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Hearthstone Early Learning Center Parent Handbook

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Welcome

We welcome you to Hearthstone Early Learning Center. It is our goal to meet the developmental needs of each child, including social, emotional, physical, intellectual and spiritual. Meeting these are essential to a balanced education. The school's philosophy of education is one of respect for God, others and the environment. We recognize that each child learns at his or her own pace and we recognize the need for a close relationship between parents and teachers so that we may more fully meet your child's needs. The following Parent Handbook will more clearly define our policies and procedures in some of the most common areas of concern.

Our Philosophy

Hearthstone Early Learning Center believes that learning takes place in an atmosphere that is challenging, hands-on and most importantly FUN!

Our trained and experienced staff provides Christian care, guidance and recreation in a learning environment. We believe children learn best in an atmosphere that fosters curiosity and provides challenges without fear of failure. We include a variety of activities both inside and outside.

Dedicated to enriching the lives of children, Hearthstone Early Learning Center cares for children from newborn to school age. Our curriculum is developmentally appropriate for each age group and reflects Christian values of cooperation, equality, and nonviolence. We are committed to making your child's early educational experience a rewarding one.

Purpose and Program

The Hearthstone Early Learning Center is a non-profit child care program; licensed by the Illinois Department of Child and Family Services. The purpose of the program is to provide children who require day time care outside of their own homes not only with warm, nurturing care, but with enriching experiences and developmental opportunities specifically designed to meet their unique needs.

The curriculum is based on the perspective that children learn through experience, through involvement with other people and with the environment. In addition to providing breakfast, lunch, snacks, rest and periods of individual free play, the daily program includes activities in the areas of language, art, dramatic play, creative arts, science/sensory, math, music/movement, and a daily bible focus. The children go outside each day except during inclement weather. Children are periodically taken on field trips to various points of interest in the community.

Spiritual Program

We believe that children are never too young to learn about God and His purpose in their lives. Bible stories, songs, finger plays and prayer are part of our daily routine.

We use the Faith Weaver Bible Curriculum for children ages two through 12 to help weave faith in Christ into all areas of their lives. Each week the Hearthstone Early Learning Center children study a chosen Bible passage, learn a key Bible verse, and participate in activities that build their faith in Christ.

Our chaplain visits regularly to share a children's Bible story based on the theme of the week and to teach the purpose and value of prayer.

Intergenerational Activities

One of the benefits of serving seniors and children on one campus is that our Hearthstone Early Learning Center children visit with the "Grandmas and Grandpas" of Hearthstone regularly. Intergenerational activities include show and tell, arts and crafts, singing, exercising, cooking and special treats.

Hearthstone Early Learning Center Rules

1. Follow directions from all Hearthstone Early Learning Center staff respectfully and promptly. No arguing, disruptive behavior or conduct will be tolerated.
2. Be respectful and courteous to other children.
3. Use all Hearthstone Early Learning Center equipment properly. Return things as you find them. Only staff are allowed to put things in or out of the cabinets.
4. Keep hands, feet, and objects to oneself – no fighting or wrestling in any form will be tolerated.
5. May not exhibit aggressive behavior, including bullying, which inflicts, attempts to inflict or intends to inflict any physical or psychological suffering on another student or group of students.
6. Use appropriate language and voice levels at all times. No screaming permitted.
7. Walk properly at all times in the building. No student is allowed to leave the room without permission.
8. May not participate in any other acts that directly or indirectly jeopardize the health, safety and welfare of other students or school personnel.
9. Obey the playground rules
 - a. Respect nature! Refrain from picking leaves off trees.
 - b. Permission is needed to leave the playground. Please do not climb or hang on the fence.
 - c. Use playground equipment properly and safely: for example – Up stairs, down slide, no jumping from any piece of equipment.
 - d. Swing properly on your bottom, keeping hands and feet out of the paths of others swinging. Jumping off the swings is not allowed.
 - e. Sand toys must remain in the sandbox.
 - f. Basketballs shall only be used on the basketball court and soccer balls shall only be used in the grassy area at the back of the playground.
 - g. The rock wall may be used by Red and Blue rooms only.
 - h. Refrain from throwing sand, sticks, woodchips, and/or rocks.
 - i. Shoes/boots must be worn at all times.
 - j. Drink water from the fountain and swallow it – no spitting.
 - k. Help keep our toys in good condition by returning them to the proper place after each play session.

Daily Schedule

6:30-7:00	Breakfast
7:00-7:35	Free Play in Gym
7:35-8:45	Classroom free play
8:45-9:00	Clean Up/Bathroom/Wash Hands
9:00-9:20	Snack
9:20-10:00	Circle Time Calendar, Theme Activities, Vocabulary, Songs
10:00-10:30	Gym/Large Motor/Outside
10:30-11:30	Center Time Art, Science, Math, Dramatic Play, Fine Motor
11:30-11:45	Clean Up/Wash Hands/Story
11:45-12:15	Lunch
12:15-12:30	Bathroom/Get Ready for Nap
12:30-2:30	Naptime
2:30-3:00	Wake Up/Bathroom/Wash Hands/Read Books Quietly
3:00-3:20	Snack
3:20-3:40	Letter, Number, Shape Review
3:40-4:05	Music
4:05-4:15	Clean Up
4:15-5:30	Free Play Outside or in the classroom

This schedule is meant to be a general schedule only. It is flexible.

Enrollment

There will be a non-refundable enrollment fee for each child due at the time of enrollment. There will be a re-enrollment fee each year which will not be credited against tuition. The fee is listed on the tuition schedule.

An Enrollment Form, Certificate of Health & Immunization Record, Consent Forms, Parent Handbook Acknowledgement, Emergency Card, Emergency Information Sheet, and Verification of Receipt, must be completed and returned by your child's first day of school.

Tuition and Fees

Tuition and other fees are determined by the management of Woodstock Christian Life Services. You will be notified of fee changes in writing prior to any fee changes.

You will find a copy of the school's fees for programs offered in this handbook. Tuition is due the first day of each week. Policies for payment and late fees are also outlined on the tuition schedule.

A non-refundable enrollment fee is charged for each child enrolled. The fee is listed on the tuition schedule.

A non-refundable Fall Registration fee will be charged annually for each child enrolled.

A late fee will be charged to your account when your child is picked up from the Center after the center closes. The fee is \$10.00 per 15 minutes or fraction thereof per child.

An early arrival fee will be charged to your account when your child is dropped off at the Center between 6:15am and 6:30am. The fee is \$2.00 per day for the first child and \$1.00 per day for each additional child.

Hours of Operation

Hearthstone Early Learning Center offers care for children 6 weeks through 12 years of age, Monday through Friday from 6:30 a.m. to 5:30 p.m.

The school age before/after school program begins at 6:30 a.m. and by 7:00 a.m. the bus transports children to most Woodstock schools. After school the children will be transported back to the center.

Christmas, Spring Break, and Summer Programs are run at Hearthstone Early Learning Center from 6:30 a.m. to 5:30 p.m. Monday through Friday. These programs provide full day care for school age children. Children are provided with breakfast, lunch and two snacks. Planned activities, free play and occasional field trips (additional cost) are included.

Unscheduled Closing

If the Center closes due to cold, snow, etc. for more than 3 days per 12 month period, July 1st- June 30th, you will be credited the amount equivalent to one day's tuition for each day after the third day.

School Closure

Should Hearthstone Early Learning Center find it necessary to close due to inclement weather or another situation beyond our control, we shall contact the Emergency Closing Center.

www.emergencyclosings.com

Should there be a need to close earlier than normally scheduled hours, the Emergency Closing Center will be notified of the early closures and parents of the children present will also be notified by telephone of our intentions.

Every effort is made to make these announcements as soon as a decision is made.

Holidays

Hearthstone Early Learning Center will be closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Years Day. For holidays that fall on Saturday, we will be closed the preceding Friday. For holidays that fall on Sunday, we will be closed the following Monday. Full tuition will be charged for all weeks in which a holiday or In-Service occurs.

The school will be closed on the following holidays:

Labor Day
Thanksgiving Day
Christmas Day
New Years Day
Memorial Day
Independence Day

The school will be closed for childcare and pre-school purposes on In-Service Days (November and April/May dates to be announced).

Please direct any question about billing to the office at 815-338-1954.

Admission

Admission priority will be given to returning students and siblings. Please notify the office in writing of the future need for sibling care. In addition to providing basic identifying and developmental information concerning the child, parents/guardians and child are asked to visit the school on a pre-admission basis so that a further assessment may be made of your child's ability to benefit from and adjust to the program. Notice of enrollment will be given along with additional information and necessary forms at the time of the family interview. To protect and ensure the continued welfare of both individual children and the group as a whole, Hearthstone Early Learning Center requires that each child must have a report of physical examination on file, including a record of all necessary immunizations and clearance from communicable diseases as prescribed by the Illinois Department of Children and Family Services at the parent's expense. These and all other enrollment forms are due prior to the admission of your child. The Center is open from 6:30 a.m. to 5:30 p.m. Monday through Friday each week of the year with the exception of legal holidays and one staff in-service day each year. The regular charge will remain the same for weeks with these holidays.

Health and Safety

In addition to the report of physical examination due prior to admission, parents are also required to arrange for a physical examination for their child bi-annually (after the age of two), except that subsequent examinations for school-age children shall be in accordance with the requirements of the Illinois School Code and the Child Health Examination Code. Parents are also responsible for keeping their child's immunizations current at all times.

Each child is observed daily at arrival time by staff members for any signs of illness or communicable disease which in their judgment would preclude attendance. In the event a child is returning to the program following illness, parents may be required to obtain a medical clearance for the child to resume participation; such clearance will routinely be required following any type of communicable disease.

Parents or other persons they designate when they are unavailable are contacted in any type of emergency. Parents are further required to provide written consent for the staff of the school to obtain such medical services, as they deem necessary for a child when the child's own physician is unavailable for such purposes. **Prescription medication will be administered only when the prescription has been verified by a licensed pharmacist and is brought in the original container.** The staff will, in addition, administer non-prescription medication no more than 5 days.

Periodic fire and tornado drills are conducted. In the event of an evacuation from the building we will walk across the street to Hearthstone Village. Parents/Guardians will be telephoned and requested to pick up their children as soon as possible.

Classroom Placement

Children are grouped according to age. We reserve the right to place children in different class levels, based on space and the developmental needs of each child.

Disenrollment

A **written notice** must be given two weeks prior to disenrolling your child. Should no notice be given, your account will be charged two full weeks after disenrollment.

A **written notice of intent to disenroll** may be submitted to the parents of any child whose account becomes **past due**.

We reserve the right to disenroll a child when consistent late payment occurs.

If at any time the staff of Hearthstone Early Learning Center feels that the needs of an individual child are greater than what the center is capable of offering, a child's care may be terminated.

Hearthstone Early Learning Center reserves the right to request immediate removal of any child for the following behaviors:

1. causing injury to other children, such as unmanageable biting, hitting, pushing, fist fighting
2. the use of unacceptable and inappropriate language
3. failure by parents/guardians to follow center policies.

Arrival and Dismissal

Attendance

The staff of Hearthstone Early Learning Center expects your child on the days enrolled. If your child will be arriving later than 9:30 or if they are ill **please call and leave a message**. Our number is (815)338-1954. This way we can ensure we are properly staffed as well as reporting illnesses appropriately.

All children should be accompanied into the building by the person leaving the child and **a staff member should be made aware of the child's presence**.

Children are to be signed in by the person leaving them in our care. Sign-in sheets are found outside each classroom and are alphabetized for your convenience. **Please sign your name and the time of arrival.**

NO child shall be released to a person not listed on your release form. Please inform the staff if someone other than yourself will be picking up your child. Should a staff member be unfamiliar with the person(s) picking up your child, they may call you for verification and/or ask the person(s) for proof of identity. In the case of custody problems, copies of court papers may be required to establish legal permission.

Please be sure the staff is aware that your child is leaving. **All children must be signed out by the person(s) picking them up. Sign your name and departure time.**

Teachers are required to take attendance daily. Your signature is your security of your child's presence should any questions occur.

Pick-up

Please note the center closes at 5:30 pm. A late fee will be charged to your account when your child(ren) is picked up from the Center after 5:30 pm. The fee is \$10.00 per 15 minutes or fraction thereof per child.

The staff will care for your child(ren) while we wait for you to arrive. The child(ren) will not be held responsible for the situation and the discussion of this issue will only be with the parent/guardian.

Please note: If your child(ren) has not been picked up 45 minutes after the center closes, and we cannot reach you at any of the phone numbers that you have provided for us, we will call the local Police Department and we will call the DCFS Child Abuse Hotline to report the incident.

Please note: THIS POLICY REINFORCES THE IMPORTANCE OF *CURRENT* INFORMATION (NAMES & PHONE NUMBERS)

Naptime

All children who spend the full day at school are required to rest. Children are expected to rest quietly (or look at a book) allowing those who need to sleep the opportunity to do so. Children may bring a small pillow, blanket, and/or stuffed animal to use at naptime only. These items will be stored with their cot or in their cubby until the next naptime. Please label all items with your child's name. These items may be brought home weekly for laundering by parents or, if left at school, will be laundered by teachers.

Toilet Training

Please discuss toilet training with your child's teacher when you feel your child displays signs of readiness. Your child's teachers will be happy to work with you to train your child. Toilet training should be a positive experience – we never scold for accidents. Please remember, during toilet training, a child needs to have several changes in clothing. When the last change of clothing is put on, your child's teacher will also put on a diaper or pull up. The teachers and Director may require that a child wear diapers at naptime.

Outdoor Play

Children should come dressed in comfortable clothes, appropriate for indoor and outdoor play. The policy of the school is to go outside each day except in extreme weather. We ask that clothing be labeled, including hats, boots, snow pants, and mittens. This will prevent confusion when picking up your child at the end of the day. No scarves will be permitted. We also ask that you provide sun screen and bug repellent for the warmer months of the year.

Personal Belongings

Each child is required to have a complete change of clothes, including socks, at the school at all times in case of an accident. Diapers and wipes, when necessary, are to be provided by parents. Parents are likewise specifically requested not to permit children to bring any personal possessions to school except for naptime or designated Show and Tell days. **The school is not responsible for lost, stolen, or broken personal items.**

Non-discrimination

Each child shall be recognized as an individual whose gender, ability differences, personal privacy, choice of activities, cultural, ethnic, and religious background shall be respected. No person shall be discriminated against because of race, color, national or ethnic origin; religious beliefs or gender.

Infant/Toddler Care

Parents of all infants and toddlers are required to provide their own disposable diapers and wipes. Boxes and containers must be clearly labeled with your child's name and replaced when necessary. Each toddler will be provided with a cot. Children may bring a small pillow, blanket, and/or stuffed animal to use at naptime only. These items will be stored here at school. Please label all items with your child's name. These items may be brought home weekly for laundering by parents or, if left at school, will be laundered by teachers. Changing tables will be cleaned and disinfected after each diaper change. Frequent and thorough hand washing is practiced by the teachers, before and after diapering.

Meals

In order to meet the nutritional needs for the children, Hearthstone Early Learning Center provides a nutritious lunch in addition to morning and afternoon snacks. Breakfast will be provided for child who arrive between 6:30-7:00 a.m. A special effort is made to make mealtime pleasant, relaxed and unhurried for the children who are also consistently encouraged to eat the food served and to learn to enjoy new foods without undue pressure. In addition, teachers make every effort to teach children good personal hygiene and habits with respect to toileting, hand washing, etc. Parents may bring special treats for birthday parties or special occasions. These treats must be commercially prepared in accordance with the Licensing Standards and must be nut-free. We ask that parents not allow their children to come to school with candy or gum.

Release of Information

There will be no release of personal information about a child or family to any person or agency without written permission of the parent(s). A consent form must be on file prior to the release of information.

Conferences

Two parent/teacher conferences are scheduled for the school year in November and April (approximately). This is a time for the teacher to formally share insights about your child's development and growth.

There will be an Open House in the spring to which children and families are invited. This is an opportunity for parents to meet and learn about the school's program and philosophy.

Guidance and Discipline Policy

The policy of Hearthstone Early Learning Center concerning the discipline of children is precisely as prescribed by the Illinois Department of Children and Family Services for licensed Day Care Centers:

“Discipline measures shall be designed and administrated in such a way as to help a child develop his/her own self-control and to assume responsibility for his/her own actions.” To accomplish this Hearthstone Early Learning Center staff shall:

1. Establish simple and understandable rules, which set the limits of behavior required for the protection of the group and individuals within the groups. Firm positive statements about behavior or redirection will be used first with all children. (i.e. “It is great to see Tom and Jane working together to pick up their toys.” “Hands are for helping not hitting.” “Teeth are for chewing not biting.”) Positive statements about behaviors and redirection of behaviors as explained above may be the only means of discipline for infants and toddlers. Time outs – removal from the group to help a child gain control - will be used only after 24 months of age. Length of time out will not exceed one minute per year of age.
2. Ensure that personal discipline will be developmentally appropriate and relevant/logical to the particular problem of the child involved. Infants and toddlers shall be redirected to appropriate activities and teachers shall consistently act as role models of the desired behaviors to optimize each child's learning experiences. (i.e. the toddler teacher walks in the classroom, uses a calm tone of voice, and says “Please use walking feet and inside voices in the classroom.”) Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts. (i.e. “Please talk to Johnny about why his words hurt your feelings.”)
3. Require that discipline be handled with discretion, without bias, and without prolonged delay on the part of the adult involved.

4. Under no circumstances use physical or corporal punishment, profane language, humiliation, abuse, withdrawal or threatened withdrawal or rest as a means of discipline.
5. Ensure that children will not be disciplined for toilet accidents.
6. Ensure that discipline will be the responsibility of adults who have an ongoing relationship with the child.
7. Ensure that when there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affect the child shall be aware of the plan and cooperate in its implementation.
8. Understand that clinical behavior management plans are developed to meet the needs of a particular child and are only to be developed with the parent(s) and a professional clinician(s). This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.

Aggressive/Bullying Behavior

*Adapted from District #200

No student should be subject in school to bullying, aggression and violence. Accordingly, aggressive student behavior including student bullying in all forms is prohibited on school grounds, on a school bus, at any school-sponsored event or activity, or any event or activity that bears a reasonable relationship to school. Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically intimidated by the person engaging in bullying.

Examples of bullying may include, but are not limited to:

Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.

Verbal Bullying: may include name-calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.

Students who engage in acts of bullying may be subject to discipline in accordance with the discipline policy. Such discipline may include verbal or written reprimand, in-school suspension or expulsion. Parental notification will be made in accordance with this policy. Students who are victims of bullying may also be referred for assistance including counseling or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. The student's parents/guardians shall be advised in writing. The staff shall monitor the student, review any non-school, community based interventions for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility.

Dress Code

*Adapted from District #200

In keeping with a positive atmosphere for learning, children are expected to maintain good personal hygiene and arrive at school clothed and groomed in an appropriate manner. Any article of clothing, manner of hairstyle, or make-up that is determined to interfere with the educational process is prohibited. Student clothing may not violate the rights of others, be socially inappropriate, or be inappropriate due to the maturity level of the students. The students' appearance must meet reasonable standards of health and safety.

The school reserves the right to require students to change their clothes if they do not meet the above rules.

Toys, Electronic Devices, Games and Trading Cards

*Adapted from District #200

To help your child(ren), please do not allow toys, games or electronic devices to come to school unless requested by the teacher. This includes ALL electronic devices such as cell phones, walkmans, Gameboys, CD players, radios, MP3 players, all sport and trading cards of any kind.

ANY OF THESE LISTED ITEMS, OR OTHER SIMILAR TOYS, DEVICES, GAMES AND CARDS WILL BE CONFISCATED, AND ONLY RETURNED TO THE PARENT OR AUTHORIZED ADULT AT THE END OF THE SCHOOL DAY.

Visits

The Hearthstone Early Learning Center maintains an open door policy for enrolled parents. Please consult your child's teacher or the Director should issues arise concerning your child, at home or at school. The Director also welcomes suggestions. Referrals to other agencies in the community may be obtained when needed.

Illness

Please keep your child home if he/she has a fever, or symptoms such as vomiting, diarrhea or rash. If your child becomes ill at school and has diarrhea, vomiting, or a temperature of 100° F or higher, we will notify you to pick up your child immediately. Children must be kept home the next day after being sent home for any of the above reasons. If your child is sent home with a fever they must be fever free for 24 hours without the use of fever reducing medicine before returning to school. Children may return earlier with a doctor's note stating he/she is not contagious.

We appreciate your help in order to prevent the spread of illness to other children and staff.

Transportation and Field Trips

Hearthstone Early Learning Center has transportation to and from most area schools. Chaperoned field trips are scheduled to plays, movies, parks and other fun and educational locations for children age 3 and older.

School Bus Safety Guidelines

*Adapted from District #200

Safety on our school buses is very important. In order to have a safe transportation program, parents and school officials must cooperate. Therefore, parents are requested to stress the following policies and rules to their children.

1. Form an orderly single file line to board the bus. Refrain from pushing, shoving, or trying to be first in line.
2. Always use the bus entrance handrail. If both hands are full, ask someone to carry something for you.
3. Backpacks are to be carried on student's laps and not worn on backs.
4. Keep the aisles clear at all times.
5. Put all waste paper in the waste container as you enter or leave the bus. Buses are to be kept clean at all times.
6. Address the driver as "Mr." or "Mrs." With a "Good morning" or "Good-bye." Courtesies are encouraged.
7. Be seated as quickly as possible, facing forward, and remain seated until the bus stops. Do not stand while the bus is in motion.
8. Raising or lowering of the bus windows is only allowed with permission from the driver.
9. Vandalism to any part of the inside or outside of the bus is considered willful damage and must be paid for.
10. No eating and/or drinking of any type will be allowed by any passenger while on a regular route.
11. Voices must be kept at a conversational tone. Yelling, shouting, or whistling are never acceptable bus behaviors.
12. Profane language is unacceptable behavior and will result in discipline.
13. Fighting will result in suspension.
14. There must be complete quiet at railroad crossings.
15. Nothing is to be thrown or put out bus windows.
16. Heads and hands remain inside the bus at all times.
17. No knives, guns or weapons of any kind are to be taken on the bus. (This includes toy replicas).
18. No pets or animals are allowed on the bus.
19. When leaving the bus to enter the school building, walk straight out from the bus steps to the sidewalk or loading zone. It is dangerous to walk back along the side of the bus or diagonally across the roadway or blacktop.
20. Students are not allowed to play or use any type of audio listening device on the bus and are not allowed to wear headphones.

Bus Conduct

*Adapted from District #200

All students must follow School Bus Safety Guidelines. A driver is in complete charge and has been instructed not to tolerate misbehavior on the bus. At his/her discretion a driver can assign a student to a seat. For consistent misbehavior, the rider may be denied the privilege of riding the bus. If a bus rider's behavior is such that the bus driver feels it is necessary, the rider's name will be reported to the transportation director. The transportation director will seek help from school officials and parents to resolve the matter. Bus riders who do not conform with the established rules and regulations are subject to the following:

The driver shall:

1. Speak to the rider if he/she violates a Hearthstone Early Learning Center rule.
2. Speak to the rider on subsequent offenses if the offense is one which is not likely to bring danger to the child or other riders.
3. Warn the rider if he/she exposes him/herself or others to danger, damages property, curses, shows disrespect, fails to follow an order or violates other rules of Hearthstone Early Learning Center.
4. Contact the director if disciplinary measures are required. Parents shall be notified prior to termination of services by the director.
5. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:
 - a. Prohibited student conduct as defined in the Student Discipline policy.
 - b. Willful injury or threat of injury to a bus driver or to another rider.
 - c. Willful and/or repeated defacement of the bus.
 - d. Repeated use of profanity.
 - e. Repeated willful disobedience of the bus driver's or other supervisor's directives.
 - f. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
6. Services to riders may be terminated after any of the following:
 - a. The rider has been fully informed of the rules and he/she has had at least one warning.
 - b. Parents have been notified after the first warning
 - c. A written disciplinary report has been filed in the Hearthstone Early Learning Center office.
 - d. Gross disobedience or serious misconduct.

Reporting of Suspected Child Abuse

We are committed to providing a safe, healthy, and relaxed environment. It is our intent to build a partnership with parents/guardians to provide the best possible center for children. It is important for parents to realize that state laws require that incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of this agency to investigate each reported case.

Tuition Payment Policies

The Tuition Agreements reflects your current weekly tuition rate, as determined from your Application for Admission, or changes made in writing after admission. This weekly rate, **DUE IN ADVANCE** includes payment for legal holidays, vacation days, and sick days unless otherwise stated in the Tuition Policy.

All tuition is due on the **Monday** of the week of service. If you would like to pay for several weeks at a time, you may do so provided you are paying in advance. You may be asked to withdraw your child if your account becomes past due. Checks returned from the bank for any reason will be charged \$35.00.

Payment should be placed in the payment box in the Center lobby, provided to the main office or mailed in time to be received by Monday. Your child's name(s) should appear on the payment.

Bi-monthly and monthly payments in advance are greatly appreciated.

School Pest Management Policy

Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes for the Center. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property or the environment.

Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community;
- Enhance the quality of life for students, staff and others.

Integrated Pest Management Procedures

A contractor will perform pest services – Orkin Commercial Services conducts monthly inspections.

Teachers and staff will report to the office any pest sighting and record the incident on a Pest Sighting Form. The office personnel will report to Orkin by telephone or WCLS Maintenance Department by telephone (if immediate action is necessary) and/or a work order.

Notices will be posted in the Center Lobby of upcoming pesticide treatments.

The Director will monitor records of inspections and pesticide use.

Parents/Guardians and employees will be notified at least once per year that an Integrated Pest Management Plan has been implemented and maintained.

Parent/Guardian Agreement

I agree to the placement of my child(ren) at the Hearthstone Early Learning Center and to comply with its written policies.

Fee

I agree to pay any fees as stated on the Tuition Contract in accordance with the established Tuition Policy. I understand this rate may change due to fee increase or change in my child's attendance program. I agree to pay the variation in rate due to such causes.

Emergency Medical Consent

I authorize the staff of the Hearthstone Early Learning Center, in case of injury or accident to my child, to administer appropriate first aid and /or to obtain the medical services they judge to be necessary at the time. I understand every effort will be made to contact other emergency contacts listed or me before decisions are made in a serious situation.

Transportation

I authorize the staff at Hearthstone Early Learning Center to transport my child(ren) to and from the Center/School for planned outings, field trips and/or for attendance reasons. I understand that the staff is responsible for my child(ren) only after I or an authorized person has delivered my child(ren) directly to a staff member. If my child is transported by District #200, the staff is responsible for my child(ren) upon my child(ren)'s entrance into the building and until my child(ren) exits the building. If the public school transports my child(ren) to school from the Center or from school to the Center, a staff member will be at the bus stop to take responsibility for my child(ren).

Liability

The Hearthstone Early Learning Center staff is responsible for exercising reasonable precaution to assure the safety of the children in care. The staff is not responsible beyond the exercise of due care for any accidents which may occur inside or outside the Center, or for incidents resulting from lack of information which should have been supplied to the staff by parents/guardians.

Clothing

I agree to have an appropriate change of clothing at the Early Learning Center for my child. I will supply disposable diapers and baby wipes if necessary.

Photographs

I give permission for pictures of my child(ren) to be used in promotional materials produced by the Hearthstone Early Learning Center, Woodstock Christian Life Services website or articles released to the newspapers.

Intergenerational Program: I give permission for my child(ren) to participate in the intergenerational program.

Prayer

I authorize my child(ren) to participate in prayer.

Signature Pages 23-35 to be signed and returned with application folder.

Attendance

The staff of Hearthstone Early Learning Center expects your child on the days enrolled. If your child will be arriving later than 9:30 or if they are ill **please call and leave a message**. Our number is (815)338-1954. This way we can ensure we are properly staffed as well as reporting illnesses appropriately.

All children should be accompanied into the building by the person leaving the child and **a staff member should be made aware of the child’s presence**.

Children are to be signed in by the person leaving them in our care. Sign-in sheets are found outside each classroom and are alphabetized for your convenience. **Please sign your name and the time of arrival**.

NO child shall be released to a person not listed on your release form. Please inform the staff if someone other than yourself will be picking up your child. Should a staff member be unfamiliar with the person(s) picking up your child, they may call you for verification and/or ask the person(s) for proof of identity. In the case of custody issues, copies of court papers may be required to establish legal permission.

Please be sure the staff is aware that your child is leaving. **All children must be signed out by the person(s) picking them up. Sign your name and departure time**. Staff is required to take attendance daily. Your signature is your security of your child’s presence should any questions occur.

Pick-Up

Please note the center closes at 5:30 pm. A late fee will be charged to your account when your child(ren) is picked up from the Center after 5:30 pm. The fee is \$10.00 per 15 minutes or fraction thereof per child.

Staff will care for your child(ren) while we wait for you to arrive. The child(ren) will not be held responsible for the situation and the discussion of this issue will only be with the parent/guardian.

Please note: If your child(ren) has not been picked up 45 minutes after the center closes, and we cannot reach you at any of the phone numbers that you have provided for us, we will call the local Police Department and we will call the DCFS Child Abuse Hotline to report the incident.

Please note: THIS POLICY REINFORCES THE IMPORTANCE OF CURRENT INFORMATION (NAMES & PHONE NUMBERS)

I have read the Attendance and Pick-UP policies of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Signature

Date

My child(ren)’s name(s):

Discipline of Children

The policy of the Center concerning the discipline of children is precisely as prescribed by the Illinois Department of Children and Family Services for licensed Day Care Centers:

“Discipline measures shall be designed and administrated in such a way as to help a child develop his/her own self-control and to assume responsibility for his/her own actions.” To accomplish this Hearthstone Early Learning Center staff shall:

1. establish simple and understandable rules, which set the limits of behavior required for the protection of the group and individuals within the groups. Firm positive statements about behavior or redirection will be used first with all children. (i.e. “It is great to see Tom and Jane working together to pick up their toys.” “Hands are for helping not hitting.” “Teeth are for chewing not biting.”) Positive statements about behaviors and redirection of behaviors as explained above may be the only means of discipline for infants and toddlers. Time outs – removal from the group to help a child gain control - will be used only after 24 months of age. Length of time out will not exceed one minute per year of age.
2. personal discipline will be developmentally appropriate and relevant/logical to the particular problem of the child involved. Infants and toddlers shall be redirected to appropriate activities and teachers shall consistently act as role models of the desired behaviors to optimize each child’s learning experiences. (i.e. the toddler teacher walks in the classroom, uses a calm tone of voice, and says “Please use walking feet and inside voices in the classroom.”) Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts. (i.e. “Please talk to Johnny about why his words hurt your feelings.”)
3. require that discipline be handled with discretion, without bias, and without prolonged delay on the part of the adult involved.
4. under no circumstances use physical or corporal punishment, profane language, humiliation, abuse, withdrawal or threatened withdrawal or rest as a means of discipline.
5. children shall not be disciplined for toilet accidents.
6. discipline shall be the responsibility of adults who have an ongoing relationship with the child.
7. when there is a specific plan for responding to a child’s pattern of unacceptable behavior, all staff who affect the child shall be aware of the plan and cooperate in its implementation.
8. clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child’s file. All staff working with the child shall receive training on implementing the plan.

Disenrollment

A written notice must be given two weeks prior to disenrolling your child. Should no notice be given, your account will be charged two full weeks after disenrollment.

A written notice of intent to disenroll may be submitted to the parents of any child whose account becomes past due.

We reserve the right to disenroll a child when consistent late payment occurs.

If at any time the staff of Hearthstone Early Learning Center feels that the needs of an individual child are greater than what the center is capable of offering, a child's care may be terminated.

Hearthstone Early Learning Center reserves the right to request immediate removal of any child for the following behaviors:

1. causing injury to other children, such as unmanageable biting, hitting, pushing, fist fighting
2. the use of unacceptable and inappropriate language
3. failure by parents/guardians to follow center policies.

I have read the Discipline and Disenrollment policies of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Signature

Date

My child(ren)'s name(s):

Aggressive/Bullying Behavior

No student should be subject in school to bullying, aggression and violence. Accordingly, aggressive student behavior including student bullying in all forms is prohibited on school grounds, on a school bus, at any school-sponsored event or activity, or any event or activity that bears a reasonable relationship to school. Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically intimidated by the person engaging in bullying.

Examples of bullying may include, but are not limited to:

Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.

Verbal Bullying: may include name-calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.

Students who engage in acts of bullying may be subject to discipline in accordance with the discipline policy. Such discipline may include verbal or written reprimand, in-school suspension or expulsion. Parental notification will be made in accordance with this policy. Students who are victims of bullying may also be referred for assistance including counseling or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. The student's parents/guardians shall be advised in writing. The staff shall monitor the student, review any non-school, community based interventions for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility.

*Adapted from District #200

I have read the Bullying policies of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Parent Signature Date

Parent Signature Date

Child (ren)'s Names

School Bus Safety Guidelines

Safety on our school buses is very important. In order to have a safe transportation program, parents and school officials must cooperate. Therefore, parents are requested to stress the following policies and rules to their children.

1. Form an orderly single file line to board the bus. Refrain from pushing, shoving, or trying to be first in line.
2. Always use the bus entrance handrail. If both hands are full, ask someone to carry something for you.
3. Backpacks are to be carried on student's laps and not worn on backs.
4. Keep the aisles clear at all times.
5. Put all waste paper in the waste container as you enter or leave the bus. Buses are to be kept clean at all times.
6. Address the driver as "Mr." or "Mrs." With a "Good morning" or "Good-bye." Courtesies are encouraged.
7. Be seated as quickly as possible, facing forward, and remain seated until the bus stops. Do not stand while the bus is in motion.
8. Raising or lowering of the bus windows is only allowed with permission from the driver.
9. Vandalism to any part of the inside or outside of the bus is considered willful damage and must be paid for.
10. No eating and/or drinking of any type will be allowed by any passenger while on a regular route.
11. Voices must be kept at a conversational tone. Yelling, shouting, or whistling are never acceptable bus behaviors.
12. Profane language is unacceptable behavior and will result in discipline.
13. Fighting will result in suspension.
14. There must be complete quiet at railroad crossings.
15. Nothing is to be thrown or put out bus windows.
16. Heads and hands remain inside the bus at all times.
17. No knives, guns or weapons of any kind are to be taken on the bus. (This includes toy replicas).
18. No pets or animals are allowed on the bus.
19. When leaving the bus to enter the school building, walk straight out from the bus steps to the sidewalk or loading zone. It is dangerous to walk back along the side of the bus or diagonally across the roadway or blacktop.
20. Students are not allowed to play or use any type of audio listening device on the bus and are not allowed to wear headphones.

*Adapted from District #200

Bus Conduct

All students must follow School Bus Safety Guidelines. A driver is in complete charge and has been instructed not to tolerate misbehavior on the bus. At his/her discretion a driver can assign a student to a seat. For consistent misbehavior, the rider may be denied the privilege of riding the bus. If a bus rider's behavior is such that the bus driver feels it is necessary, the rider's name will be reported to the transportation director. The transportation director will seek help from school officials and parents to resolve the matter. Bus riders who do not conform with the established rules and regulations are subject to the following:

The driver shall:

1. Speak to the rider if he/she violates a Hearthstone Early Learning Center rule.
2. Speak to the rider on subsequent offenses if the offense is one which is not likely to bring danger to the child or other riders.
3. Warn the rider if he/she exposes him/herself or others to danger, damages property, curses, shows disrespect, fails to follow an order or violates other rules of Hearthstone Early Learning Center.
4. Contact the director if disciplinary measures are required. Parents shall be notified prior to termination of services by the director.
5. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:
 - a. Prohibited student conduct as defined in the Student Discipline policy.
 - b. Willful injury or threat of injury to a bus driver or to another rider.
 - c. Willful and/or repeated defacement of the bus.
 - d. Repeated use of profanity.
 - e. Repeated willful disobedience of the bus driver's or other supervisor's directives.
 - f. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
6. Services to riders may be terminated after any of the following:
 - a. The rider has been fully informed of the rules and he/she has had at least one warning.
 - b. Parents have been notified after the first warning
 - c. A written disciplinary report has been filed in the Hearthstone Early Learning Center office.
 - d. Gross disobedience or serious misconduct.

*Adapted from District #200

I have read the Bus Safety Guidelines and Bus Conduct policies of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Parent Signature Date

Parent Signature Date

Child(ren)'s name(s):

Hearthstone Early Learning Center Rules

1. Follow directions from all Hearthstone Early Learning Center staff respectfully and promptly. No arguing, disruptive behavior or conduct will be tolerated.
2. Be respectful and courteous to other children.
3. Use all Hearthstone Early Learning Center equipment properly. Return things as you find them. Only staff is allowed to put things in or out of the cabinets.
4. Keep hands, feet, and objects to oneself – no fighting or wrestling in any form will be tolerated.
5. May not exhibit aggressive behavior, including bullying, which inflicts, attempts to inflict or intends to inflict any physical or psychological suffering on another student or group of students.
6. Use appropriate language and voice levels at all times. No screaming permitted.
7. Walk properly at all times in the building. No student is allowed to leave the room without permission.
8. Obey the playground rules.
9. May not participate in any other acts that directly or indirectly jeopardize the health, safety and welfare of other students or school personnel.
10. Obey the playground rules
 - a. Respect nature! Refrain from picking leaves off trees.
 - b. Permission is needed to leave the playground. Please do not climb or hang on the fence.
 - c. Use playground equipment properly and safely: for example – Up stairs, down slide, no jumping from any piece of equipment.
 - d. Swing properly on your bottom, keeping hands and feet out of the paths of others swinging. Jumping off the swings is not allowed.
 - e. Sand toys must remain in the sandbox.
 - f. Basketballs shall only be used on the basketball court and soccer balls shall only be used in the grassy area at the back of the playground.
 - g. The rock wall may be used by Red and Blue rooms only.
 - h. Refrain from throwing sand, sticks, woodchips, and/or rocks.

- i. Shoes/boots must be worn at all times.
 - j. Drink water from the fountain and swallow it – no spitting.
 - k. Help keep our toys in good condition by returning them to the proper place after each play session.
-

I have read the Hearthstone Early Learning Center Rules and agree to comply with the policies/agreements stated.

Signature

Date

My child(ren)'s name(s):

School Pest Management Policy

Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes for the Center. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property or the environment.

Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community;
- Enhance the quality of life for students, staff and others.

Integrated Pest Management Procedures

A contractor will perform pest services – Orkin Commercial Services conducts monthly inspections.

Teachers and staff will report to the office any pest sighting and record the incident on a Pest Sighting Form. The office personnel will report to Orkin by telephone or WCLS Maintenance Department by telephone (if immediate action is necessary) and/or a work order.

Notices will be posted in the Center Lobby of upcoming pesticide treatments.

The Director will monitor records of inspections and pesticide use.

Parents/Guardians and employees will be notified at least once per year that an Integrated Pest Management Plan has been implemented and maintained.

I have read the School Pest Management Policy of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Parent Signature Date

Parent Signature Date

My child(ren)'s name(s):

Tuition and Fees Policy Agreement

Tuition and other fees are determined by the management of Woodstock Christian Life Services. You will be notified of fee changes in writing prior to any fee changes.

You will find a copy of the school's fees for programs offered in this handbook.

Registration Fee

In order to secure a spot in the Center a completed Registration Card and Fee Agreement must be returned to the Center with a registration fee of \$50.00 for the first child and \$40.00 for each additional child. This fee is not refundable, even if the secured spot is not taken. There is an annual re-enrollment fee of \$30.00 for the first child and \$20.00 for each additional child. This fee is not refundable. In addition, if child care subsidy is requested the written approval from Community Coordinated Child Care and Hearthstone Early Learning Center paperwork must be completed in order to secure a spot.

Deposit

A \$100.00 deposit is required to be paid by your child's first day of attendance at the Center. If two weeks notice is given before withdrawal from the Center the deposit will be refunded or credited towards the last two weeks of care. If less notice is given the deposit will be retained by the Center.

Payment for Service

Hearthstone Early Learning Center has a firm policy concerning payment of fees. This is in response to problems in the past with delinquent accounts. We appreciate that most of you are prompt with your payments but in a not for profit organization such as ours it only takes a few delinquent accounts to create issues running the business. Writing off unpaid debt adversely affects our budget and consequently impacts all.

- Invoices are dated and shown as due Monday of each week. You have until noon Wednesday of the same week to avoid a late fee. The late fee charge is \$10.00.
- An invoice not paid by the first day of the second following week may result in suspension of services until the account is brought up-to-date.
- The Director and Assistant Director will review accounts that are delinquent. Unpaid accounts may be turned over to a collection agency if not settled within a week of suspension of service.

If you have concerns please feel free to discuss them with the Director. We want to work with you to help avoid difficulties and can sometimes make allowances if a plan is put into place early.

Returned Check Fees

There will be a \$35.00 service charge for all returned checks, in addition to a \$10.00 late payment fee. If you cover the amount of the check before it is returned to the center; the account will not be billed a \$10.00 late payment fee. Returned checks must be paid out before another

check is taken. When the Center receives two or more returned checks from a client, we will no longer accept checks as a method of payment from that client.

Late Fee

A late fee will be charged to your account when your child is picked up from the Center after the center closes at 5:30pm. The fee is \$10.00 per 15 minutes or fraction thereof per child.

Early Arrival Fee

An early arrival fee will be charged to your account when your child is dropped off at the Center between 6:15am and 6:30am. The fee is \$2.00 per day for the first child and \$1.00 per day for each additional child.

Vacation

Two weeks vacation without charge may be taken each year for children ages 6 weeks through Kindergarten enrolled Full Time, beginning 6 months after enrollment. A two week written notice is requested.

An additional \$20.00 is charged for each school age child on each no-school day. These charges are in addition to the regular tuition payment. Parents are requested to call the center, prior to the vans leaving for afternoon pick-up, to inform us of non-attendance for the afternoon. School age children may take one week of vacation without charge during the school year and one week during the summer, beginning 6 months after enrollment. A two week written notice is requested.

Unscheduled Closings

If Hearthstone Early Learning Center closes due to cold, snow, etc. for more than 3 days per 12 month period, July 1-June 30, you will be credited the amount equivalent to one day's tuition for each day after the third day.

Holidays

Hearthstone Early Learning Center will be closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New years Day, and one staff in-service day. For holidays that fall on Sunday, we will be closed the following Monday. Full tuition will be charged for all weeks in which a holiday or In-Service occurs.

Withdrawal

Two weeks written notice is required for withdrawal from the program.

I have read the Tuition & Fees policies of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Signature

Date

My child(ren)'s name(s):

Hearthstone Early Learning Center
Parent/Guardian Agreement

I agree to the placement of my child(ren) _____ at the Hearthstone Early Learning Center and to comply with its written policies.

Fee

I agree to pay any fees as stated on the Tuition Contract in accordance with the established Tuition policy. I understand this rate may change due to fee increases or change in my child’s program attendance. I agree to pay the variation in rate due to such causes.

Emergency Medical Treatment

I authorize the staff of the Hearthstone Early Learning Center, in case of injury or accident to my child, to administer appropriate first aid and/or to obtain the medical services they judge to be necessary at the time. I understand every effort will be made to contact me or other persons I have listed as emergency contacts before decisions are made in a serious situation.

Transportation

I authorize the staff of the Hearthstone Early Learning Center to transport my child(ren) to and from the Center/School for planned outings, field trips and/or for attendance reasons. I understand that the staff is responsible for my child(ren) only after I or an authorized person has delivered my child(ren) directly to a staff member. If my child(ren) is transported by District #200, the staff is responsible for my child(ren) upon my child(ren)’s entrance into the building and until my child(en) exits the building. If the public school transports my child(ren) to school from the Center or from school to the Center, a staff member will be at the bus stop to take responsibility for my child(ren).

Liability

The Hearthstone Early Learning Center staff is responsible for exercising reasonable precaution to assure the safety of the children in their care. The staff is not responsible beyond the exercise of due care for any accidents which may occur inside or outside the Center/School, or for incidents resulting from lack of information which should have been supplied to the staff by parents/guardians.

Clothing

I agree to have an appropriate change of clothing at the Learning Center for my child. I will supply disposable diapers and baby wipes if necessary.

Photographs

I give permission for pictures of my child(ren) to be used in promotional materials produced by Woodstock Christian Life Services or articles released to the newspapers.

Intergenerational Program

I give permission for my child(ren) to participate in the intergenerational program.

Prayer

I authorize my child(ren) to participate in prayer.

Signature Parent/Guardian

Date

My child(ren)’s name(s):

I have read the Parent Handbook of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Printed Name

Signature

Date

My child(ren)'s name(s):

Hearthstone Early Learning Center
WEEKLY TUITION RATES – EFFECTIVE JULY 5, 2011

	Initial & Enrollment Fee:	Annual Re-enrollment Fee:	Deposit:
First Child:	\$50.00	\$30.00	\$100.00
Each additional child/family	\$40.00	\$20.00	

-Initial enrollment fees and deposit are due at the time of enrollment.

-Annual re-enrollment fees are due at the time of Fall enrollment.

FULL TIME RATES

6 wks. to 15 mos.	\$245 per week
15 mos. to 24 mos.	\$235 per week
2 year olds	\$201 per week
3, 4 & 5 year olds	\$179 per week
Full Day KG – Before & After School	\$105 per week
Full Day KG – After School	\$85 per week

***10% discount for each additional Full Time child**

PART TIME RATES

6 wks. to 15 mos.	
MWF	\$167 per week
TTH	\$122 per week
15 mos. to 24 mos.	
MWF	\$147 per week
TTH	\$107 per week
2 year olds	
MWF	\$127 per week
TTH	\$92 per week
3, 4 & 5 year olds	
MWF	\$117 per week
TTH	\$87 per week

GRADE 1 – 12 YEARS OLD

Before School	\$50 per week
After School	\$85 per week
Before & After School	\$105 per week
No school days	\$20 per day
Early release before lunch	\$10 per day
Summer Program	\$175 per week
Summer Field Trip Fee	\$60
Preschool Field Trip Fee	\$30

*****During Christmas Break, Spring Break, and Summer, regular Full Time rates apply to Full Day Kindergarten – 12 years old**

**** A late fee will incur after 5:30pm - \$10.00 every 15 minutes per child**

Payment for Service

Hearthstone Early Learning Center has a firm policy concerning payment of fees.

- Invoices are dated and shown as due Monday of each week. You have until noon Wednesday of the same week to avoid a late fee. The late fee charge is \$10.00.
- An invoice not paid by the first day of the second following week may result in suspension of services until the account is brought up-to-date.
- Office personnel will review accounts that are delinquent.
If you have concerns please feel free to discuss them with the Director. We want to work with you to help avoid difficulties and can sometimes make allowances if a plan is put into place early.

Returned Check Fees

There will be a \$35.00 service charge for all returned checks, in addition to a \$10.00 late payment fee. If you cover the amount of the check before it is returned to the center; the account will not be billed a \$10.00 late payment fee. Returned checks must be paid out before another check is taken. When the Center receives two or more returned checks from a client, we will no longer accept checks as a method of payment from that client.

School Age Program

An additional \$20.00 is charged for each no-school day and \$10.00 for early release days before lunch. These charges are in addition to the regular tuition payment.

Unscheduled Closings

If Hearthstone Early Learning Center closes due to cold, snow, etc. for more than 3 days per 12 month period, July 1-June 30, you will be credited the amount equivalent to one day’s tuition for each day after the third day.

Holidays

Hearthstone Early Learning Center will be closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New years Day, and one staff in-service day. For holidays that fall on Sunday, we will be closed the following Monday. The charges will remain the same for holiday weeks.

Late Pick Up Fee

A fee of \$10.00 per child will be charged for each 15-minute increment that a child remains past 5:30 p.m.

Early Arrival Fee

An early arrival fee will be charged to your account when your child is dropped off at the Center between 6:15am and 6:30am. The fee is \$2.00 per day for the first child and \$1.00 per day for each additional child.

Withdrawal

Two weeks written notice is required for withdrawal from the program.

I have read the Tuition & Fees policies of Hearthstone Early Learning Center and agree to comply with the policies/agreements stated.

Signature

Date

My child(ren)’s name(s):
