

## Discovery Zone Learning Center PARENT / GUARDIAN AGREEMENT

Welcome to Discovery Zone Learning Center! We look forward to a healthy and happy relationship with Family. The following policies have been created to ensure smooth operation of the center and the safety of all the children in the program.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date enrolled: \_\_\_\_\_

### COMINGS AND GOINGS

1. Parents/guardian are welcome and encouraged to visit at any time.
2. The center is open from 7 a.m. to 6:00 p.m., Monday-Friday. The Center is closed for certain holidays. The holidays are posted in the Parent Handbook. Holidays may be changed at any time with a 10-day notice.
3. The center will be open whenever possible on a regularly scheduled day, during normal hours. Should severe weather conditions prevent the center from opening on time or at all, it will be announced on WTIC/WILI/WDRC & TV Channels 3 & 30. Should it become necessary to close early due to either severe weather or any other unsafe condition, it will be the parent/guardian's responsibility to arrange for the child to be picked up early. In the event, there will be no tuition credit for any time the center is closed.
4. To ensure that each child is safe and under supervision at all times and to foster communication between parent/guardian and teachers on a daily basis, parents/guardians must accompany their children into their classroom and ensure that the children are under supervision before leaving the premises. Parents/guardians must re-enter the building when picking up their children.
5. Parents/guardians are required to sign their children in and out on a daily basis.
6. Children will be released only to a parent/guardian or to persons whose names are listed on the Child Release Policy Form. Therefore, in order to provide for emergency situations that prevent you from picking up your child, be certain to include those individuals who you would authorize in such events. Parents/guardians should advise the Director in advance, in writing, if a person not listed on the original form is to pick up the child. Identification will be requested of these authorized persons picking up children. Children will not be released without written authorization.

### MEDICAL POLICES

7. For children's comfort and to reduce the risk of contagion, parents/guardians must pick up their child 1 hour after notification. Children absent due to reportable disease may return only with a physician's note indicating that the child is no longer contagious.
8. Children must have current medical and immunization records prior to enrollment, and these records must be updated annually. Children without updated medical records cannot attend the center.
9. In the event of an emergency, Discovery Zone Learning Center seeks parental/guardian permission to obtain emergency medical treatment in the children's best interest. (See Authorization & Consent form).
10. Medication will be administered only with the Medication Authorization form completed by the physician and signed by the parent.

### CENTER POLICES:

11. Children will have an afternoon rest period of at least 45 minutes.
12. Child will play outdoors on the playground daily, as part of our regular program, except during inclement weather. Please dress children appropriately.
13. All children must have a change of clothing left in the center, which is to be used as needed. All clothing must be labeled with the child's name. Discovery Zone is not responsible for lost or damaged clothing.
14. If a child brings any toys or other belongings to the center, the center is not responsible for loss or damage to those belongings.

15. Discovery Zone Learning Center occasionally takes photographs of children from time to time. Please check if you do \_\_\_\_\_ do not \_\_\_\_\_ authorize pictures of your child to be used just for the center's purpose. (Such as: classroom artwork, bulletin board, website etc.)

#### TUITIONS AND FEES:

16. Please check the days your child will attend: Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_\_\_. Hours of arrival: \_\_\_\_\_ departure: \_\_\_\_\_. If these hours change in any way, the Director must be notified immediately in order that the Director may arrange for appropriate staffing. Rates will be adjusted accordingly if hours increase. Please provide your arrival and departure times when selecting your schedule.
17. **Parents/guardians must give as much notice as possible about any reduction in the child's schedule. In addition, Discovery Zone Learning Center cannot guarantee that once a child's schedule changes from full time to part time, a full-time schedule will be available in the future.**
18. Upon enrolling a child, a **non-refundable deposit** equal to one week of tuition is required. If the child does not attend the center, the deposit is forfeited (this includes the childcare & the Camp Discovery program). This deposit will guarantee the child a space in the center. In the event of withdrawal of the child from the center, a notice is requested by not required. Discovery Zone reserves the right to dis-enroll a family at any time.
19. The parent(s) agrees that any amount unpaid after thirty days will be subject to interest at the rate of 18% per year (1.5% per month) until such unpaid amount is paid in full. Additionally, parent(s) will be responsible for the reasonable cost of collection of any such unpaid amounts, including collection and attorney's fee.
20. There will be no decrease in tuition for holidays, absences or vacations. Tuition must continue to be paid regardless of absence for any reason, holiday or vacation. Parents/guardians will be notified of any changes in tuition within 4 weeks of the change.
21. Tuition is due the Wednesday 8:00 a.m. of each new week. If payment is not made by Wednesday 8:00 a.m. of the current week, a late fee of \$20.00 will be added. No child will be allowed to attend the program if payments are left unpaid. Excessive late payments will be cause for dismissal from the center. When a payment is delinquent for one week, the space can no longer be reserved for the child, and the child cannot attend the center until the balance is current.
22. A Registration Fee of \$50.00 (per family) is due at the time of application. A Re-registration Fee of \$50.00 is due ANNUALLY each September, and subject to change. The first Registration Fee will place the parent/guardian's name on the reservation list. If the child has been withdrawn from the program and subsequently re-enrolled, a new Registration fee of \$50.00 is due in full at that time. The Registration Fee is **non-refundable**.
23. Because our teachers work a long day, and it is not fair to make them stay after hours, please allow enough time to leave the center before closing time. A late pickup fee of \$1.00 per child is payable to the center for each minute the child is in the center after closing time until the child leaves. This fee is subject to change. Payment is due in full immediately in cash/check to the person who is waiting with the child. Late pickup is not a normal program option and should be considered an exceptional occurrence.
24. A \$20.00 fee will be charged for a check returned for insufficient funds. If this occurs, Discovery Zone Learning Center will have the option to refuse future checks.
25. At Discovery Zone, children may have the opportunity to participate in a special program or field trip. This may result in an additional fee due to prior to the day of the event. Notices will be posted in advance. Transportation will be provided by Discovery Zone.
26. If Discovery Zone Learning Center has concerns that a child's developmental needs are not being appropriately met in the daily program, or Discovery Zone Learning Center believes that the center cannot meet the needs of the parent/guardian, every effort will be made to involve the parents/guardians in the process of identifying the problem and working towards possible solutions. However, if after reasonable and appropriate interventions have been tried, it is determined by Discovery Zone Learning Center that the program is not in the best interest of the

child or the parent/guardian, Discovery Zone Learning Center reserves the right to request that the child be withdrawn. Implementation of withdrawal procedures will be effected in the time frame that Discovery Zone Learning Center believes appropriate.

27. Our employees are our most important asset. If you hire one of our employees (or someone who was our employee within six months of hire) to work for you full time, you agree to pay a placement fee of \$2500.00. Checks should be made to Discovery Zone Learning Center and given to the Director. If you hire any center staff member, it must be outside the center premises and with the understanding that such arrangement and payment for services is solely between you and the staff member. The arrangements are not sanctioned by the DISCOVERY ZONE LEARNING CENTER.
28. For those whose tuition is subsidized (Care 4 Kids) based on a sliding fee scale, misrepresentation of gross household income may result in dismissal from the program and/or retroactive charges for all underpaid tuition.
29. This parent/guardian agreement is subject to changes in whole or in part by Discovery Zone Learning Center with one month's notice.

NON-DISCRIMINATION & CONFIDENTIALITY:

30. Discovery Zone Learning Center provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, color, national origin, sex, political beliefs, marital status, disability or special needs.
31. It is Discovery Zone's policy that any information regarding the child, the child's family, or other matters discussed with the Director or staff will be held in strictest confidence.

Behavior Management Techniques for Children attending Discovery Zone Learning Center:

Discovery Zone Learning Center believes in positive discipline, which focuses on consistency, prevention, guidance, and redirection. Positive discipline teaches children where limits are set, how to maintain control over their bodies, and how to problem solve in the event of conflict. Our philosophy is a child cannot be "bad". Inappropriate behavior is viewed as exactly that. We address the inappropriate behavior as the problem, not the child.

Child are encouraged to resolve conflicts by verbalizing their feelings to one another and NOT by resorting to destructive behavior. This helps them develop social skills, self-control, and reduces conflict between them. We offer children choices whenever possible. By doing this, we help them become responsible for their own actions by choosing what they will do. We also set reasonable and positive expectations for them. We feel this kind of discipline maximizes the child's growth and development. Discovery Zone Learning Center always has your child's best interest in mind. Here are some guide lines Discovery Zone Learning Center follows.

- Expectations are limited to what is realistic for developmental level of the child, and are clarified for children so that they understand what is expected of them.
- Teachers speak and act in ways in which they want children to speak and act.
- Teachers encourage children's efforts to build feelings of self-worth.
- The Center's staff encourages behaviors such as helping, cooperating, negotiating and problem solving.

The use of Time-out outs will be used when a child displays an inappropriate behavior. However, the child will be given a warning and choices on how to correct the behavior first. If the child continues the inappropriate behavior then a time-out will be given. Children are placed in a quiet area for one minute per year of life. Once the time-out is completed the teacher will discuss and review the inappropriate behavior, which required the time-out. The teacher reviews the time-out so that the child understands the reason he or she was placed in the time-out. The teacher will be in eye contact during the time-out.

At no time is spanking or corporal punishment tolerated at Discovery Zone Learning Center. Children are never subjected to cruel or severe punishment such as humiliation, verbal, physical abuse, neglect, or abusive treatment. Children are never force-fed. Children are never punished for wetting or soiling in their clothing. And children are never forced to remain in soiled clothing. The above behavior management policy has been discussed during the initial tour: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director      DATE

\_\_\_\_\_  
Signature of Parent/guardian      DATE

Please initial