our actions. The example would be the misuse of a toy that would cause the toy to have a time out and the child to be asked why? In most cases the child already knows that was inappropriate, but we must remember that we are all teachers. Young children, especially those that can not communicate verbally have a hard time expressing their feelings and desires. They will occasionally hit, throw toys and even bite. This is natural and yet we will take steps to avoid further conflict by redirecting the energies of the child.

Parents will be asked to play an integral part in maintaining a

safe and positive learning environment for all children and staff

involved through reinforcement of The Giving Tree’s rules. In the

instance that a child continuously breaks the rules, a parent meeting will be scheduled. At this meeting parents, teachers and the director will make a plan that will help the child follow the rules of the center.

As per the dismissal policy, if a child fails to meet the rules of the program after an intervention meeting, the parents will be supplied a list of agencies that will assist them in finding alternative care.

Children will be disciplined in a positive way through redirection of actions. A child may be removed from the group to gain self control, not to exceed one minute per age of the child. Children will never be disciplined for toilet accidents. Staff will encourage preschool children to have the opportunity to resolve their own conflicts.

During the two week trial period, parents or the Director may

terminate the arrangement at any time. After the two week trial

period has ended, both parents and the center staff shall give a

written two week notice to end care.

The following behaviors are prohibited in all child care settings:

1. Corporal punishment, including hitting, spanking, swatting,

shaking, pinching and other measures intended to produce

physical pain or fear.

2. Threatened or actual withdrawal of food, rest, or use of the

bathroom.

3. Abusive or profane language.

4. Any form of public or private humiliation including threats of

physical punishment.

5. Any form of emotional abuse, including shaming, rejecting,

terrorizing or isolating the child.

Should the center dismiss the child for any reason, the Director or her designee shall hold a parent meeting. The center will then provide a list of agencies for the parents to find alternative care.

Parent Initial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_