



# The Learning Garden

Dear Parents:

I welcome your family to The Learning Garden. What I offer to you and your child is much more than just a baby-sitting service. My standards are high and I have a commitment to make this the best childcare center in the area. We have earned a great reputation over the past fifteen years and continually make improvements to keep this recognition. Children are our first priority in everything we do!

It is often difficult for working parents to balance all the responsibilities in their lives. When your child is at the center, you will receive peace of mind knowing that your child is being loved and taken care of. I will commit to each parent and child to serve him/her in a personal fashion. I will strive to meet your child's physical, intellectual, social and emotional needs.

I feel children learn best in a bright, open, cheerful environment. Keeping this in mind, each classroom has been designed through the eyes of a child. Large windows in each classroom enhance the atmosphere young children will love. Each classroom features a large play loft for inspiring children's imaginations, libraries, sand and water tables, and many different learning centers.

Your child will learn something new everyday. They will learn important values such as patience, sharing, responsibility, compassion for self and others, communication and teamwork. He/she will also learn the basics of education in our full-curriculum preschool.

My commitment to you starts with a commitment to me. For this support system to thrive, we must have open, honest communication. Please feel free to share with me your concerns or situations that can affect your child. I am always open to new ideas or suggestions in order to make the center a better place.

I am looking forward to working with you to provide the best possible care for your child.

Welcome to The Learning Garden Children's Center!

Please feel free to call me if you have any questions at 888-6171.

Yours truly,  
Calee Gould  
Director

## LEARNING THROUGH PLAY

At The Learning Garden, we understand that children learn best through play. Activities are selected based on developmental readiness to encourage and challenge children. The goals of our staff are to involve the children in learning experiences that are both interesting and fun and to allow them daily opportunities to explore the world around them. We hope to encourage self-confident, inquisitive learners!

We begin with age-appropriate environments for children. There is an endless assortment of toys, books, and blocks for children to play with and to engage their interests. Children learn through encouragement and attention. Our teachers will foster independence and growth in each child, focusing on the joy and challenge of the child doing it them self. Our mission is to help children learn and grow while they share their day with us.

New concepts are continually introduced throughout the day. Our premise is that learning occurs naturally. Through fun, learning can be easy.

## CURRICULUM

In addition to learning through play, the children will also be taught a weekly, theme-based curriculum program. Each week is designed around a subject, with related concepts and skills woven in to it. Specific skills and ideas will be introduced each week, such as letters, colors, and character education. The curriculum programs will be based on a whole-child philosophy. Materials used address all aspects of development: social, emotional, cognitive, and physical. We also use a phonics program called Zoophonics. Children will have fun learning their letter sounds through animals, movement, and sound. We start this in the one's classroom and continue through pre-school.

## GENERAL RULES

**ENROLLMENT FEE:** There is a non-refundable enrollment fee of sixty dollars (\$60) for one child, eighty dollars (\$80) for two children, and one hundred dollars (\$100) for three children to reserve a spot for your family. This fee is due with the enrollment form. This fee applies to all programs and schedules and is non-refundable.

**SUPPLY FEE:** Each September a \$50 supply fee will be charged to your account for each child. This fee is given to each classroom to help purchase new items and to replace items that have been completely “loved” throughout the year.

**PAYMENTS:** Tuition is billed on a bi-weekly basis. Payment is due every other Monday and is paid 2 weeks in advance. If the date for tuition falls on a weekend or a holiday, payment is expected the following day. There will be a \$10 late fee assessed to your account each day following the tuition due date. The late payment fee also applies for monthly account payments received after the due date. After 3 days, your child may not return for care until your account is brought current - including all late charges. You will still be held accountable for a two-week notice if you choose not to pay. If you make arrangements and carry a balance, \$25.00 per week will be applied to your account. If your account is brought to small claims court, an additional \$250.00 in administrative charges will be applied to your account.

**TUITION EXPRESS:** Parents can sign up for Tuition Express and have their payments withdrawn automatically from their checking account. You no longer need to worry about remembering to make your payments on time and will avoid late fees! If you choose **not** to sign up for Tuition Express there is a \$5.00 fee each billing cycle.

**VACATION:** After a child has been here for six months, families are eligible for up to one week of vacation per year (five days for full-time/part-time children will earn credit based on the number of days they are enrolled per week) without tuition charge, provided that The Learning Garden Children’s Center is notified in writing at least **two (2) weeks in advance**. This vacation time does not accrue and must be used each year.

**You may not use your vacation credit as part of your two-week notice.**

## GENERAL RULES CONT...

**There will be no refunds, deductions, or allowances from the total tuition due to a child's absence, withdrawal or suspension except as provided in this agreement**

**LATE PICK-UP:** There will be a charge of five dollars (\$5) for every 5 minutes you are late PER CHILD for pick-ups after 6:00 PM until 6:30 PM. There is a late notice you will be required to sign at pick-up. After 15 minutes, the charge will be increased to two dollars (\$2) per minute up to one hour. After one hour, if attempts to reach the parent and/or emergency contact by telephone fails, and there is no notification to The Learning Garden by the parent concerning lateness, local authorities will be called.

**RETURNED CHECKS:** A charge of twenty-five (\$25) will be assessed for any returned checks.

**HOLIDAYS:** We are closed the following holidays. There are **no tuition credits** for these days. If a holiday falls on a weekend, we will be observing the federal holiday.

September – Labor Day

November - Thanksgiving & Day after

December – Christmas Eve & Christmas Day

January – New Year's Eve & New Year's Day

February – President's Day

May – Memorial Day

July – Independence Day

**WRITTEN NOTICE:** At least **two (2) weeks advanced written notice** is required when:

**You wish to use allotted vacation days.**

**You wish to terminate services.**

**There will be no refund for early withdrawal.**

# TUITION

## WEEKLY TUITION RATES

### INFANTS & 1'S

5 Days      \$250

### PRESCHOOL 2'S

5 Days      \$235

4 Days      \$205

3 Days      \$180

### PRESCHOOL 3'S & 4'S

5 days      \$225

4 Days      \$200

3 Days      \$175

\*Due to state ratios, rates are based on the classroom your child is in, not age of the child.

### BEFORE & AFTER SCHOOL

5 Days      \$140

4 Days      \$125

3 Days      \$110

2 Days      \$80

1 Day      \$45

### BEFORE OR AFTER SCHOOL

5 Days      \$120

4 Days      \$105

3 Days      \$95

2 Days      \$70

1 Day      \$40

### BREAKS/SUMMER

5 Days      \$225

4 Days      \$200

3 Days      \$175

2 Days      \$130

1 Day      \$75

\*includes field trips

\*School out days are an additional \$25

\*Gem-Prep early release Wednesdays is an additional \$15

# MENU

	BREAKFAST	LUNCH	SNACK
MON	Cereal Fruit Milk	PB & J Peaches Chips Milk	Carrots Ranch Dressing
TUE	Cereal Milk	Spaghetti Rolls Green Beans Milk	Pretzel Peanut Butter
WED	Cereal Milk	Ham Cheese Rolls/Crackers Pineapple Milk	Animal Crackers Yogurt
THU	Cereal Milk	Burritos Salad Oranges Milk	Wheat Thins Raisins
FRI	Cereal Milk	Quesidilla Corn Fruit Cocktail	Graham Crackers Pretzels

Children must be here by 7:45 for breakfast. If you arrive later than 7:45, you are free to eat with your child in the center area and bring the child to class when they are done. We have a morning snack between 9:00 – 9:30, lunch at 12:00 and afternoon snack between 3:00-3:30.

# Child Abuse and Neglect Policies

Child care workers are in a unique position to recognize victimized children. Because of this, we are legally mandated reporters of child abuse and neglect. A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination. The Learning Garden employees must fully understand their legal obligation to report suspicions of child abuse, and review the guidelines upon hire and every year of employment. The training will also cover how to respond if a child discloses. It may seem easier not to get involved and believe that someone else will eventually make the report. This “wait and see” approach can be very dangerous, even deadly, for a child who is being mistreated.

All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

If you suspect abuse or neglect, notify the director immediately. The incident will be documented immediately and the director will support you while you report. Do not discuss your concerns with anyone but the director. If the director is not available, make the report directly to the Department of Health and Welfare, and notify the director by phone, text or email that you have done so.

To prevent child abuse and neglect, this program:

1. Trains staff in the Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.
  2. \*Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult be alone with one child, the parent is always informed at pick-up or drop off.
  3. \*Design our classrooms to avoid hidden and secluded areas.
  4. \*Makes sure interactions between children and staff can be observed and interrupted.
  5. \*Uses proper names for body parts.
  6. \*Never forces children to give affection.
  7. \*Tells children that if they have questions about someone’s behavior, the best thing they can do is ask about it
  8. \*Explains that secrets can be harmful.
  9. Requires a background check for all staff.
  10. Develops positive, non-judgmental relationships with parents.
  11. Is alert to signs of stress in parents and struggles in the parent-child interaction.
  12. Communicates regularly with parents concerning a child’s progress.
  13. Provides education including offering tips for specific challenges.
  14. Provides opportunities for parents to become involved in their child’s care.
  15. Provides information about community resources.
  16. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
  17. Provides an atmosphere for parents to share their experiences and develop support systems.
  18. Reaches out to fathers, grandparents and other extended family members that are involved in a child’s development.
- \* These strategies are part of our sexual abuse prevention plan.