

# Wonder...

*the beginning of learning*

## Parent Handbook

2019 - 2020



Conejo Valley Unified School District

**University Early Childhood Center**

2801 Atlas Avenue, Thousand Oaks, CA 91360

805.492.3567 [wonderpreschool.com](http://wonderpreschool.com)

## **Our Mission**

To provide preschool aged children with an enriched and stimulating environment that promotes kindergarten readiness, nurtures learning, and fosters healthy emotional and social growth.

## **Our Vision**

- We recognize the unique individuality of each child and intentionally structure our programs in such a way that children, including those with special needs, can discover the wonder of learning, develop talent and experience joy in mastering the classroom environment
- We desire to create supportive professional relationships with parents and families and respect diversity amongst members of our community
- As a learning community we are committed to exploring new ideas, expanding and updating our knowledge and including parents and children as partners in the learning process



## Our Philosophy

***"First hand experiences for children are essential in order for them to truly understand what they are doing." – John Dewey***

### **About Children -**

A child nurtured in self-discovery and guided through new experiences by caring adults will be well prepared for future success as an individual, as a student and as a member of our community.

It is our goal to assist children to develop confidence in their abilities as they explore and learn in a classroom environment. We believe that young children learn best primarily through active self-directed play; the process of play provides opportunities for children to construct and test ideas, learning to think critically and reflectively. Children are competent and capable of learning if they are provided with abundant experiences that foster exploration and instill a sense of wonder in the world around them. As children explore their world with the support of caring adults they develop logical thinking, problem solving skills, and confidence in their ability to learn.

### **About Classroom Learning -**

Our classrooms use curriculum which emphasizes Kindergarten readiness and incorporates the State of California Preschool Learning Foundations. Teachers and children explore learning together, expanding curriculum into genuine inquiry. Children will be challenged to construct their own learning, think reflectively, pursue understanding of new material, and master new skills. Teacher's observations of children document learning and guide lesson planning.

### **About Outdoor Learning –**

The outdoor classroom enhances children's learning and physical development by providing opportunity and space for children to freely and actively explore in a yard area especially equipped for learning and play. Teachers and staff provide opportunities for children to investigate new ideas, experiment with materials and explore the wonder of the natural world. This program enhances classroom based instruction. Materials are accessible which allow children to initiate their own investigations and create meaningful work.

***"Knowledge is not given to a passive observer; rather, it must be discovered and constructed by the activity of the individual." – Jean Piaget***

## **Conejo Valley Unified School District Wonder Preschool Policies**

### **About Staffing and Ratios -**

Our staff is comprised of dedicated early childhood professionals who are committed to our philosophy and to supporting the well-being and growth of your child. All staff members have Child Development Teaching Permits issued by the State of CA and have college coursework related to their work with children. In addition to being skilled and loving adults, staff members also have practical knowledge and experience in child development theory and practice.

Our enrollment ratio follows State guidelines and our classrooms have no more than one adult to twelve students. Our program does limit enrollment, due to staff availability and room size.

### **Admission Policies –**

Enrollment is open to children 2.9 through 5 years old. You may obtain an enrollment packet from the Early Childhood Center office located at University Center. To enroll a student must be able to use the bathroom independently (no Pull-Ups) and be able to meet his or her basic needs.

### **Freedom from Discrimination –**

We welcome the enrollment of children with disabilities and other special needs. It is the policy of the district to secure for all individuals freedom from discrimination because of race, color, religion, age, physical or mental handicap, marital status, sex or national origin; lack of English language skills; or sexual harassment.

### **No Religious Instruction –**

The CVUSD Early Childhood Program refrains from religious instruction and worship in our program in accordance with State Law regarding Funding Terms and Conditions for agencies contracting with the California State Department of Education, Child Development division.

### **Transportation –**

Transportation to and from school is provided by parents.

### **Field Trips –**

Classroom field trips may be limited to areas that children and staff can walk to. Staffing for field trips will be increased to provide extra safety for children. Emergency supplies will be carried by staff members and children will have access to bathrooms at reasonable intervals. If the field trip includes a snack or lunch experience, children and staff members will either have access to hand washing facilities or will use another method to ensure that hands are clean before eating.

In the event we have a field trip outside a walking distance, transportation will be provided on a district-approved bus. Parents will be required to complete and submit a permission slip and may be asked to provide a donation.

## **PARENT INVOLVEMENT AND COMMUNICATION**

We encourage you to communicate with the staff about your child's day and any special needs. If you have interests or talents to share, please let us know. If there is any way we can assist you, please contact us. It is important to us to establish a partnership with you and communication is the key!

### **Parent Bulletin Board –**

This is the place where notices and information is posted just for you! Here you will find the daily schedule, list of special activities, and weekly snack menu posted as well as other information of interest.

### **Parent Responsibilities –**

Parents are held responsible for all information that is posted in a timely manner. Take time to visit our website, read flyers, newsletters and communicate with staff. Please call the center to report an absence or if someone else will be picking your child up. It is your responsibility to read newsletters, sign-up for special activities, pay tuition/special activity fees, sign-in and sign-out, request or pick up necessary paperwork and to inform us of changes regarding your child or family circumstances.

### **Fundraisers –**

The Early Childhood Program does participate in fundraisers, and we appreciate as much support as you are able to give. All monies raised are used for program enhancement. Every year we establish a list of projects/activities that we hope to complete with fundraiser monies. Please share suggestions with your staff.

## **YOUR CHILD IS SPECIAL**

### **Help us to help you!**

If your child has any special needs we should be aware of, please let the center staff know when your child is enrolled. It is beneficial for the staff if they have information or prior knowledge about a situation. It is our desire to work with you so we are able to help your child be successful. We welcome you sharing what works for you and we may be able to implement similar strategies. Changes in your child's routine or environment (including medication, illness, and sleeping patterns) which affect his/her behavior, should also be discussed with the staff. We are here to help provide support to your child through such transitions.

## BEHAVIOR

### Behavior Standards –

All classrooms have the following behavior standards, which we uphold:

- Hands to Self
- Respect Others in Actions and Words -  
Refrain from hitting, biting, kicking, swearing or profanity, sexual acts, stealing of school or private property, and interruption of school activities or defiance of teachers, administrators, school officials or other school personnel engaged in the performance of their duties
- Say It with an Inside Voice
- Safety Boundaries – Can you see a staff member?
- Buddy System
- School Rules RULE on the Playground and Equipment
- Take Pride in how you care for materials and equipment

All CVUSD Discipline Policies and Procedures, outlined in the 2019 -2020 District Handbook, apply to children enrolled in Wonder Preschool. A copy of the Discipline Policies and Procedures Handbook is available at [www.conejousd.org](http://www.conejousd.org) . We assist all children in meeting these expectations and request your help from home.

### Positive Pays Off! –

We are proud of the warm, caring environment created in our programs and do our best to support your child’s social-emotional development. Our program emphasizes positive reinforcement to help students adapt to realistic behavior expectations. Staff and students work collaboratively to establish classroom rules and staff members support children to maintain a positive learning environment.

CVUSD Early Childhood Program does not utilize corporal punishment nor does it endorse or engage in punishment which violates children’s personal rights.

### Behavior Reminders –

We use an Encouragement Notice to communicate with you and with your child when behavior improvement is needed due to your child having difficulty adjusting to the expected behavior standards. Rather than just letting you know your child had a “good” or “bad” day, we have found it to be more effective to focus on specific behaviors. These reports are meant to be used as a positive, constructive approach to help teachers and parents work collaboratively to support children as they strive to meet behavior expectations.

### Behavior Contracts –

Occasionally we use behavior contracts to help children, parents, and staff members work together to resolve behaviors that are hurtful or harmful to others. A behavior contract is a written agreement focusing on specific changes the child needs to make in his/her behavior.

Through discussion with the student, parent, and teacher a plan (with rewards and consequences) is created to resolve the problem.

(This policy is practiced in the schools and this approach is a positive way to focus on the learning potential of the situation while helping the child to make a needed change in behavior.)

### **Incident Report –**

We use an Incident Report when a more challenging behavior occurs multiple times or when a child has difficulty with several behaviors that interrupt the school day for him/herself or others. This is a way to communicate with parents and to outline next steps.

### **Written Warnings and Termination –**

Acts of harmful physical aggression, extreme defiance or a pattern of disruptive behavior (which interrupts the operations of the program and/or infringes on the safety of another) will result in a written warning. Written warnings may also be issued in cases of excessive or habitual soiling or wetting of clothing if children are not potty trained. Our Early Childhood Program and Child Care policy allows for only three written warnings for the entire duration of your child's enrollment in the Early Childhood Program and Child Care and do carry over from year to year while enrolled. Listed below are actions taken with the student and parent at each incident.

1. When the first written warning is given, there will be a conference with the student, parent and teacher to establish a plan to resolve the problem.
2. The second written warning will result in a conference with the student, parent, teacher and District Child Development Administrator. This conference will be used to discuss different strategies and options for alternative care.
3. The third written warning will terminate all Early Childhood Program and Child Care services, school year and summer camp, for the duration of your child's enrollment in Early Childhood Program and Child Care.

### **Termination of Services/Appeal Process –**

If your child is terminated from the CVUSD Early Childhood and Child Care Program, the parent/guardian may make a written appeal, within ten (10) days, to the District Office. (If the appeal is granted by the District Office Administration, reentrance into the program will be for the summer or new school year, following the registration guidelines for enrolling a new student.)

### **\*Immediate Termination\* -**

If at any time it is deemed by the staff and/or District Office Administration that your child is a threat to the safety of his self or others, the three-warning system will not be utilized and immediate termination of services may result.

### **Suspension –**

Suspension from the Early Childhood Program may also occur if the child commits a suspendable offense (see E.C. 48900). Under these circumstances, we require you to pick up your child immediately.

## **PARENT – STAFF COMMUNICATION**

We appreciate your support by talking with your child about cooperation and respect during school. If difficulties with the behavior of your child arise, it will be discussed with you, and your support will be requested. Knowing that the staff's and parent's expectations are the same helps children make constructive choices. When children have difficulties adjusting to program expectations, parents' cooperation makes all the difference in the world!

### **We appreciate and value your input! –**

If you have any questions or concerns about the program, please schedule an appointment to talk to your child's teacher. You may also contact the Early Childhood Program office during the day at 492-3567 ext. 107 (24 hour voicemail).

### **Complaint Process –**

The following is the process to follow when a parent has a complaint.

(Most complaints are handled satisfactorily, for all, with an informal conference with the Teacher.)

The parent shall attempt resolution with a complaint utilizing the following steps:

- scheduling an informal conference with the center Teacher
- state the complaint in writing and schedule a conference with the Teacher and Director
- within ten (10) days, the parent may make a written complaint in writing, to the District Office

In addition, The Early Childhood Program follows the Uniform Complaint Policy as listed in the district's *Discipline: Policy and Procedures and Annual Notice of Rights and Responsibilities* handbook.

## **NUTRITION**

### **Snacks –**

Nutritious snack is served two times daily (once in the AM program at approximately 9:30 and once in PM, after nap at approximately 2:30). Children serve themselves with Teacher assistance. With the exception of special events or preplanned activities, snacks will consist of items such as fresh fruits, vegetables, cheese, bagels and cream cheese, crackers or other wholesome foods. Our program will serve water and 1% milk or 100% juice as beverages only.

All food served shall be safe and of the quality and in the quantity necessary to meet the needs of the children. Each snack shall include, at a minimum, the amount of food components as specified by Title 7, Code of Federal Regulations, Part 226.20, (Revised January 1, 2003) Requirements for Meals, for the age group served. All food shall be selected, stored, prepared and served in a safe and healthful manner.

The monthly snack menu will be posted in each classroom, as well as posted to the website.



If you or your child does not like the snack provided, you may make arrangements to provide alternative options. **Please provide a healthy snack option; no cookies, cupcakes, etc.** Please feel free to talk with your center staff with any comments or concerns regarding the snacks served. If your child has been diagnosed by a medical professional with allergies/intolerances to items on our snack menu, please inform the teacher and request a conference to assist us in resolving any concerns you might have. **It is most helpful to staff if we have a medical note from your doctor stating what the specific allergies are.**

#### **Lunches –**

CVUSD promotes healthy food choices; children are encouraged to bring healthy, nutritious snacks such as, fruits and vegetables.

Students enrolled in our full day program will eat lunch daily in their classroom at 11:45. Lunches **are to be provided by parents.** Please send lunches which can be served to your child without additional preparation on the part of staff members. We encourage parents to send well rounded, healthy lunches containing as little sugar or additives as possible.

### **BIRTHDAYS**

If you would like to share a healthy snack or treat with the class on your child's birthday, please speak with the teacher ahead of time to arrange the details. We want to avoid preparing extra snack and wasting food if you are planning to bring something in. Teachers may have suggestions about fun, healthy options. In addition, we do not allow parents to pass birthday invitations at school. **Per licensing, you may not put items in another child's cubby.** At this young age, students are very conscious of who is getting an invite and who is not. If you wish, you may hand invitations to parents outside of the gate.

### **NAPPING**

All children in our full day program shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. A napping space and a mat and sheet will be available for each child. Nap occurs immediately after lunch, with children settling in around 12:30. Typically, nap is over by 2:30; however, children that wish to sleep longer are allowed to.

We ask that each child rest for a minimum of thirty minutes, listening to a story read by teachers or relaxing with a favorite stuffed animal from home. Children who do not wish to sleep are allowed to get up after this thirty-minute period.

We have two PM classrooms. We use Room 1 and Room 5. Students will nap/rest in both rooms.

## TOYS FROM HOME

Check with your child's teacher to see if your child may bring a toy from home to play with at school. We do not encourage this practice as such items are frequently lost or broken. If items are brought, we cannot be responsible for any damage, theft or replacement.



## CHANGE OF CLOTHES AND SHOES

Our program includes activities which encourage children to explore freely in the outdoor environment. Due to our active lifestyle, you are encouraged to provide a change of clothing for your child to keep in the classroom. You may put clothing in a Ziploc bag and label it to store in the back of his/her cubby. Shoes may also get dirty or even muddy when we are gardening, since we are known to add a little water to our fun. Some families have chosen to include "garden shoes" just for this reason. We highly recommend it.

## HEALTH CONCERNS

Your child's health is a matter of great importance to us. For the health and welfare of your child and others, we will send a child home with symptoms, including indications of:

- Diarrhea (3 or more times in a day)
- Severe coughing (whooping and/or red-blue face)
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Temperature/Feverish (at 101 degrees or more)
- Undiagnosed rashes
- Vomiting
- Lice, Scabies, or other parasites
- Green-yellow nasal discharge
- Lethargy – Listless and cannot physically participate in activities

Children who possess any of these symptoms cannot remain in class. Parents (or designee) are requested to pick up their child in a timely manner from school when these symptoms do occur. When picking up your child, please make sure to gather personal belongings and leave in a timely manner. In order to return to school, your child needs to be symptom free for 24 hours or have a Doctor's note stating approval to return.

### **Communicable Diseases –**

Parents are required to inform the school of exposure to communicable diseases.

### **Allergies –**

Parents must notify staff, in writing, of any allergies, the remedy and/or action needed to be taken in case of an allergic reaction.

### **Medication –**

No medications (prescription or over-the-counter) may be given without signed authorization from you and your physician. *Medication Authorization* forms are available at the Early Childhood Program office. Medication must be brought to the center by parents in the original container with directions for dispensing. Children are not allowed to administer their own medication.

#### **Lice –**

Head lice are easily spread and must be reported to our staff immediately. We take this issue seriously and respond promptly by taking all necessary steps to avoid widespread infestation. If your child has lice, it is imperative that you be diligent about the needed treatment and not return to the Early Childhood Program until all nits and lice are removed. Information about head lice is available in the Early Childhood Program office.

#### **Broken Limbs –**

If your child needs to have a cast or wear a sling, please provide a Doctor's note which states the child's limitations on the playground and allowed physical activities. (For your child's safety, if we do not receive a Doctor's note, your child will not be allowed to play on the play yard until the cast or sling is no longer needed.)

## **DISASTER PLAN**

#### **Coordinated Disaster Plan –**

In the event of a natural disaster, such as an earthquake, our staff will remain on site with the children to ensure their safety. The Early Childhood Program practices drills monthly and has an Emergency Plan which is coordinated with the CVUSD Disaster Plan.

#### **Emergency Release Authorization -**

This required form is part of the enrollment packet. Please include a complete list of additional authorized people when you fill out the form. Don't forget to include non-local friends and/or relatives to contact. It is important that children are picked up as soon as possible after an emergency.

## **YEARLY CALENDAR**

The CVUSD Early Childhood Program begins on the first day of elementary school and ends on the last day of elementary school, annually.

## Holidays –

We are closed on legal and some District holidays. A program calendar is included in your parent packet, and available on the wonderpreschool.com webpage, or in the Early Childhood Program office.

## Hours of Operation -

The Early Childhood Program is open Monday through Friday from 7 AM to 6 PM, on select days during Winter break and Spring break, *hours to be determined*, and some local holidays.

***On days that the CVUSD schools are closed (non-school days) Early Childhood Program attendance is optional and parents are asked to sign up in advance. A \$20 extra activity fee is charged during winter and spring break to cover special trips or activities planned for these times.***

## TUITION PAYMENTS

### Tuition Amounts –

- **Monthly tuition, August through May (10 months).** Early Childhood tuition will be billed on a 10-month cycle for the 2019-2020 school year. Fees listed, for all programs, are level pay amounts for August through May. There is no tuition due in June. **Please see the Tuition Schedule at the end of the Handbook (pg. 17) for applicable rates.**

### You have the following options to pay –

- Pay Monthly
- One Time Pay – pay the entire year in August
- Two Time Pay – August (through December 31) and January (through end of school year) for tax purposes and for those on a “cafeteria” and/or FSA plan

### Tuition Due Dates -

- **TUITION IS DUE ON THE 1<sup>ST</sup> OF EVERY MONTH.**  
For your convenience, tuition payments may be made at the Early Childhood office between the 1<sup>st</sup> and 10<sup>th</sup> of each month.
- **Tuition is late if not paid by the 10<sup>th</sup> monthly.**  
*(No grace period will be given for weekends or holidays. If the 10<sup>th</sup> falls on the weekend, tuition is due the Friday before.)*
- **All payments made on or after the 11<sup>th</sup> are considered late.**
- **A late fee of \$30.00 will be added to all late payments** and all late payments must be made at the Early Childhood Office. (To make special arrangements, please contact the Early Childhood Office as soon as possible.)
- **Students will be *withdrawn from* (not allowed to attend) the program if tuition is not paid by last business day of the month.**

If the Early Childhood Office has not been contacted, nor payment received by the last day of each month (including weekends or holidays), Early Childhood services will be terminated and

your account will be sent to the Early Childhood Accounting Office for further collection. We want to continue to have your child participate in our program. If you are facing difficulties, we ask that you call the Early Childhood Office *before* the end of the month so we may work with you.

### **Payment Methods -**

All tuition payments may be made by:

- Cash
- Check
- Credit/debit card (VISA or MasterCard only)
  - For both credit/debit card please complete authorization form or call Early Childhood office by 10<sup>th</sup> of each month
- Click-to-Pay (on-line from invoice link)

### **Returned Checks (any reason)**

- \$30 late payment fee added
- \$17 per return bank fee added
- Cash or Credit card only basis for remaining time in Early Childhood

### **Declined Credit/Debit card (any reason)**

- One notification phone call will be made, voice message left
- New information to be received by 4:00 pm on 10<sup>th</sup>
- \$30 late fee added if no updates received

Please call the Early Childhood Office for assistance in establishing a payment method or plan, or with any questions regarding your account.

### **Tax Receipts/FSA Verification –**

Any requests for yearend tax receipts must be made in writing to the Early Childhood office either by email or fax and must include the following information:

- Child/ren name
- Early Childhood or Child Care Center where enrolled (and Summer Camp location if applicable)
- Date Range needed
- Lump Sum or broken down by month
- Method to be returned

Please address receipt requests to Lorraine at [lbono@conejousd.org](mailto:lbono@conejousd.org).

Typically, these receipts are prepared as time allows during the last two weeks of the month.

Flexible Spending Account verification forms must be verified, completed and signed by staff at the Early Childhood office only; Leaders and Assistants at Early Childhood centers are not able to assist in this manner.

## FINANCIAL ASSISTANCE

**Scholarships** are available to Early Childhood families who are currently enrolled in a CVUSD Early Childhood Program. Need (work hours/shift), income level and family size are the three qualifying conditions for a scholarship. CVUSD Early Childhood scholarship funds are limited; applicants are ranked and priority is given to the lowest income families. Awarded scholarships will be for 25% off monthly tuition.

The following are eligibility criteria, which must be met to be given an Early Childhood scholarship application:

- Child/ren must currently be enrolled in a CVUSD Early Childhood Program
- Parents/Guardians must be employed. Hours of employment must be during Early Childhood hours when care is being provided. If one parent does not work or is seeking employment, we are unable to provide a scholarship.  
***Original paycheck stubs or a current tax return will be required for income verification.***
- Parent/Guardian is a *Full-Time* student  
***Current Class Schedule and Record of Tuition payment will be required***
- Foster Parents need to provide court evidence of the foster child's income/status.

If you meet the above criteria, you are encouraged to come into the Early Childhood office. Application for Partial Scholarship may be made three times per year – August, January and May (for Summer Camp). All qualified applicants will be interviewed to review applications and documentation and submissions will be expected each trimester. **Applicants are responsible for all monthly tuition payments until notification from the Early Childhood office has been received. Once notified, approved applicants will have their ledger account balance adjusted to reflect scholarship amounts.**

**CDR** Assistance is also available to eligible families through CDR (Child Development Resources) of Ventura County. Please call 805-485-7878 x512 for further information.

Families new to CDR and Early Childhood must provide a current Notice of Action to our office upon registration. If current NOA is not provided, full tuition for the month must be paid or families must wait to register.

Continuing CDR families must provide a current re-certification Notice of Action by the 5<sup>th</sup> of each month.

Families are responsible for paying all registration fees, which may or may not be covered by CDR.

## DROP OFF AND PICK UP ~ SIGN-IN AND OUT PROCEDURE

CVUSD operates the Early Childhood Program in accordance with Title 22-California Health and Welfare Regulations and Title 5- California Education Code. Both titles require that accurate records be kept of children attending the program each day.

### **Sign-In and Sign Out –**

Parents or their designee must sign each child in and out of our program. If your child is not signed in each morning, your child will not be permitted to attend. We request that full legal signatures be used on the form daily.

Parents must come in and personally check out their child from the program. If you choose to have an emergency designee pick-up, please inform them that they will be asked to show a picture ID when coming into the classroom at check out.

#### **Picture ID –**

Please be prepared to show picture ID. Your designee will also need to have picture ID on hand when signing out your child. This procedure may be necessary for the duration of your child's enrollment, especially if there is a new staff person, or a substitute. Again, please use full legal signature.

#### **Emergency/Sign-Out Authorization Form -**

You are required to complete this form during the enrollment process. You will list any and all persons who are authorized by you to sign-out your child from their classroom. (This includes you, spouse, siblings, other family members and/or friends who may be picking up your child.)

Under no circumstances will your child be released to anyone not listed on this form. A child will not be released to a biological parent (whether or not s/he has custody) if there is a current court order filed at the center restricting release.

## **LATE PICK-UPS AND CHARGES**

#### **Parent Responsibility –**

It is the parent's responsibility to have a child picked up on time daily. It is also the parent's responsibility to choose dependable designees to pick up their child when needed. If a child is picked up late from any of our programs, there is a *per child* late pick-up charge and repeated lateness will result in termination of the child from our program.

#### **Hours of Operation –**

7:00 AM – 6:00 PM (Late fees commence at the time your program ends)

#### **Call the Office –**

Please notify us as early as possible, if you are running late. (You will still be charged the late pick-up fee, but we will be able to reassure your child you are okay.) If you are late and we have not heard from you, we will make calls to those you have designated to pick up your child in your absence. (You, the parent, will be charged and be responsible to pay any late fees incurred.)

#### **Late Pick Up Charges –**

A fee of **\$1.00 per minute, per child**, is charged when a child is picked up late. It is the parent's responsibility to pay the late fee at pick-up or prior to the child's next day of attendance. (If the person you have designated to pick up your child is late; the *parent is still*

*responsible for paying the late fee.) Children will be withdrawn from (not allowed to attend) the program until late fees are paid in full.*

#### **After 6:30 p.m. – Late Pick-Up Policy –**

We will request the Sheriff's Department to pick up your child if we have been unable to reach you or anyone on your Emergency/Sign-Out Authorization form. We will pursue this if, and only if, all other efforts have failed. It is imperative that you have dependable back-up people listed on your sign-out authorization. Remember—our center is always a phone call away!

## **PROGRAM WITHDRAWAL and CHANGES**

*Student enrollment is on a month-to-month (first to last day) basis.*

**For any program change request (hold, withdrawal or changing from full-time to part-time and vice-versa), you *must* notify the Early Childhood office in writing by the 1<sup>st</sup> of the effective month requested (email and faxes are accepted; you may also notify us via the website "Contact Us" form. No verbal notice will be accepted as valid.). *If written notice is not received, NO refunds will be given and tuition for the effective month will remain on our books until paid, affecting any future enrollment in any Early Childhood and Child Care programs.* (Blue "change" forms are available at the Early Childhood office and must be turned in to the office directly.) Further details are included below:**

- **Notification of Withdrawal (Drop)** – As stated above.
- **Monthly Holds** - Yearly, each family is allowed a one-month "hold". During a "hold" your child is not allowed to attend *any part* of an Early Childhood program and your tuition is not due. All "holds" are for one month only, beginning with the first day of the month and ending on the last day of the month. If your child will not be returning after the "hold" month, the Early Childhood office must have advance written notice, otherwise regular tuition for the month following the "hold" will be considered due and payable. See above for additional information.
- **Program Change Request** - Please contact the Early Childhood office when considering changing a program mid-year. The Early Childhood office will be glad to share details regarding your request and to place you on a wait list, if needed. Changing from full-time to part-time, or vice versa, is permitted only once during the school year. See above for additional information.

#### **Delinquent Accounts and Drops –**

If you have an unpaid balance or drop from the current school-year program, you will lose your Fall priority enrollment status.



## **COMPLETING YOUR ENROLLMENT**

The enrollment process is completed when the following forms are completed in full and turned in to our office prior to the first day of attendance:

- Copy of Admission Agreement/Parent Policy
- Personal Rights (LIC 613A)
- Consent for Emergency Medical Treatment (627)
- Identification and Emergency Medical Treatment (LIC 700)
- Physician's Report (LIC 701) (medical assessment requirement, including TB skin testing if indicated by the Child's physician)
- Child's Preadmission Health History – Parent's Report (LIC 702)
- Notification of Parents Rights (995)
- Caregiver Background Check Process (LIC 995E)
- Release of Information

## WONDER PRESCHOOL PROGRAM FEES

(Revised for 2019-2020)

### August-May

	CHILD CARE			
	Preschool PROGRAM <u>8 - 4</u>	CHILD CARE FULL DAY <u>7 - 6</u>	CHILD CARE <u>7 - 4</u>	CHILD CARE <u>8 - 6</u>
<b>FULL DAYS</b>				
5 Days	\$ 968	\$ 1188	\$ 1039.50	\$ 1111
3 Days	\$ 671	\$ 819.50	\$ 720.50	\$ 770
2 Days	\$ 484	\$ 583	\$ 517	\$ 550

	Preschool PROGRAM <u>8 - 11:30</u>	CHILD CARE <u>7 - 11:30</u>
<b>PARTIAL DAYS</b>		
5 Days	\$ 605	\$ 676.50
3 Days	\$ 363	\$ 412.50
2 Days	\$ 242	\$ 275