



LEGACY LEARNING PLACE

CHRISTIAN | VALUES | CHARACTER

PRESCHOOL & DAYCARE

Policies Manual

4645 W. SR 45
Bloomington, IN 47403
812.825.7260
800.490.8132 fax
www.legacylearningplace.com



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Hours of Operation

The hours of operation are from 6:00am to 6:00pm, Monday through Friday. We understand that there are emergencies from time to time. Please call as soon as you realize you will be running late. We have a different billing rate that begins at 6:00pm at \$10.00 per hour. The full \$10.00 will be billed for any partial hour.

Fees and Payment Policies

All tuition is due weekly unless other arrangements have been made with the director. In order to keep an opening for your child, **your weekly fee is due even if your child misses any days that week.** LEGACY LEARNING PLACE reserves the right to no longer accept your child if you are more than 7 days late in your fees.

LEGACY LEARNING PLACE accepts children from infants up to 12 years of age. Every child is accepted on a 30-day probationary period. This gives the staff as well as you the opportunity to see if our program and environment are a good fit and one that your child will not only excel in but also be able to adapt to.

Weekly Rate:

\$140 Children 6 weeks through 3 years old

\$120 Children 3 years and older (potty trained- see our potty trained section)

Part Time Rate: (offered based on availability only)

\$40 a day for children up to age 3

\$30 a day for children over age 3 and fully potty trained

Sibling Discount: (offered to full time students only)

\$20 off second child (must pay full rate for youngest child)

\$30 off third child (must pay full rate for youngest child)

Registration Fee:

\$30 per child or \$50 per family

Preschool Supply Fees:

No charge, however a supply list will be given out each semester



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Tuition payments are required for each full week of school regardless of absenteeism due to illness or vacation. 10 vacation days are allowed for both part-time and full-time students. Please inform the director (in advance preferably) of all scheduled vacation days and or absences for an extended period of time. If the director is not informed you will not receive credit on your tuition.

We do not close with the local school closings; we are open to serve your family and will only close in the event of a declared state of emergency.

Paid Holidays

The center will be closed on the following holidays **and are considered paid holidays**:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Friday after

Christmas Eve and Christmas Day

If the holiday falls on a Saturday, the daycare will be closed on the Friday before. If the holiday falls on a Sunday the center will be closed on the Monday after.

Quality Day Care

- Every child is an individual who has his/her own rate of physical development and own pace of learning. Each child is accepted, loved, nurtured, and taught as an individual with this thought in mind.
- We will encourage and build each child's mental aptitude and foster an environment of creativity.
- We will instill a sense of self worth based on the Scriptures and the Love of God.
- We will provide activities and an environment that will nurture the child's self-esteem.



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- We will guide every child through the day with positive reinforcement in all activities, always encouraging him/her to try or try again.
- Discipline is always handled on this belief: We will always love the child; it is his/her behavior that is unacceptable and needs to be changed or steered to a more acceptable means of expression.
- Parents are welcome to visit their children anytime during the day. We encourage parent involvement and participation, and we enjoy getting to know all of the parents.
- We want and expect parental involvement. It is of utmost importance in helping each child grow and develop. Our main concern and goal in caring for children is to see each child grow physically, intellectually, socially, and emotionally to the best of his/her ability. Please feel free to offer your advice and/or suggestions at any time.

Health Care

- State law requires that upon admission of your child a statement certifying their immunization record be placed in his/her file. Your child must keep all immunizations up to date.
- If your child has any special health care needs, we must have a form on record giving the center instructions on how to administer such needs. We will also need a health record listing the name of your child's physician.
- We will always keep an eye out for symptoms of any kind that may show illness. Any child showing symptoms of illness will be separated from the group for the safety of all other children. If your child is running a temperature above 100 degrees Fahrenheit, has a runny nose flowing green mucus, diarrhea, or throwing up, we will contact you immediately. If you notice these symptoms before the beginning of the day your child must stay home, as this would expose the other children to illness. We are required by state and federal law to contact authorities if any child shows signs of abuse.
- If your child is in need of any prescription medication, please let us know by filling out the medication log and signing it. Make sure that all medicine is clearly



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labeled with your child's name and prescribing physician as well as directions of the times that it is to be given and the dosage that needs to be administered.

- If your child is kept home sick he/she must be symptom free (no fever, vomiting, or diarrhea) for at least 24 hours before returning.

Discipline

- The following disciplinary procedures will be followed in situations where behavior has become unacceptable.
 - Positive guidance – child will receive guidance for classroom activities in a positive manner.
 - Re-Direction – child will be re-directed to another activity or another area of play.
 - Time-Out – child will be directed to a “time-out” area when demonstrating unacceptable or volatile behavior such as hitting, kicking, biting or any other serious violation of classroom rules.
- Aggressive physical behavior toward staff or other children is unacceptable and can result in the Daycare Director requesting parents be called to the center.

We strive to create and maintain a positive safe learning and play place for every child in our care, if a child cannot work within our guidelines we have the right to terminate care. The daycare reserves the right to dismiss any child for disruptive and/or damaging behavior. If, after a period of time notifications and conversations between the parent and Director, a child is unable to adjust to the routine of the daycare and is causing disruptive and/or damaging behavior to persons and/or property, the child will be dismissed.

This policy is without regard to race, sex, creed, color, or religion and is instituted so that we can ensure to the children attending Legacy Learning Place, a safe and comfortable atmosphere in which to grow and develop.



Child Release

Your child must be signed in and out each day and be taken to their classroom by you or another adult you have authorized on your enrollment form.

Your child will only be allowed to leave with a person whose name appears in our files as a person authorized to pick-up your child. Identification will be asked for upon their arrival before the child will be allowed to leave with them. This is strictly for your child's safety and your cooperation is greatly appreciated.

Potty Training and your Child

LEAGACY LEARNING PLACE promotes students based on their date of birth at the time of beginning school semesters, unless the staff to student ratio is compromised. Children would be promoted to the 3 year old preschool class must be potty trained. What does potty-trained mean? Well, let me explain...

Children should wear panties or underwear. Diapers and or pull-ups are not allowed (not even during nap time).

During a group bathroom break, a child who is potty trained is able to walk into the bathroom and know what to do when a toilet is in front of her or him.

In addition, a child should be able to wipe her/himself after using the bathroom.

Lastly, a child should be able to pull down and pull up all articles of clothing on own. Of course, buttons, snaps, and zippers are tricky at times and a teacher is present to assist in these times.

We realize that potty accidents do occur occasionally. Because of this, we ask that you please bring an extra change of clothes (comprised of undies, pants, socks, and shirt) and keep in your child's cubby for the time an accident might occur. If these extra clothes are used, be sure to refresh your child's extra clothes supply. LEGACY LEARNING PLACE has some extra pieces of clothing at the school, but we do not have the correct size, you will receive a call from us requesting clothing. If accidents occur more than occasionally, your child will be placed back in a younger class, because this classroom is not equipped or staffed to handle changing your child.



Items Required and Items Prohibited

REQUIRED

- One blanket for naptime. (Please label. We will wash them each week.)
- At least one complete change of clothes to be kept in cubby **AT ALL TIMES** in case of accidents and emergencies.
- Diapers, wipes, and diaper crème or ointment (unless child is potty trained).
- 3-4 bottles for infants to remain at school.
- Bring your child dressed for school. No pajamas on children over 2 years of age.
- Items on supply list (according to classroom per semester).

PROHIBITED

- **NO** outside food or drink, unless your child has dietary restrictions or allergies. Birthday celebrations can be arranged with prior permission from the director.
- **NO** toys from home.
- **NO** extra blankets or stuffed animals for nap time other than the blanket that they leave here. (We will work with each new child on weaning them away from these items in order to reduce separation anxiety.)

What We Expect of You

- Pick up your child promptly.
- If you are running late, or are going to be absent, please call in advance so we can make proper adjustments.
- It is important that your child come rested.



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- Please bring your child appropriately dressed for the weather.
- If your child is ill please keep him/her home.
- Do not send your child with candy, gum, or toys unless it's a special occasion and you have prior permission from the director.
- Prompt payment is expected.
- Parental involvement is of absolute importance. Take time to talk with your child about each day's events. You are always welcome to come during our lunch hours and you are welcome to attend all of our field trips.

What Can You Expect of LEGACY LEARNING PLACE?

- We will provide a variety of activities that are developmentally appropriate and meet each child's physical, emotional, social, intellectual, and spiritual needs. The daily program consists of quiet and active play, as well as large and small motor development activities.
- All our staff (even volunteers) will have:
 - Criminal History Background checks.
 - First Aid and CPR training annually
 - Drug and TB test screening
 - Safety and Health procedure training
 - Periodic child development and classroom management training

Notices

A two-week notice is required for the following:

- Termination of agreement by either party unless the customer is late on any payments or fees due in accordance with payment policy in this agreement.
- Increase in childcare fees.
- Vacation periods for both parents and caregiver.



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