

Parent Handbook COVID-19 Addendum

COVID-19 hours of operation 7:00 AM to 5:00 PM

Each child must be signed in and out daily. NO one will be allowed in the building. You must wear mask when approaching the door (adult & child). The temperature of child will be taken, it must be lower than 100.4F. The child will enter and sanitize their hands, while they are being signed in on the clip board.

NO parents or visitors will be allowed to enter the building. If a repairman, inspector, or essential visitor requires access to the building, their temperature will be recorded in the log as well as their phone number and email address.

All special events and field trips are cancelled for the duration of the COVID-19 pandemic.

STAFF: All staff will be required to practice social distancing and to wear a mask upon entering the building and when indoors. Staff will be instructed to limit physical contact with their peers and the children. Temperatures will be taken at the front door upon arrival for their shift and recorded in a log for future reference. During the day, if a staff person feels ill, their temperature will be taken and recorded in the log. A staff person with a temperature of 100.4 For higher will be excluded from the center.

DROP OFF/Pick Up: Persons will not be allowed to enter the building. Persons may call or ring the buzzer at the front door. The drop off person and the child will be screened for possible illness or respiratory issues. The temperature of the child will be taken and recorded in a log for future reference. Children with visible signs of illness, respiratory issues, or a temp of 100.4F or higher will be excluded from the center. Persons (adult & child) should wear a face mask when dropping off or picking up children and practice social distancing. Physical contact with staff or other children must be avoided.

EXCLUSION: Any child suspected of having COVID-19, diagnosed with COVID, or having been in contact with person diagnosed with COVID, shall be excluded from the center until a written physician statement is provided stating the child is no longer communicable and may return to day care.

In the event that a person in a staff person's household or a student's household is diagnosed with COVID, the individual is required to immediately share this information with St. Henry Creative Learning Center. This is the responsibility of every individual to ensure the safety of all the children and staff. The confidentiality of this individual will be respected in this matter.

Any staff person with a fever of 100.4F or higher should immediately leave the premises. A sick child should be isolated from the other children and staff. A cot will be placed in the hallway next to the director's office to await pick up.

COVID-19 PLAN: If a staff or child has a confirmed COVID diagnosis, the center will immediately notify the ST. Clair County Health Department and the local DCFS licensing representative. The center will comply with the directives of these agencies. Notification will be emailed to all parents, a sign on the front door, Facebook posting, and a note on the sign in and out clip boards that a person has a confirmed case. Staff and children will be dismissed as quickly as possible and a short-term closure will be put in place. The CLC would follow the CDC guidelines to clean and sanitize the building. Guidance from these agencies would be followed as to when staff and students could safely return. Directives from these agencies would be posted on the front door of the center, sent by email, and posted on our website.

CLASSROOM SAFETY: Staff will limit physical contact with other staff persons as well as the children. Social distancing will be practiced, as well as children ages 2 years or older wearing a mask while in a classroom, in the hall, or bathroom. Staff will remind children to social distance, wear their masks, and to avoid touching their teachers or other students. Children may remove their masks while eating, sleeping, or playing outside.

All dress ups or stuffed animals will be removed from the classrooms. All items that are touched frequently will be sanitized with a bleach solution hourly.

PLAYGROUND SAFETY: One classroom at a time will be allowed to use the playground. Toys will be assigned for each classroom of children. The toys should be sprayed with the bleach solution or wiped with disinfecting wipes upon leaving the playground. Hands will be washed immediately upon returning to the building.

NAPPING: The children will remove their masks and place them in their locker. There will be a minimum of 6 feet between cots. Children will be placed head to toe to reduce the contamination of breathing face to face.

HANDWASHING: Handwashing will be even more frequent than usual. Staff will either assist or supervise the children in their handwashing techniques. Washing hands with soap and water is the best option. However, at times, hand sanitizer will be used on the children with supervision.

**St. Henry Creative Learning Center
5303 West Main Street
Belleville, IL 62226
618-234-6061
www.sthenryclc.com**

Director: Judy Shovlin

**Policy Revision
January 2021**

PURPOSE

Our main goal is to provide a "HOME AWAY HOME"-a loving family atmosphere to help each child grow physically, mentally, spiritually, and emotionally.

GENERAL INFORMATION

Our center is owned by St. Henry Catholic Church, under the auspices of Reverend Kenneth York and the St. Henry Creative Learning Center Board. It is a state licensed center operated according to the Licensing Standards for Day Care Centers issued by the Illinois Department of Children and Family Services.

AGE GROUPS

Toddler (15 months-24 months)
2 year olds
3 year olds
4 & 5 year olds Pre-K
6-12 year olds Summer & Holiday Care

We offer the Pre K program inclusive with the child care program as well as morning sessions. The Early Learning Curriculum may also be mornings only or full day sessions for the 2 year olds or 3 year olds.

CHILDREN MUST BE COMPLETELY POTTY TRAINED TO ENTER THE THREE YEAR OLD or FOUR & FIVE YEAR OLD CLASSROOMS. (Situations will be considered on an individual basis)

A DAY AT THE CENTER

Twiddlebugs (15 months-24 months) and Cookie Monsters (2-3 years old)

6:30AM-8:30AM	Free play (Dramatic play, books and puzzles, nature and science, math, fine motor, art, music, block area)
7:15AM-8:00AM	Breakfast
7:30AM	Children go to their classrooms
8:30AM-9:15AM	Clean up, morning snack, bathroom
9:15AM-11:20AM	Learning Program (literacy, language, math, science, music, art, fine motor, stories, gross motor and social studies) Play in learning centers Outside time (weather permitting)
11:20AM-12:00PM	Lunch, bathroom, clean up
12:00PM-12:30PM	Story Time Get ready for naps
12:30PM-2:30 PM	Nap Time
2:30PM-3:00PM	Bathroom, snack, clean up
3:00PM-6:00PM	Outside Play (weather permitting) Free Play in Learning Centers (Dramatic play, books, puzzles, nature and science, math, fine motor, art, music, block area)

We try to get outside as often as possible!!

A DAY AT THE CENTER

Counts (3-4 years old) and Sunshines (4-5 years old)

6:30AM-8:30AM	Free play (Dramatic play, books and puzzles, nature and science, math, fine motor, art, music, block area)
7:15AM-8:00AM	Breakfast
7:30AM	Children go to their classrooms
8:30AM-9:15AM	Clean up, morning snack, bathroom
9:15AM-11:00AM	Learning Program (literacy, language, math, science, music, art, fine motor, stories, gross motor and social studies) Play in learning centers
11:00AM-12:00PM	Clean up, lunch, bathroom
12:00PM-12:30PM	Outside time or inside play
12:30PM-12:45PM	Bathroom and get ready for Nap Time
12:45PM-2:45PM	Nap time
2:45PM-3:15PM	Bathroom, snack, clean up
3:15PM-6:00PM	Outside Play (weather permitting) Free Play in Learning Centers (Dramatic play, books, puzzles, nature and science, math, fine motor, art, music, block area)

We try to get outside as often as possible!!

HOURS OF SERVICE

6:30 AM to 6:00 PM Monday thru Friday

Children who are at the center will receive a morning snack, lunch, and an afternoon snack. Breakfast is an optional program. There is a fee of 1 dollar (\$1) per day. This service is offered Monday thru Friday from 7:15 AM to 8:00 AM. BREAKFAST WILL NOT BE SERVED AFTER 8:00AM. Lunch will be served at 11:20 AM daily. Our lunch is catered by Poettker's Catering Service. Lunch is ordered on Friday for the following week. In order to minimize the cost for lunches, please tell the office or your child's teacher if you know that your child will be absent on a particular day.

REGISTRATION FEES

April is the month to register for the summer session. The registration fee will be (1 child \$75 /family \$100) If your child attended throughout the school year, the summer registration fee will be (1 child \$25/\$40 for a family).

At the time of re-registration for the school year, the fee will be (1 child \$75/\$100 family). The registration fee will be applied to your account at the start of the school year.

Enrollment will be held until the fall, providing the registration fee and a deposit (the first week's tuition for the school year) has been paid. The deposit week will be applied to your account when you return in the fall. **All fees are non-refundable.**

A \$1 fee per page for duplicate official records i.e. financial, health, report cards, etc. will be charged.

Activity fees will be charged for each field trip according to the price of tickets and the cost of bus transportation. It will be posted on your account if your child participates in the scheduled event.

ENROLLMENT

Before the child may attend the center, all fees must be paid in full. In addition, all forms must be provided **one (1) WEEK** in advance before the child's first day at the center.

Birth Certificate

In order to comply with the Missing Children Records Act mandate, a certified copy of the child's birth certificate must be presented at the time of enrollment. The center is required by law to notify the Illinois State Police if the parent or guardian fails to provide proof of the child's identity within thirty days.

TUITION POLICY

Payments are due on or before Monday of each week. Payments received after Monday may not be reflected on your account until the following week. A **\$7.50** late fee will be charged to all accounts after Monday of each week. Payments may be made weekly, bi-weekly, or monthly, just so long as tuition is paid in advance. Customer statements, reflecting the prior months account activity will be sent out the first week of the month. **There will be no refund of payments!** Accounts two weeks past due must be cleared through the office and will be assessed a **\$10 weekly late fee**. At this time, an acceptable plan for payment must be set up to assure the child's continued enrollment at the center.

Parents are responsible for payment of days their child is enrolled whether he is present or not. In case of extended illness, the first week is paid in full and half rate for the following time off.

The part-time program is limited to the chosen days upon the initial registration. Extra days must be cleared through the office. There will be an additional charge for the extra days when enrollment allows. **No switching of days is permitted.**

Tuition payments must be made payable to St. Henry Creative Learning Center by check or money order.

VACATION POLICY

A child must be enrolled at least twelve (12) consecutive months before vacation time credit is given. A maximum of two (2) weeks per calendar year may be taken without payment. Year round attendance is required in order for a child to qualify for vacation credit. Vacation must be taken away from the center. The office must be notified of the dates in order for vacation credit to be given on your account. The teacher should also be notified.

LEAVING THE CENTER

Two weeks prior to your child's last day, contact must be made directly with a Director concerning the status of the account. At that time, any refund of deposit will be credited to your account. If no contact with the office is made, you forfeit your deposit or any over payment.

Two weeks notice must be given before the child leaves the center to assure the center has enough time to fill the vacant spot. If we have not received two (2) weeks notice, you are responsible for payment of that two (2) week period. If your child is not present on his or her assigned day for a period of two (2) weeks and we have not had any communication with you, we will assume your child has left the center. You will receive a statement of that period of time of which you will be responsible for payment. Your child's spot will be filled.

DAYS CLOSED

NEW YEARS EVE DAY*
NEW YEARS DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY

LABOR DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING*
CHRISTMAS EVE DAY*
CHRISTMAS DAY

***NO CHARGE FOR THESE DAYS**

IF ANY OF THE ABOVE HOLIDAYS FALL ON A WEEKEND, ANOTHER DAY WILL BE TAKEN FOR THAT HOLIDAY. WATCH FOR POSTING!

REGULAR WEEKLY RATES ARE AS USUAL DURING NATIONAL HOLIDAY WEEKS.

In case of inclement weather, listen to KMOX radio 1120AM, Channel 4 TV News, Channel 5 TV News, or Channel 2 TV News. We will try to have the announcement on by 5:30AM. If we declare a SNOW SCHEDULE DAY it will be announced as such and the center will not open until 7:30AM.

CLOSING

Each child must be picked up by 6:00PM every day. If for some reason, the child cannot be picked up by 6:00PM, a late fee charge of \$2 per every 5 minutes will be charged until 6:30PM. After 6:30PM, the fee will be \$5 per every 5 minutes late. At 6:00PM, and at 15 minute intervals until 7:00 PM, all phone numbers listed on your emergency card will be called in an attempt to locate someone to pick up the child from the center. Therefore it is very important that you update the telephone numbers and addresses of yourself as well as your emergency contact persons. At 7PM, if the child has not been picked up, we reserve the right to call Children and Family Services.

The center will continue to provide adequate care for your child until the parents, emergency contact persons, or outside authorities arrive. The director and another staff person will remain at the center with your child. The staff will not discuss the situation with the child in a derogatory manner, only revealing information in a reassuring manner for the general welfare of the child.

The situation will only be discussed with the parents. If this is a re-occurring problem, the director will have a conference with the parents about the situation.

ARRIVAL AND DEPARTURE

We strongly encourage you to have your child at the center by **8:30AM** in order for your child not to miss out on any of the learning curriculum or special events for the day. If your child will be absent or late, please notify the center.

Each child must be signed in and out daily. NO one will be allowed in the building. You must wear mask when approaching the door (adult & child). The temperature of child will be taken, it must be lower than 100.4F. The child will enter and sanitize their hands, while they are being signed in on the clip board.

NO parents or visitors will be allowed to enter the building. If a repairman, inspector, or essential visitor requires access to the building, their temperature will be recorded in the log as well as their phone number and email address.

The same person should pick up each child every day. If this is not possible, alternate pick-up persons should be listed on your registration papers. Please notify the office or the staff if someone different than usual will be picking up your child. Proper identification will be needed before the child will leave the center with this person.

In the case of legal separations, divorces, etc. St. Henry Creative Learning Center does not have the authority to stop a parent from picking up his/her child. We will need a legal document signed by the courts and kept on file to avoid unauthorized pick up.

We strongly discourage staff persons babysitting for children enrolled at the center. Staff persons are **not allowed** to take children from the center as a favor for parents.

CONFIDENTIALITY

All records and information concerning your child or family will be maintained as confidential. Any information concerning your child will not be given out over the telephone under any circumstances and will only be released with written consent by the parent or legal guardian.

EMERGENCY

In the event of a medical emergency, the Director will call 911 to provide medical care. If needed, the ambulance will provide transportation to Memorial Hospital. The Director or the child's teacher will accompany the child until a parent or emergency contact person arrives at the hospital. The parents will be notified **immediately**.

The center must be informed of changes in address or telephone numbers for home as well as employment. Also, remember your cell number.

HEALTH AND SAFETY

Your child's health is a matter of major importance to us. We are also concerned with the health of the other children as well as our staff. A sick child is uncomfortable and also spreading germs.

Please keep a sick child home!

Scratches and scrapes, which are inevitable when children play, will be treated with antiseptic solution and a band-aid applied if warranted. A parent will be notified of such an incident when the child is picked up and will be asked to sign an incident report. When incidents that do not require medical attention occur, the teacher will inform you upon pick up of your child.

Safety is of great importance to us. We have a complete fire alarm system that is monitored by ADT and relayed to the Fire Department. We conduct monthly fire drills for the children and staff. We have a Disaster Plan and our staff has been trained in First Aide and Infant/Child/Adult CPR.

During the course of the year, we will take various field trips. Along the lines of safety, we encourage parents to accompany us whenever it is possible. The children love it when Mom or Dad can go along. The staff greatly appreciates the extra hands.

Permission slips must be signed by the parent or legal guardian.

SICK POLICY

Each child must have a physical exam within the last six (6) months of entrance to the center. A form is available and must be signed by your child's physician and returned to the center. This must be kept current and a complete physical will be required every two (2) years.

Any child that is ill or has a temperature will not be admitted to the center for the day. A child should not be brought to the center for **24 hours** after receiving an antibiotic.

A child must be fever free for 24 hours before returning to the center.

If a child has a fever, vomiting, diarrhea, or a rash that might indicate a contagious condition or any other signs of illness within the preceding 24 hours, this child may not be brought to the center.

A child with a rash or any other symptoms of contagious disease must be seen by a physician and a signed return to school form must be given to the Director. This procedure:

1. allows all parents to be informed of a contagious disease at the center

2. provides for Day Care personnel to take necessary precautions

Children will be expected to participate in all activities unless a written note from the child's physician specifies otherwise. However, a child cannot be given one on one attention.

If your child will be absent, please call the center and let us know. We need to know the nature of the absenteeism and how long the child is expected to be absent.

SPECIFIC MEDICAL NEEDS

According to the Licensing Standards for Day Care Centers, Section 407.310 (K);
When a child's medical needs require special care or accommodation, the care shall be administered by a physician, subject to receipt of appropriate releases from the parent or parents. Medical consultation shall be available to the staff as needed for the health and medical needs of the children served.

VISION & HEARING SCREENING

Vision and Hearing screenings will be conducted annually in order to comply with The Illinois Child Vision and Hearing Test Act. The Child Vision and Hearing Test Act is mandated by the Illinois Department of Public Health. The center will provide this service to all preschool children 3, 4, and 5 years old enrolled at the center. Your child is not required to undergo this vision screening if the child has a signed evaluation on file at the center by an optometrist or ophthalmologist indicating that an examination has been administered within the last 12 months. Likewise, if the child has a complete audiological evaluation signed by an audiologist on file that has been conducted within the last 12 months, the child is not required to undergo the hearing screening.

Vision and hearing screenings are not options. They are mandated if your child does not have vision and hearing examinations on file at the center.

The cost of the screenings will be added to your account.

MEDICINE

Medicine may only be administered to a child at the center provided that;

- A. A parent previously fills out a medicine form. A medicine form is a special form filled out by the parent, signed, and dated with directions for administering the medication.
- B. If it is a personal prescription filled by a registered pharmacist by a physician's order, and the label has the child's name, prescription number, date, and directions for administering.
- C. If it is a patent medicine, such as cough syrup, Tylenol, etc. it must be properly labeled with the child's name written on the bottle. The dosage cannot be more than the recommended amount on the bottle, unless written authorization from the child's physician is provided.

PESTICIDE POLICY

The center contracts the services of Anderson Pest Solutions with quarterly inspections for pest management. Under the advisement of a licensed technician, non-chemical methods are used to keep infestations at a minimum. Only insecticide baits and rodenticide baits are used throughout the building in order to minimize the children's exposure to pesticides.

In the event of a severe infestation, a pesticide application would not be performed while children would be present at the center. Toys and other items mouthed or handled by the children would be removed from the premises before the pesticide application. Written notice, at least 2 days but no more than 30, would be given before a pesticide application. A record of any pesticides used would be maintained at the center.

In the event that an infestation poses an immediate threat to health or property, a pesticide application would be immediately applied. The children would not be present during the application and would not be returned to the treated area within 2 hours after the pesticide application. Written notice describing the circumstances that gave rise to the health threat would be made available to the parents as soon as practical.

TRANSPORTATION FOR FIELD TRIPS

Transportation for field trips or special events will be provided by chartered bus. Under no circumstances will the children be transported in cars. All children participating in the field trip will ride to and from the specified location on the bus.

DRESS CODE

Flip Flops are cute.

Sandals are cool.

**Swim shoes are neat....
for a backyard pool.**

But

**When coming to school
Where we jump and run,
GYM SHOES PLEASE,
FOR SAFETY AND FUN!**

For your child's safety, we strongly encourage your child to wear tennis shoes to school. They are the most appropriate shoes for outside activities. In the event that your child does not wear tennis shoes to school, playing on the playground equipment will not be allowed.

PERSONAL BELONGINGS NEEDED

A Backpack

Diapers or pull-ups

Wipes

Extra clothes and underwear

Cubby cot (purchased from the center)

2 Masks to be stored in a zip lock bag in child's locker **(If a child needs an extra mask and doesn't have one, one will be provided and you will be charged \$5.00)**

PERSONAL BELONGINGS

St. Henry Creative Learning Center is not responsible for the loss or breakage of items.

All clothing and items must be marked with the child's name on it.

Children must have a change of clothes for use in case of an accident or spill.

All toddlers and 2-year-old children must have a sufficient number of training pants and clothes in case of accidents. Also, if your child is using diapers, please make sure a sufficient number of diapers and wipes are available.

All cubby cots are to be taken home on Friday, washed and returned on Monday.

Personal items, toys, blankets, & pillows will NOT be allowed at the center due to COVID-19 restrictions.

DISCIPLINE POLICY

The St. Henry Creative Learning Center operates on the premise that young children are never bad. The types of inappropriate behavior most often seen in pre-school age children (temper-tantrums, refusal to co-operate, failure to follow the rules, and hitting other children) are usually the result of the child's level of development. However, there are exceptional cases. Pre-school age children simply lack the social-emotional, cognitive, and physical skills to comply with many adult demands. For these reasons, the St. Henry staff uses the following guidelines for promoting positive behavior and for responding to problem behavior.

At St. Henry, we do not hit, paddle, or use any physical force. Hitting/Spanking is often misunderstood by a young child. The child cannot see a connection with a slap and some action on his/her part. Physical force as a form of discipline rarely stops an inappropriate behavior, but does create anger and confusion within the child.

At St. Henry, we do not shout or yell at children. Shouting, which is often accompanied by name calling on the part of the adult, damages the child's self-esteem. Yelling, usually frightens a child, and distracts them from the problem at hand. (Shouting would only be used in an emergency situation to deter bodily harm to a child or another child.)

At St. Henry, we respect the right of every parent to discipline his/her own child in a personal way (except, where child abuse or neglect is concerned). However, parents while present at the center, or parent volunteers will follow the guidelines of the Discipline Policy. Adults may not administer corporal punishment nor shout at a child including even their own child. Hitting or shouting at a child in the presence of others upsets everyone and disturbs the classroom routine.

ACCEPTABLE WAYS TO DISCIPLINE CHILDREN

The policies of St. Henry Creative Learning Center regarding discipline do not permit inappropriate behavior. Instead, the staff wishes to change behavior using positive techniques. Some of these techniques include:

- Redirecting the child to an appropriate behavior.
- Developing rules that are stated at the child's developmental level.
- Clarifying the consequences of disobeying rules before disobedience occurs, for example, "If you hit one of your friends, you will not be allowed to play."
- Having age-appropriate rules and expectations.
- Allowing a child time to practice new rules before punishing him/her. Children have poorly developed memories and may not recall a new rule.
- Ignoring some kinds of inappropriate behavior. Some misbehavior is an attempt to get attention. The more attention focused on the misbehavior, the more likely the child is

to repeat the undesirable behavior.

- Reinforcing desirable behavior by praising the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
- Giving time-outs for aggressive behaviors. A time-out removes the child from friends and an activity for a short period of time, giving the child time to start over. Time-out is given in increments of one minute per year of age. Time-out will not be used on any child younger than two (2) years old.

ROLES OF PARENTS IN THE DISCIPLINE PROCESS

A child is most likely to respond to attempts to discipline the child when all adults involved are *consistent*, that is, when every adult who disciplines the child uses similar techniques.

Parents often find it difficult to be consistent at those times when family or financial pressures, or other stresses demand attention. The parent often feels that keeping the child quiet, whatever it takes, is the only solution at that moment.

However, there are other solutions. One of the many roles of the St. Henry Center staff is to work together with parents to help children develop appropriate behavior. Parents are invited and urged to discuss their concerns about their child's behavior with teachers and to plan together with staff a consistent response to problem behaviors. In this manner, children will always get the same message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not.

REMOVAL OF CHILD FROM PROGRAM

St. Henry Creative Learning Center reserves the right to remove a child from our program due to continuous behavior problems, especially if the staff or the other children are at risk. If a child is having behavior problems, the center will encourage the parents and staff to work together. If there is a lack of co-operation from the parent or the plan or action is not making a difference in the child's behavior, the parent will be advised to seek outside professional help. The center will assist the family in finding professional help for the child. The parent must show proof of outside help. After one month, if there is no proof of help, the family will be asked to leave the program.

NAP EXPECTATIONS

Teachers will work with the child to help the child relax/sleep. The child must remain on a cot for one (1) hour. After this hour of attempting to help the child relax/sleep with no results, the child will be allowed a quiet activity that will not disturb the children that are napping. If the child is unruly or disruptive to the center, the center reserves the right to call parents and ask them to take the child home for the rest of the day.

**St. Henry Creative Learning Center Rates
Effective January 1, 2021**

Hours of Operation: 6:30 AM-6:00 PM

Registration Fee:

**school year: \$75 (1 child) / \$ 100 (family)
summer: \$75 (1 child) / \$ 100 (family)
summer: \$25 (1 child) / \$40 (family) for
students that attended throughout the school year**

No discounts for Holidays or Time Off (except hospital stays with a doctor's excuse)

Two (2) weeks vacation allowed (equal to the weekly payments) after twelve (12) months continuous attendance.

Payment is required on or before the Monday of each week. (\$7.50 a week late fee if paying after Monday of each week/ \$10 a week late fee if account is more than 2 weeks past due)

Discount for 2 children-\$15 per week per family	Full Time Only
Discount for 3 children-\$45 per week per family	Full Time Only

**Late fee Charge: \$2.00 per every 5 minutes until 6:30PM
\$5.00 per every 5 minutes after 6:30PM
This fee is due upon pick up of the child!**

Returned check fee: \$25 per occurrence (cash or money order for the check amount is required)

Learning program classes start the Monday before Labor Day and end the Friday before Memorial Day.

Tuition Rates (10% discount to registered St. Henry Parishioners)

Pre-K, 4 year olds, 3 year olds, 2 year olds

	Full time	AM Sessions
	(6:30 AM-6:00 PM)	(6:30AM-12:30 PM)
5 days	\$160.00	\$110.00
3 days	\$129.00	\$ 99.00
2 days	\$116.00	\$ 96.00

Toddlers (15 months - 2 years)

	Full time
	(6:30 AM-6:00 PM)
5 days	\$197.00
3 days	\$171.00

Children that are not totally potty trained will be charged an additional \$25 per week or \$5 per day for part time children.

All children entering the 3 or 4 year old classrooms must be potty trained. (Situations will be considered on an individual basis.)

Supplies required for the classroom at the time of registration and at the start of the school year. Donations are accepted anytime during the school year.

- 2 boxes of Kleenex
- 2 rolls of paper towels
- 2 packages of wipes

FIRST DAY JITTERS

Starting school is an exciting experience for the young childbut it can also be a difficult one. Whatever the personality of the child, however eager he/she may seem to be for the new situation, there will be a moment when he/she suddenly realizes that his mother and or father is not going to be there. The apprehension that accompanies this realization is a normal reaction. Most children have little difficulty adjusting to school after the initial separation. We have found the longer the parent stays, the more apprehensive the child becomes. Please feel free to call us and ask how your child is doing. Usually the separation is much harder on the parents than the child.

We strongly encourage several visits for the child. These visits will help the parent and child feel secure with the staff and the new surroundings.

If you have any questions or concerns during the course of the year, please feel free to speak to the director.

**St. Henry Creative Learning Center
5303 West Main Street
Belleville, Ill 62226
(618)- 234-6061**

THIS IS A LEGAL AND BINDING CONTRACT

I understand that I must pay my weekly fee, whether or not my child is in attendance, except when using vacation time.

I understand that child-care fees are due on Monday of each week.

I also understand that late fees will be added to my account if my payment is not received on Monday of each week or my child's first scheduled day of the week.

My child is entitled to the number of days that he/she attends weekly, after 1 year consecutive attendance. (enrolled for 3 days=3 vacation days, etc.)

Two weeks notice must be given to a Director upon leaving the center. I understand that I will be charged 2 weeks tuition after giving my withdrawal notice in writing.

I understand that if my child is sick, I will be called to come and pick up my child. This does not affect my weekly fee.

I have read and agree to follow the policies and practices outlined in the St. Henry Creative Learning Center Handbook and associated handouts given to me at the time of enrollment and thereafter throughout my child's enrollment.

Please sign, date, and return this page to the center.

Parent/Guardian Date

Parent/Guardian Date

My child/children are signed up for _____ #days per week. I am responsible to pay a weekly fee of \$ _____. This weekly rate changes only if I use my vacation time. I understand that my child/children get _____ #vacation days per year after 12 consecutive months at the center.

ENROLLMENT DATE

TERMINATION DATE

_____ *Registration fee (\$75/100) paid*

_____ *Deposit week (last week) paid*

_____ *First week's tuition paid*

_____ *Paying weekly by cash or check*

_____ *Pre-paying every two (2) weeks*

_____ *Pre-paying monthly (beginning of the month)*

Please sign, date, and return this page to the center.

Child Name _____

Parent Signature _____

Parent Signature _____

Date ____/____/____