#

# GENERAL INFORMATION

#  ADMINISTRATION

 Latoya “Toya” Arnold Director

 Kelsie Ruff Manager

#  ADDRESS TELEPHONE

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# AGES

*The Learning Lodge*

Available for 6 weeks old through 12 years old.

# OUR MISSION

Welcome to The Learning Lodge! The information contained in this Parent Handbook will introduce you to the philosophy and organization of the center. It will also serve as a quick reference guide to the daily operating policies and procedures. The Learning Lodge was founded on principles that exemplify high standards and to meet the needs for high quality childcare for families. It is our goal to ensure successful growth through learning and to build successful partnerships with families. We look forward to working with your family to provide a healthy and secure educational and social foundation for your child(ren).

#  OUR PHILOSOPHY

We believe that children experience the greatest growth when they feel secure and wanted. Therefore, We at The Learning Lodge will provide a warm, caring, comfortable and safe environment for our children. Together, we will establish routines that are predictable and consistent. All children will be treated with gentleness, honesty, and respect. We will encourage them to treat others in this manner. Our classrooms cultivate an unbiased atmosphere where children and parents are encouraged to challenge their individual paradigms and subsequently see society through a lens that celebrates diversity of thought and culture.

We are committed to children learning and believe that educators are vital role models. Therefore, we use modeling as a vital tool in our classrooms. To maintain an atmosphere where children feel comfortable and confident, we use constructive guidance and positive reinforcement. We feel it is also necessary to establish and clearly define reasonable limits with logical consequences. The children are encouraged to take ownership in shaping our classroom dynamics through openly sharing their work, ideas and personalities which will enrich their peers and foster their intellectual development.

The Learning Lodge advocates open communication with parents, for they play the most vital role in their child’s intellectual development. As much as we love to care for and guide children, we believe that parents should also be encouraged to be active participants in their children’s education. Parents and teacher share a common priority: providing the best that they can for the child. Working together, we believe that optimum development will be obtained.

# DAYS & TIMES

The Learning Lodge is a year-round early education center, open Monday – Friday from 5:30AM – 6:00PM. Please see our calendar for the days that we are closed all day and additional early closures.

The Learning Lodge is licensed by the Texas Health and Human Services Commission. The Learning Lodge admits students of any race, color, national & ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies and admissions policies.

# PARENT COMMUNICATION/FAMILY PARTICIPATION

Parents are welcome to visit The Learning Lodge without prior approval, any time during our hours of operation to observe their children, The Learning Lodge operation, and program activities. \* We encourage those parents who want to participate in The Learning Lodge activities (by volunteering their time and talents) to speak to the Director. We will be happy to answer any questions you may have and would love to hear what you like best about the program. The teacher or director will be happy to make an appointment to discuss any questions or concerns about the policies and procedures at our school.

Some of the family activities we would like parents to participate in include:

1. Drawing and Painting
2. Music, Dancing, and Singing
3. Blocks, Jigsaws, and Shape Sorters
4. Yoga

Parents may also communicate via email with concerns, praises, or to update their information at: thelearninglodge@outlook.com. Bright Wheel App is the main platform for messages between parents and teachers regarding anything for the children’s care.

A copy of the Minimum Standards is kept at the Facility and is available for review by the parents. The most recent Licensing inspection report is posted at The Learning Lodge.

\*Visits to The Learning Lodge may be restricted due to government orders.

# PARENT CONFERENCES

Parent conferences are offered in September, January, and May. A sign-up sheet will be available for parents who are interested in meeting with the teachers. Time slots of a maximum of 15 minutes will be allotted for each student.

Each parent will have an Assessment completed for their child in time for their conference. Parents should always review these assessments to track their child’s development. These developmental screening assessments can be shared and reviewed with a child’s pediatrician should any concerns arise. The Learning Lodge will always support parents if they wish to move forward with a referral process for their child.

# SUPPORTING FAMILY NEEDS

Families and culture are celebrated in The Learning Lodge. Their role in informing and working together with their child’s teacher is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices, and information families wish to share about their socioeconomic, linguistic, racial, and cultural backgrounds. Program staff will actively use information to adapt the environment, curriculum, and teaching methods to the families we serve.

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# ACTIVITIES

***Infant Classes****:* music, books, playtime inside and outside, and Frog Street Curriculum (ages 0-18 months) which equips teachers to nurture the little ones in their care, optimizes key windows of opportunity for growth and development, and features strategies for social and emotional development.

***Toddler Classes****:* age-appropriate lessons, playtime, Frog Street Curriculum (for 18-36 months and Three’s) year-round, which is organized around 5 developmental domains, offers differentiated instruction options to meet the needs of all learners, and can be easily infused into daily activities.

***Preschool Classes****: S*tories, coloring, music, phonics drills, numbers drills, language development, recess time, and Frog Street Curriculum year- round, which has an extensive integration of theme, disciplines, and domains, strategies for social and emotional development, and a joyful approach to learning. ***After School***: big snack, curriculum time, playtime.

Frog Street Curriculum is designed around the latest scientific early brain development research for each targeted age group.

# PHYSICAL ACTIVITIES

As per minimum standards, we do go outside a minimum of at least twice a day. Please make sure your child is dressed appropriately for the weather and active play so that he/she can participate comfortably in our physical activities.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

In the event of weather that does not permit outdoor play, TLL staff will increase the time of indoor physical activity, so the total amount of physical activity remains the same.

#  SCREEN TIME

The Learning Lodge is equipped with a flat surface, basketball hoop, easy access to a restroom and water, and plenty of age-appropriate equipment for the children. Infants and toddlers can use the little playground which has a shade structure, soft padding, and a rubber mulch area for play. We do provide screen time for our children that are age 2 and older for one hour per day. We believe learning should be a personal interaction between their classmates and teachers. Spending extended periods of time in front of a screen goes against our center’s philosophy. We believe that it is important that very young children have positive social interactions with their parents and caregivers.

# CURRICULUM GOALS

We strive to prepare children for an accelerated entrance into kindergarten. Toddler classes begin learning to recognize and match colors in their surroundings. Children are taught letters and numbers through songs and dance that they learn to recognize and mimic. Preschool children begin tracing numbers and letters, both uppercase and lowercase, and eventually move into writing letters by themselves. Each class has a reading center where children are encouraged to sit quietly and familiarize themselves with books. We teach our children to pray for healing for themselves and their friends if there is an accident and to also be thankful for the things they have.

# TEXAS RISING STAR

The Texas Rising Star program is a voluntary quality rating and improvement system (QRIS) for childcare programs participating in the Texas Workforce Commission’s (TWC) subsidized childcare program.

Numerous research studies have shown that children who attend higher-quality early learning programs are more prepared for school entry than children who do not attend high-quality programs. Childcare and early learning programs that voluntarily achieve Texas Rising Star certification, offering quality care that exceeds the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR) minimum standards, are in a better position to positively affect the physical, social-emotional, and cognitive development of children. TRS programs are committed to quality care and improvement that exceeds the state’s minimum childcare licensing standards in the following categories: director and staff qualifications, orientation, and training; teacher- child interactions; program administration; and indoor/outdoor learning environments.

# TOILET LEARNING

Parents will start the toilet learning process at home. Once the child is comfortable on the toilet, and able to pull pants up and down independently, TLL will assist during childcare hours.

1. TLL will make toilet learning as fun and exciting as possible.
2. TLL will sit the child on the toilet at frequent, regular intervals. If the child refuses, TLL will not make the child sit on the toilet. We may need to take a break until they are comfortable using it in the classroom.
3. Pull ups should be worn during the training process. This makes it easier for your child to practice pulling them up and down on their own, and they can feel when they are wet. Dress your child in bottoms that are easy for them to pull up and down on their own (no snaps or buttons, no onesie style tops).
4. Due to sanitary issues, your child must be accident free in their pull up for 2 full weeks at TLL before switching to underwear. We have a lot of shared spaces and do not want other children getting into messes!
5. If your child begins to have frequent accidents after switching to underwear, we will begin the process from the beginning with pull ups.
6. Pull ups will still need to be provided for nap time, until they are ready to go without.

We look forward to joining you in this exciting milestone for your child!

# BRIGHT WHEEL

Each family enrolled in our facility will receive an invitation to join Bright Wheel via e-mail or text, with a free app available on smartphones. Bright Wheel provides families with a digital platform for receiving their child’s Daily Report along with photos of their child’s day. Bright Wheel is the only method of written communication that should occur between teachers and parents. Personal social media is not an appropriate form of communication for TLL business. Using this platform for tracking and assessing children has provided parents with documentation that helped get urgent medical diagnosis and assistance with therapies to support social/emotional development.

Teachers use Bright Wheel to log children in and out, record meals, diaper changes, nap times, class notes, and send messages to parents, child assessments, behavioral issues, and incident reports.

Parents can send messages to the teachers directly through the app and can expect to receive a reply, usually during nap time. We ask that parents understand that the teachers first priority is to concentrate on the children and if parents have a pressing issue, they may call The Learning Lodge to speak with the director. A copy of the menu is available on the app as well as the school calendar. Parents can view newsletters or other documents teachers feel are beneficial to parents.

# WAITLIST

Parents are entered into the waiting list via online registration on Bright wheel website.

Families with children currently enrolled are given priority. We will contact families via email concerning availability. We would need to know an approximate start date for the family. We can hold spots for families who wish to enroll their children in the future if there is not a waitlist for that age group. If, however, we were contacted by a family that was needing childcare immediately, we would contact the families on hold to see if they would be interested in enrolling their child(ren) earlier than the said start date. If that were not in the best interest for the family on hold, we would accept the other family into our center. If we reached our maximum for enrollment, the family on hold would have to wait for a space to be available before enrollment.

# ENROLLMENT

The Learning Lodge does not discriminate due to race, color, sex, national or ethnic origin. While The Learning Lodge does not wish to exclude any child, the admission of children with special needs or disabilities will be decided on an individual basis. The Learning Lodge Director and the parents will be responsible for taking the following factors into consideration:

1. The nature and extent of the disability.
2. The amount and feasibility of the necessary modifications.
3. The amount of staff training that would be required.
4. The amount of barrier removal measures that would be required.

**ADMISSION PROCEDURES:**

We ask that parents who wish to receive a full tour of our daycare email ahead and schedule a visit between the hours of 9AM-11AM or 2PM-4PM, Monday through Thursday. Our email is thelearninglodge@outlook.com. Parents will receive an email with a link to our website to place their child on a waiting list. There is an online registration available at [www.learninglodgedc.com](http://www.learninglodgedc.com) to new families and returning families. After parents have submitted their registration; they can expect a response via email within two business days. Once a space becomes available, the parents may then visit The Learning Lodge to pay their deposit and select a date for enrollment. We ask that parents complete the enrollment packet at least three business days before the start date to allow time for their information to be entered into our computer system. Once the forms are complete, parents will be set up with a Bright Wheel account that allows them to clock their children in and out and make payments.

Returning families are defined as having at least one parent with a previously enrolled child. In the case that a returning family has arrears on their account, the account will need to be paid in full before enrollment.

The following materials are required for enrollment:

1. Completed Admission Information Form (Texas Department of Family and Protective Services: Form 2935)
2. The Learning Lodge Enrollment Information
3. Health-Care Professional’s Statement and current Immunization Record
4. Financial Agreement Form
5. Deposit
6. Parent Signature (Read and Understand the Policies in The Learning Lodge Handbook)
7. Food program form

Please let the director know immediately if there are any changes to the Enrollment Information, so that we can always stay updated and in touch with you. We require that every family fill out updated forms every calendar year. We do need every line filled out and every question answered.

(For Example: change of telephone number, change of address, change of doctor or hospital, change of names to whom your child may be released, etc.)

Parents are responsible for submitting updated paperwork for their child yearly. If a parent is unable to maintain the required updated forms, enrollment for a child may be suspended until the required forms are turned in. If parents do not communicate with the directors regarding when forms will be turned in or if an extended period passes without forms being turned in, the child’s enrollment may be ended.

# FEE STRUCTURE

Tuition:

* Parents have several payment options.
* Weekly
	+ - Due each Friday before

drop off Monday.

* Monthly
	+ - Due the last day of the

Previous Month.

* Yearly
	+ - Due the last day of the

previous school year.

* There is a deposit required of one week at the same rate as your tuition and is non-refundable.

If you are a CCS or CCMS parent with a parent share of the cost all payments are due on the first day of the month. Failure to pay by the fifth day will result in notification to your case manager. We do not offer a discount or waived parent share of the cost.

Supplies:

* $30 due on the first billing of each month

Late pick up:

* $10 per minute, per child
* If your child is not picked up by the scheduled closing time, late pick up fees will apply.

Late payments:

* $30 per week, per child
* Tuition is due each Friday before dropping off Monday for weekly payments, and the last day of the previous month for monthly payments. Late payment fees will apply after that. If the amount owed exceeds one weeks’ worth of tuition, enrollment may be suspended until the amount owed is paid in full.

Returned checks:

* $30 fee on all returned payments.
* If more than 2 payments are returned, a money order, cashier’s check, or cash will be required.

Merchandise:

* TLL will provide Member’s Mark Premium Unscented wipes for each infant and toddler per week.
* Parents will provide diapers or pull ups for their children. If notice has been provided to parents, and parents do not provide their child with diapers, there will be a $6 per diaper fee for each TLL diaper used.

# ABSENCES

If your child is absent for more than 1 week and you do not communicate with the director of The Learning Lodge, your child will be considered withdrawn. The teachers or director will make appropriate measures to contact the parents. If there is credit left, a check will be mailed to the last known address or refunded through Bright Wheel. We continuously stress to parents that keeping information updated is very important and communicating with your child’s teachers and director is necessary.

# END OF CARE

We ask that parents provide a written notice two weeks in advance if they will need to withdraw their child. The official way to communicate a date of withdrawal is through emailing thelearninglodge@outlook.com. Families with outstanding balances (arrears) on their account will not be able to enroll any children in the future until the account is paid in full.

Care can be ended for any reason by either the provider or the family. Based on each individual situation, TLL may choose to end care immediately if either party is unable to continue care amicably or based on the gravity of the situation.

Any personal belongings will be placed together for parents to pick up. Families will be expected to pick up their items within a reasonable amount of time. Any items remaining will be donated.

# PARENT RESPONSIBILITY

We believe it is imperative to have a good working relationship between parents and staff. To accomplish this, we ask that:

* Parents have their child at TLL by 9:00 A.M.
* Parents will make sure they have a plan for pick up by 6:00 PM each evening.
	+ If a parent is running late, they are responsible for notifying TLL and giving an approximate time for pick up. Keep in mind that late pick up fees are $10 per minute per child.
	+ Any families who have excessive late pick-ups may face termination of care.
* Parents will participate in parent/teacher conferences if they have been directly contacted by teachers or administrators to discuss their child’s progress.
* Parents will be aware of all policies in the TLL handbook and support them.
* Parents will supply their children’s diapers or pull-ups if their child is still in the toilet learning process. o If notice has been given to parents that their child is low or out of diapers, and parents do not provide their child with diapers, there will be a $6 per diaper fee for each TLL diaper used.
* Parents will communicate first with their child’s teacher if there is a problem or misunderstanding. If they are still unsatisfied, parents will then contact administrators.
* Parents will turn in requested paperwork on their due date to ensure TLL maintains compliance with Texas Minimum Standards and other governing officials.
	+ If a parent is unable to maintain the required updated forms, enrollment for a child may be suspended until the required forms are turned in. If parents do not communicate with the directors regarding when forms will be turned in or if an extended period passes without forms being turned in, the child’s enrollment may be ended.
* Parents will maintain a courteous attitude. o This includes, but is not limited to, parent/ teacher meetings, Bright Wheel messages, daily conversations, refraining from foul or demeaning language, and maintaining respect for all individuals.

Parents or guardians who are unable or unwilling to abide by the parent’s responsibilities may face end of care for their children, dependent on the severity of the offence and at the director’s discretion.

# STAFF RESPONSIBILITY

The director will:

* Provide the classrooms with necessary materials.
* Monitor the classroom activities periodically.
* Provide staff development in age-appropriate practices.
* Affirm the teachers and students.
* Be available to children and teachers for advice and encouragement.
* Maintain a courteous attitude.

The teachers will:

* Have working knowledge of Texas Minimum Standards.
* Connect with families by encouraging an open relationship to discuss compliments and concerns.
* Assist children in their spiritual, emotional, and academic growth.
* Support families as their children conquer developmental milestones.
* Maintain a courteous attitude.

# HOURS OF OPERATION

The Learning Lodge is open from 5:30 AM until 6:00 PM, Monday through Friday. There is no early drop off and children must arrive prior to 9:00AM for the day. A late fee will apply for children picked up after 6:00 PM. The late pick-up fee will be $10.00 per minute- per child.

In the event of an emergency such as ice, snow, or other adverse weather conditions, The Learning Lodge may dismiss early or be cancelled. Please listen to KIIZ (92.3) for the most up-to-date information. We follow weather closures and time changes of KISD. We will also make Facebook posts, send emails, and text messages through Bright Wheel (must have app downloaded) concerning early dismissals, late starts, or daycare closures.

# SIGN-IN/SIGN-OUT (RELEASE POLICY)

1. It is the parent’s responsibility to ensure they sign the child in/out through Bright Wheel. Failure to do so will result in a $6.00 fee per occurrence.
2. It is the parent’s responsibility to bring the child INTO The Learning Lodge.

1. Parents must pick up the child in The Learning Lodge. Children will not be released to older brothers and sisters less than 12 years of age. Siblings MUST also be listed on the pick-up list.
2. A child will not be released to anyone without consent from parents/guardian. Parents must notify The Learning Lodge in writing, by email or Bright Wheel message, if someone other than those designated on the enrollment form will be picking up the child. They must show proper ID.
3. If a parent or adult is under the influence of alcohol or drugs when the child is picked up, the child will not be released to that person.

1. If the teacher does not know the person picking up your child, we will use their driver’s license to check against the information provided on the enrollment form until we learn to recognize them. This is solely for the protection of your child and is not meant to be offensive.

# DROP OFF POLICY

The Learning Lodge opens at 5:30 AM each day, with few delayed starts due to inclement weather. Children will not be able to be dropped off after 9:00AM; the only exception to this policy is drop off after an appointment with a physician and a note provided. This includes any child in attendance that would need to leave for a short break (for things such as a doctor’s appointment, etc.) and planned to return.

1. Parents will assist children with hand washing before allowing their child to enter the class.
2. Children will be walked to class by their parents each day.
3. Children will not be left outside prior to opening hours or left in the lobby without parental supervision.
4. Parents should share information that might be relevant to the care of their child via Bright Wheel morning intake form. For example, if a child injured themselves the evening before in their home

and has a mark, parents should make the child’s teacher aware.

 It is best practice to message your child’s teacher on Bright Wheel if your child will not be attending school that day.

# LATE PICK-UP PROCEDURE

The Learning Lodge closes at 6:00 PM each day, with few early closures throughout the year. These dates will be communicated to parents. Parents are asked to have sufficient time to collect their child’s belongings, speak to staff if necessary, and leave the center at the designated closure time.

If the parent is aware that they will be late, they should call 254-432-4828 to advise the staff of this and of their plan to pick up their children. Parents should make every reasonable effort to pick their child up on time each day. The Learning Lodge is only licensed for certain operating hours and having children in care after those hours puts us at risk with Child Care Regulations. Any demerits with Child Care Regulations could result in fines for The Learning Lodge, holds on our operating license, or a forced closure for The Learning Lodge. When a child is not picked up on time:

1. TLL will contact parents via a phone call.
2. If contact with the parent is not established, TLL will call the emergency contacts on the child’s information sheet and plan for pick up.
3. If parents and emergency contacts are not reached, TLL will contact the appropriate local emergency services.
4. Late pick up fees will apply at a cost of $10 per minute, per child.
5. Excessive or repeated late pick-ups could result in termination of care.

#  POWER OUTAGE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoors until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close, and parents contacted. Activities will resume as possible until parents arrive.

# CUSTODY AND RELATED COURT ORDERS

 The Learning Lodge cannot become involved in the marital or custody issues of families we serve. If a custody or court order exists, a copy of the order needs to be provided to the front desk to be added in the child’s file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, The Learning Lodge staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick-up list, and they provide a birth certificate and photo identification verifying that they are a parent of a child, The Learning Lodge must legally release that child to the parent.

 The Learning Lodge will not monitor child visitation or custody schedules. It is up to parents to communicate with one another regarding pick up for a child.

# CHILDREN’S ATTIRE

Children should come to the Facility comfortably dressed in washable, weather appropriate play clothes. We spend a lot of time outside and children will get dirty. We suggest that you do not send your child wearing belts, overalls, or other clothes that are difficult to remove quickly. Children who are busy playing often wait until the last minute to ask to go to the bathroom. If it takes time to get clothes off, even with the teacher’s help, it is sometimes too late to prevent an accident. Tennis shoes are preferred but sandals may be worn if they have a back strap; No Flip Flops are allowed. We ask that you keep a complete set of extra clothes at school, including shirt, pants/shorts, underwear, socks, and shoes. Make sure that these items are clearly labeled (initials on the tags, tape with their name on the inside of jackets, etc.) and switched out for each season.

Please do not allow hair accessories (bows, headbands, or scrunchies) or expensive jewelry to be worn; we do not assume any responsibility if it is lost. Other children want to touch and explore these items, this leads to possessive interactions and possible loss of the items when playing outside.

# TOYS

We ask that your child not bring toys to school. Toys from home can pose a hazard for children if they are left behind in a place where younger children have access to. If a toy is brought into The Learning Lodge, it must be put in the child’s cubby until they are picked up to prevent it from being lost or stolen. If the teachers see a toy being brought in at drop off, they will return it to the parents. We ask that you make sure all toys stay home or in the car to prevent your child from having a negative drop off experience.

# MEALS AND SNACKS

Breakfast, lunch, and afternoon snack are served. Breakfast (served 7:30am – 8:30am) consists of a grain or meat or meat equivalent, fruit, and 1% milk (whole milk for 12mths-24mths); lunch consists of a grain, vegetable, fruit, meat, or meat equivalent, and 1% milk (whole milk for 12mths-24mths); and snack consists of a grain, fruit or vegetable, and water (for children ages 12 months and up). Liquids and food hotter than 110 degrees F are kept out of reach. Our staff is educated on food allergies, and they take precautions to ensure children are protected. Each teacher has access to a list of any allergy a child may have. The teachers do not reward good behavior or clean plates with foods of any kind. If parents bring in prepared food that is to be shared among the children, it must be commercially prepared OR prepared in a kitchen that is inspected by local health officials. Our school age children are provided a healthy snack when they arrive after school that consists of a grain, vegetable, fruit, meat, or meat equivalent, and 1% milk.

Menus are posted in each classroom, on the Bright Wheel app for parents, on the main bulletin board and copies are provided at the parent information center. Menu policies are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits, and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans guidelines established by the USDA. The Learning Lodge is participating in and in good standing with **Child and Adult Care Food Program (CACFP)**. Parents may bring labeled “cold” lunches from home if they don’t want their child to eat what is on our menu for the day. Teachers may not microwave any food for children, to prevent burns from uneven heating. Each room has access to a refrigerator to maintain appropriate temperatures. Each parent is welcome to take a menu from our center as a sample for healthy lunches. Parents are encouraged to provide meals with adequate nutritional value.

Please note that only substitute lunches will be allowed at The Learning Lodge. Breakfast foods will not be admitted into the classroom. TLL stops serving breakfast at 8:30 A.M. If your child will be arriving after 8:20AM, we ask that you serve them breakfast prior to drop off.

For food allergies, a doctor’s note is required stating exactly what the child is allergic to, what their reaction is, and the response needed. Our parent information center has resources for parents who need information about foods that may cause allergic reactions. We understand that some children require special diets, and this information also needs to be in writing from a health care professional.

Resources are provided at the parent information center for parents who want more information on providing healthy food for their children.

When a parent provides meals, they will be required to complete a Food Preference Form. TLL will not provide any components of the meal and is not responsible for the nutritional value of the meal.

Parents of infants must bring their own formula (from ages 6 weeks until 12 months). The Learning Lodge will provide snacks for infants (from 6 weeks until 12 months) Gerber Teethers, Munchies, and Puffs. If the parent does not want the child to have this product, please ensure you provide what you would like your child to have.

**THE LEARNING LODGE DOES NOT PRESENTLY OFFER THE FOLLOWING:**

1. A get-well care programs
2. Nighttime care
3. Transportation

# DISCIPLINE AND GUIDANCE

Below are the State Guidelines we follow as listed in the Minimum Standard Rules for Licensed Child-Care Centers:

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child’s level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child’s mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

# CHALLENGING BEHAVIOR POLICY

We encourage the children through Conscious Discipline techniques to solve minor conflicts in a peaceful way. However, at times children behave inappropriately. Some of their behaviors may even be injurious to themselves or others and occurring repeatedly. We will implement the guidance and direction necessary for healthy growth and development. Parents will be notified through Bright Wheel if negative behavior becomes a concern using a Behavior Log.

When positive discipline measures do not result in children changing their behavior, corrective action may be initiated by program staff as a tool to improve behavior. Corrective Action is an instrument to change an unacceptable behavior and offer direction to positive behavior.

In adherence to the principles of progressive discipline, violations of the code of conduct or behavior standards are categorized into three categories, and each carries its own series of consequences. At every phase the teacher should follow up with a discussion as well as an appropriate in-program consequence immediately after the behavior is exhibited. The categories of violations are as follows:

**Minor Violations:**

1. Disrespectful towards staff or other students
2. Disruptive behavior
3. Repeatedly not following directions
4. Excessive Horseplay

**Major Violations:**

1. Multiple occurrences of pushing, tripping, hitting, kicking, spitting, and biting that cause injury
2. Threatening comments or gestures
3. Uncontrollable Behavior
4. Aggressive Behavior towards other children or staff
5. Inappropriate Language
6. Teasing, name calling, or embarrassing others
7. Willful destruction of TLL property

**Critical Violations:**

1. Fighting
2. Leaving assigned area without permission
3. Aggressive Behavior that causes serious harm to another child or staff
4. Harassment, Intimidation, Bullying:

-Meaning any gesture, any written, verbal, or physical act, whether it is a single incident or a series of incidents, that:

* + Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, or a mental, physical, or sensory disability, or any other distinguishing characteristic; and that
	+ Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; or
	+ Will have the effect of physically or emotionally harming a student as determined by a reasonable person under the circumstances; or
	+ Has the effect of insulting or demeaning any student or groups of students; or

Creates a hostile educational environmental for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student Administration of Discipline:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **First Violation**  | **Second Violation**  | **Third Violation**  | **Fourth Violation**  | **Fifth Violation**  |
| **Minor** **Violation**  | Written notice to parent/guardian describing the behavioral  | Written notice to parent describing the behavioral concern, phone  | Written notice to parent describing the behavioral concern and  | Suspension for the rest of the day, may return the next day  | Immediate Expulsion from the program  |
|   | concern  | call, and email  | parent conference  |   |   |
| **Major** **Violation**  | Written notice to parent describing the behavioral concern, phone  | Written notice to parent describing the behavioral concern and  | Suspension for the rest of the day, may not return for two days  | Immediate Expulsion from the program  |   |
|   | call, and email  | parent conference  |   |   |  |
| **Critical Violation**  | Suspension for the rest of the day, may not return for three days  | Immediate Expulsion from the program  |   |   |   |

1. Written notice will be sent through Bright Wheel as a behavior log or incident report.
2. At any point where a violation requires a parent conference, a copy of the student's Administration of Discipline Program chart will be given to parent upon pick up, with parental signature required.
3. Parent will have 30 minutes for their child to be picked up for suspension or expulsion. Program remains in place for a 3-month period after first offense.

 The Learning Lodge is committed to ensuring families, children, and staff from all backgrounds feel safe and connected at school. The Learning Lodge values inclusion and diversity and does not tolerate derogatory or racial slurs. Students who repeatedly use derogatory remarks or racial slurs will be required to be picked up within 30 minutes of the phone call.

# IMMUNIZATION REQUIREMENTS

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas. Documentation acceptable for immunization records must have been validated by a physician or other health-care professional with a signature or a rubber stamp. It should include the child’s name, birth date, number of doses, type of doses, and month, day, and year the child received each vaccination. It may be a photocopy. The only exception is students attending public school, do not have to provide a copy to TLL if the school has a copy.

# HEARING/VISION SCREENING

Students who are four years of age or older when school begins must be screened for possible hearing or vision problems by a physician within 120 calendar days of enrollment, and these papers will be kept in the child’s file.

**TB TESTING**

Children who attend The Learning Lodge are not required to have a TB test.

# ILLNESS/INJURY

When a child becomes ill at The Learning Lodge, the welfare of the child and the consideration of others is our first concern. Fever, diarrhea, and vomiting are common symptoms necessitating a child’s removal from The Learning Lodge. The child needs to be picked up within 45 minutes of the phone call. If a child is not picked up within 45 minutes of a phone call:

1st Occurrence: Warning

2nd Occurrence: Care will no longer be provided.

Current emergency phone numbers must be on the child’s information form in the event parents cannot be located to come for the child. In case of sudden acute illness or serious injury, emergency medical care shall be obtained, and the parents notified as soon as possible. An Incident/Illness Report form will be completed on injuries requiring medical attention by a health-care professional.

Any injury a child receives or illness requiring pickup while at The Learning Lodge will be documented on the Bright Wheel app and available to parents.

Note: If we send your child home with an illness, your child will not be allowed to return for at least 24 hours from onset. We ask that you keep them home until the symptoms have subsided without medication as not to infect the rest of The Learning Lodge.

If we send your child home with diarrhea and/or vomiting, your child should not return until diarrhea and/or vomiting subsides.

# ILLNESS

Parents cannot admit an ill child for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child-care activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center’s activities:
	1. Oral temperature of 101.0 degrees or greater.
	2. Armpit temperature of 100.0 degrees or greater.
	3. Symptoms and signs of possible severe illness as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores, behavior changes, or other signs that the child may be severely ill.
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

For the health of students and staff, any siblings of a student enrolled at TLL who is showing signs of illness will also need to remain absent. We believe this will help the spread of germs to various classrooms.

If your child has been sick, you will need to provide a doctor's note to return to TLL specifically stating your child is no longer contagious. **Please note that a doctor's note alone does not readmit your child to TLL**. If your child is still showing signs of illness, they will need to remain home.

If your child does have a contagious illness, please let us know. We have several cleaning products that we use daily but there are more specific treatments we can use if we know what illness we have in a classroom.

**COMMUNICABLE DISEASE CHART**

#  DISEASE READMISSION CRITERIA

|  |  |
| --- | --- |
| **Covid-19**  | **At least 5 days after positive test and symptom free for at least 24 hours without aid of medication**  |
| **Flu**  | **At least 48 hours after positive test and symptom free for at least 24 hours without aid of medication**  |
| **Fever**  | **Fever free without medication for at least 24 hours**  |
| **Hand, Foot, and Mouth Disease**  | **Sores are healed and fever free without medication for at least 24 hours**  |
| **Diarrhea/ Vomiting**  | **When diarrhea/vomiting subsides and symptom free for at least 24 hours without aid of medication**  |
| **Chicken Pox**  | **When all blisters have crusted over**  |
| **Common Cold**  | **Whenever symptoms subside without medication**  |
| **Head Lice**  | **When medicated shampoo treatment is given and hair is free of nits**  |
| **Impetigo**  | **When treatment has begun, and sores are healed**  |
| **Infectious Hepatitis**  | **After one week from onset of illness**  |
| **Meningitis**  | **Written release by physician**  |
| **Mumps**  | **Nine days from onset of swelling**  |
| **Pink Eye (Conjunctivitis)**  | **Treatment underway for 24 hours**  |
| **Poliomyelitis**  | **Written release from physician**  |
| **Rubella (German Measles)**  | **Four days from appearance of rash**  |
| **Streptococcal infections**  | **Treatment underway for 24 hours and fever free**  |

# MEDICATION

1. Medication is only dispensed at the director’s discretion.

• At this time, TLL is choosing to only dispense medication when it is 3 or more doses per day. TLL will help parents with middle dose.

1. The medical authorization form located at the reception desk must be filled out completely & legibly.
2. Prescription medication must be in its original container, labeled with the child’s name, date, instructions, and the physician’s name.
3. Parents are to reclaim the medication when the child no longer requires the medication.
4. Non-prescription medications must be labeled with the child’s name, date the medication was brought to the Facility, and instructions. Non-prescription medications must be age appropriate.
5. We will not administer medications that are fever reducers such as Tylenol or Motrin.
6. We will dispose of or return medication with an expired date to the parent.
7. All medication will be kept in a medication box at the front desk. No medication should be placed in a child’s cubby or classroom unless it requires refrigeration.

Currently, The Learning Lodge is choosing not to keep an unassigned epinephrine auto-injector at our facility. Parents are responsible for providing and maintaining their child’s epinephrine auto-injectors. Children’s personal epinephrine auto-injectors will be stored within proximity to the child in the event of an emergency.

# NAP TIME

The Learning Lodge will provide a supervised sleep or rest period, for approximately 3 hours for toddlers, and 2 hours for preschool. Children must rest for 1 hour; then those who have not fallen asleep will be allowed to get up & play quietly. TLL will not provide a small pillow and blanket for rest time (non-walkers will not need a nap mat; they will sleep in pack n play). Please be sure to clearly label all items. These are to be taken home each week for laundering and returned the following week.

Children 18 months and up who are unable to play quietly during the rest period will be required to be picked up by 12:00 PM. If the behavior is constant and disruptive to the class rest period, the child’s schedule will be switched to the half day program. The half day program is from 5:30AM-11:00PM, at a reduced tuition rate. Late pick up fees do apply, in line with the financial agreement form.

Children will not be able to be dropped off after 9:00AM; the exception to this is if the child was seen by a physician and a note is provided. This includes any child in attendance that would need to leave for a short break (for things such as a doctor’s appointment, etc.) and planned to return. This policy is in consideration of the other students in the classroom that need to sleep and preparation of the lunch meal by our cook.

**SAFE SLEEP POLICY FOR INFANTS** (Birth through 12 months of age)

Infants under 12 months old will have supervised nap times that allow the infant to maintain his or her own pattern of sleeping/waking periods.

All staff, substitutes and volunteers at The Learning Lodge will follow these safe sleep

recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/ Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

1. Infants will always be placed to sleep on their backs unless parents submit Form 3019, Infant Sleep

Exception/Health Care Professional Recommendation, signed by the infant’s health care

professional.

1. Infants will be placed on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs.
2. For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
3. Infants may not use any sleep positioning device, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. They may increase the risk of suffocation.
4. Staff will ensure that the sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
5. If an infant needs extra warmth, sleep clothing such as sleepers or footed pajamas as an alternative to blankets may be used.
6. Only one infant may be placed in a crib to sleep.
7. Infants may use a pacifier during sleep. The pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
8. If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), the infant must be immediately moved to a crib, unless parents have provided Form 3019, Infant Sleep Exception/Health care Professional Recommendation, signed by the infant’s health care professional.
9. Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations.
10. Staff will actively observe sleeping infants by sight and sound.
11. If an infant can roll back and forth from front to back, the infant will be able to be placed on his/her back for sleep and it is allowable for the infant to assume preferred sleep position.
12. Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally.
13. Infants may not be swaddled for sleep or rest unless parents provide Form 3019, Infant Sleep Exception/ Health Care Professional Recommendation, signed by the infant’s health care professional.

# WEATHER

It is recommended that children ages 13 months and older should be allowed 60 to 90 total minutes of outdoor time each day. Each class has a daily schedule that allows for regular outdoor play. Parents are asked to send their child in weather-appropriate attire each day to ensure that they are comfortable for a day of play. We currently abide by the Child Care Weather Watch chart (see below) which states that temperatures above 32˚ F with a wind speed below 15mph are comfortable for outdoor play. We will use discernment on chilly days to determine whether outdoor play is acceptable or not. Please send your child in appropriate weather clothing and provide appropriate weather back-up set of clothes (Pant/shorts, shirt, underwear, and socks).



# SUNSCREEN AND INSECT REPELLENT

Sunscreen is considered a non-prescription medication and should be administered only if the parents give written consent. The Learning Lodge will keep Banana Boat Sunscreen Spray for kids on hand if parents do not provide their own personal, labeled sunscreen. The Learning Lodge will only reapply sunscreen later in the day if needed. Parents should apply their child’s sunscreen prior to drop off each day.

Sunscreen is **not recommended** for children under 6 months old. Instead, protect young infants from the sun by covering them with hats, long-sleeved shirts and long pants, and shade. If parents insist that sunscreen is used on their infants, written permission and specific instructions from the child’s doctor will need to be provided. The same policies apply for insect repellent.

# BIRTHDAY INVITATIONS

Invitations to parties may be placed in the children’s cubbies. There must be an invitation for each child in the class, this helps reinforce community within the classroom.

# BREASTFEEDING

Parents have the right to breastfeed for their child while they are in the care of The Learning Lodge and we fully support the nutritional value of breast milk. A comfortable seat will be provided for mothers that are breastfeeding. If breast milk will be provided, please provide amount needed for the day. Our participation in CACFP requires 4-6oz of breastmilk or iron fortified formula to be provided at all meals. So, if only 2oz of breastmilk is provided then we must supplement the remaining amount required, 2-4oz with formula, for each meal. Information and resources are available in the parent resource area and/or by request.

# GANG FREE ZONE

Parents should be aware that under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Please see ‘New Requirements Regarding Gang Free Zones’ enclosed in this handbook.

# CHILD ABUSE & NEGLECT

The directors and staff of The Learning Lodge are required by law to report suspected child abuse, exploitation, and neglect cases. Our employees are required to take at least one clock hour of annual training focusing on prevention, recognition, and reporting of child abuse and neglect, including:

1. All caregivers are required to have one hour of annual training on recognizing the signs of abuse and neglect. Parents are welcome to attend this training; please contact the center director for more information.
2. Parents and employees are provided the following website to increase awareness regarding warning signs and prevention techniques: [www.preventchildabuse.org](http://www.preventchildabuse.org/)
3. Parents are required by law to report suspected cases of abuse or neglect. The Children’s Advocacy Center of Central Texas serves Bell, Coryell, and Milam Counties. They can be contacted at:

402 North Main Street

Belton, TX 76513

Phone: 254-939-2946

1. Parents may contact the local Licensing Office at 254-770-2660, the Abuse and Neglect Hotline at 1-800-252-5400, or the Texas Department of Family and Protective Services at their website:

[www.dfps.state.tx.us](http://www.dfps.state.tx.us/)

Parents may view a copy of The Learning Lodge’s most recent licensing inspection report online at <https://www.dfps.state.tx.us/>. A copy is also available by the front office in the main bulletin board.

# EMERGENCY PREPAREDNESS PLANS

* Fire – evacuation plans are posted in each room, and fire drills are done each month.
* Tornado/Storm – children go to infant, one-year old, or pre-school room and sit against walls. These drills are done quarterly.
* Dangerous person outside of building - manager in charge calls 911 and locks front and back doors; then notifies all teachers over radios to lock windows and put the shades down.
* Dangerous person inside of building – manager in charge calls 911 and notifies all teachers over radios. Teachers turn out the lights and lock the door into the room. They move all children up against the brick wall and stay down behind the storage.
* If we need to evacuate the premises:
	1. We will take the children to All City at 101 N. Main Street, Nolanville, TX 76559. All teachers will bring their attendance binders with them, and we will do a name to face check every 30 minutes.
	2. We will call 911, childcare licensing, and parents about any emergency. iii. Each teacher will bring their 3-ring binder with emergency contact numbers and the manager in charge will bring the ‘main’ contact binder for the daycare, which includes parent and emergency contact numbers and authorization for emergency care.

**POLICY UPDATES POST PANDEMIC**

We recognize that no manual can cover all situations. Please be willing to be flexible with us whenever new, unexpected situations arise. The information below is based off guidance from the CDC, and may be reviewed at: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#calculatingquarantine>

## Arrival Procedures

Upon arrival at TLL, a health check will be completed on the child/children. If the child/children present with a temperature above normal or signs of a possible illness, the child will be excluded from care.

Staff should monitor their health and inform TLL directors if they are experiencing any symptoms of illness as soon as possible.

## Illness Exclusion

Children and staff will not be admitted into TLL if they have the following symptoms:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

Any student or staff who tests positive for Covid-19 must quarantine for a minimum of 5 days. If a person develops symptoms of illness, they should isolate for at least 5 days from the date symptoms began.

* End isolation after 5 full days if you are fever free for at least 24 hours (without the use of fever reducing medication) and are symptom free of any illness.
* If the student or staff has no symptoms of illness, they may end isolation after at least 5 days after their last positive test.
* If a student or staff is severely ill with Covid-19, they should isolate for at least 10 days. Returning to TLL will then be determined in communication with TLL directors.

If anyone is feeling unwell, or has reason to test for Covid-19, they should remain absent from TLL until they are well or have received a negative test. This helps us reduce or exposure and helps us remain open.

## Notification

TLL will notify all families in the class via messages on Bright Wheel, the local health department, and childcare regulations when a student or staff tests positive.

Parents or guardians of students, and staff members, will notify TLL via email (thelearninglodge@outlook.com) when:  Their child that attends TLL tests positive for Covid-19.

* A household member tests positive for Covid-19.
* A staff member or someone in their household tests positive for Covid-19. Any of these situations will

 require the student or staff member to begin isolation.

TLL will need the following information in the email:

* Date person tested positive
* When symptoms of illness, if any, began
* The last date the person was at TLL

## Tuition Policy

Should the center be given orders to close by the health department, 50% of tuition will be due for each week of closure. Parents may give a two week’s written notice to withdraw from the program if they feel it is in the best interest of their family. Families who choose to withdraw will have the option of being put on the waiting list. Once a family withdraws, future care is not guaranteed and will be subject to availability.

**Parental Agreements:**

 I understand that outside of care, to control my child’s exposure in the community, I will comply with all state, county, or local stay-at-home orders.

 I will immediately notify TLL management via emailing theleraninglodge@outlook.com if I become aware that myself, my child enrolled at TLL, any household member, or of any person with whom my child or I have had close contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

 I will notify TLL management anytime I have traveled outside of the United States. TLL has a right to exclude the child from care if they or a member of the household has traveled to a country that has been identified by the CDC as an “at risk” country.

**Grounds for Immediate Termination of Care:**

* If TLL becomes aware that a family knowingly brought a child to TLL who was exposed to the virus without properly notifying TLL.

* If TLL becomes aware that a family is giving fever-reducing medication to a child before dropping off.

We take the health of our school family, including our staff, very seriously. Thank you for helping us maintain a safe environment for all of us!

# CHANGES TO OUR OPERATIONAL POLICIES

Parents will be notified in writing of any changes to our operational policies and enrollment agreement. At that time at least one copy of updated operational policy must be signed and dated by the parent. TLL policies are reviewed annually and updated as necessary. TLL’s policies were last updated on June 7, 2023.

**THE LEARNING LODGE POLICY CONTRACT**

Please carefully read, sign, and return the following form to the center director. I have The Learning Lodge Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the tuition, any late fees, or change in schedule fee amounts, and understand that these may change depending on schedule and rate adjustments while enrollment.

Two weeks’ notice must be given for disenrollment. This contract can be terminated by The Learning Lodge at any time if policies and procedures are disregarded by parents/guardians.

\_\_\_\_ Monthly Tuition is due the last day of previous month every month. There will be a $30 late fee charged to your account and every day after that there will be an additional $5.00 charge not to exceed $50.

\_\_\_\_ Weekly Tuition is due every Friday before dropping off Monday of attendance every week. A $30 late fee will be assessed to the account if not paid Friday of previous week and additional $5 for each day after not to exceed $50.

\_\_\_\_ CCS and CCMS is due on the first of each month. If not paid by the fifth it will be reported to your case manager. We do not offer a discount or waived parent share of the cost.

Registration Fee $75 per child and $50 each additional child is due upon enrollment and annually thereafter.

A supply Fee of $30 is due upon enrollment and monthly thereafter.

One week’s tuition is due upon enrollment and non-refundable.

If on a bi-weekly or monthly basis you must keep your account ahead.

Approved Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Schedule/Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I have read and agree to the Tuition and Payment Policy for The Learning Lodge.

\_\_\_\_ I have read and agree to the Discipline & Guidance Policy for The Learning Lodge.

 \_\_\_\_ I have read and agree to the Wellness Policy for The Learning Lodge.

\_\_\_\_ I have read and agree to the Assessment Policy for The Learning Lodge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_ Director/Manager

\*TLL limits daily enrollment to 10 hours a day maximum. Fees will be applied for over 10 hours. Any change in originally scheduled hours needs to be approved by the Director/Owner of The Learning Lodge and is not guaranteed due to staffing and ratio restrictions. Change in Schedule fees will be applied.