



217.438.4444

AUBURNCHILDCARE.ORG

Parent Handbook Agreement Form

Child's Name: \_\_\_\_\_

**Acknowledgement:**

I, hereby, verify that I have received a copy of the parent handbook. Further, I have reviewed the policies and procedures stated in the guide. I agree to cooperate with and abide by these policies and procedures as they pertain to my child's care at the center. I further understand that any repeated instances of noncompliance to these policies may lead to the dismissal of my child.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tuition/Late Fees:**

Tuition is due & payable on Monday of each week, paying a week in advance. A late charge of \$35.00 is due if payment is not received by Tuesday of each week. If payment is not received by Wednesday, the child will not be allowed to return until payment is up to date.

The first day a child attends Auburn Childcare, INC. a \$70 registration fee plus the first two weeks of childcare services are due.

Once the center closes, Auburn Childcare, INC. will charge the parent a \$25 late fee for the first 5 minutes. If the parent picks up later than 5 minutes, the late fee will be \$10 per minute, per child. This needs to be paid by the following business day for the child to return to daycare. If a child is not picked up within 15 minutes of closing, local authorities will be notified.

COVID hours will be different. Please see the COVID agreement.

If a family is turned into collections and a court appearance is required, all attorney fees and a 35% fee of the total bill for the collections process will be paid by the family or individual that has been turned into collections.

Any family behind on payment will not be allowed to attend daycare until payment is up to date, this includes tuition, activity fee, as well as any late charges & payments.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Discipline Policy:**

It is the policy of our facility to train children to understand that they are worthy enough to be treated with love and respect at all times.

Our staff must follow this discipline policy:

- ❖ Children will be consistently reminded of the behavior expected from them. Our staff uses these positive commands: gentle hands, listening ears, and walking feet, inside voices, and use your words
- ❖ Our staff will recognize children displaying appropriate behavior and reward them with positive encouragement, hugs, and privileges when appropriate
- ❖ Every child will be considered as an individual when dealing with a discipline situation. Action will be based on the child's age, developmental stage, emotional stability, family situation, and his/her past experiences in discipline
- ❖ Staff will be consistent in their expectation of the child as well as the consequences imposed for inappropriate behavior
- ❖ No physical discipline or threat of such is allowed
- ❖ No discipline will be given in circumstances related to nap time, toileting, and/or eating
- ❖ Staff will remain calm at all times. No verbal abuse is tolerated. Staff will NEVER humiliate, degrade, or purposefully frighten a child

No child will ever be referred to as "BAD"

Discipline will be:

- ❖ Individualized and consistent for each child
- ❖ Appropriate to the child's level of understanding
- ❖ Directed toward teaching the child acceptable behavior & self-control

*Responding to Misbehavior*

Below are strategies that staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, staff will involve children in making the rules for the classroom.

- ❖ **Redirection:** This strategy should be used most frequently when working with young children. If a child is not following the rules or being cooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- ❖ **Logical consequences:** These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- ❖ **Participate in the solution:** If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- ❖ **"Take a break" or "Calm down chair:"** In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

\*\* If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.

In case where constant discipline is required & no change occurs in the child's behavior, a parent teacher conference will be set to discuss a discipline plan to be supported by the parents and staff alike.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Birth Certificate Notification:**

I understand that I must bring in my child's state issued, original birth certificate for the Director to copy within 30 days of enrollment. If this is not brought in, I understand that the center will notify authorities (law enforcement) and a letter will be given to me stating it must appear within 10 days.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Photography:**

On occasions pictures may be taken and used for the daycare's website, Facebook page, local newspaper articles or displayed at the center. The child's last name will never be displayed with the picture, first name only will be used, if at all. Please check the appropriate box below.

- Yes, I give consent for my child to be photographed.
- No, I do NOT wish for my child to be photographed.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Field Trips:**

I give my child, \_\_\_\_\_ permission to take field trips throughout the year with Auburn Childcare, INC. A written consent form will go home with each child at least 3 days in advance stating when, how, and where students will be going. These must be signed and returned before the child is allowed to attend the field trip. If they are not signed and returned by such time, the child will not be able to attend daycare that day.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**School Transportation:**

I give my child, \_\_\_\_\_ permission to ride the Auburn School Transportation from Auburn Childcare, INC to school and back to the center when school is in session. Once my child leave Auburn Childcare, INC., I understand that the responsibility of my child is then given to the Auburn School District.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_