

The Learning Tree Early Education Center

Policies and Procedures Handbook



Please be sure to carefully read over the practices and procedures guide as it contains important information regarding your child care contract. This is a legally binding contract and it is important that you discuss with me any concerns you may have. Policies contained in this manual are subject to change.

Mission Statement

The Learning Tree Early Education Center, LLC incorporates the fundamentals of education paired with the enjoyment of childhood play and imagination. This is done through enriched curriculums and hands-on activities. In partnership with families we work as a team to build strong relationships, social/ emotional skills, and cognitive abilities. Our objective is to not only help children become productive members of society, but to also make happy memories along the way.

Philosophy

The philosophy of The Learning Tree Early Education Center, LLC is to provide each child with a safe, nurturing, and enhanced learning environment that inspires each child to become life-long learners. Each member of our team is selected because of their education, skill and experience developing age appropriate curriculum along with their love for working with young children. The curriculum encourages children to explore their environment, learn to work as a team to problem solve and, learn to respect others and the world around us. The children participate in cognitive, gross and fine motor skills and hands-on activities.

We believe that children learn through their senses and by doing. Children need to maneuver and actively discover their environment. They obtain knowledge about the world around them through sensory motor skills, also known as play. The Learning Tree collaborates with families to work to enhance each individual child's social and learning experience. Our ultimate goal is to watch children grow into caring, kind and productive members of society.

Admissions & Enrollment

The Learning Tree serves children ages 6 weeks to 6 years old. No child will be denied admission on the basis of race, religion, or handicap. The Learning Tree does retain the right to deny admission if all our slots for a particular child's age group are filled or if the center does not see it as a good fit.

Reservations

Slots may be reserved at a fee of \$70.00 per week for the following reasons:

- In the event of a sibling's birth, the enrolled child will be staying home with the parents.
- Maximum of 8 weeks
- Severe illness of the child

Seasonal Workers

- The Learning Tree offers seasonal workers, including school teachers, the option to adapt their schedule for up to 8 weeks during the summer. Families will be offered to drop to a minimum of 2 days per week. This schedule can be maintained for up to 8 weeks. As of 2023 a \$70.00/week holding fee.

Adjustment/Trial period

There will be a trial period of 30 days; either party may terminate services during this time without penalty. Feel free to call or check in at any time!

Termination

A two-week notice is required to withdraw your child from the center. Full tuition payment for the two-week notice period is required whether or not your child will be present during the final two weeks of care.

In the event the center should find it necessary to end our agreement, The Learning Tree will also give the parent at least two weeks written notice. Exceptions to this policy are, but not limited to: destructive uncontrollable or violent behaviors, habitual tardiness in pick-up of children, parental inappropriate actions, lateness of payment or nonpayment. These situations will be grounds for immediate termination. If it becomes necessary to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by the center.

In the event that The Learning Tree is shut down due to a pandemic, weather related closing, fire, state of emergency, other natural catastrophe, staffing room closures or building structural repairs, tuition for 2 weeks will still be due if you choose to terminate your relationship with The Learning Tree.

Enrollment Procedures

In order to enroll your child at The Learning Tree, you will be required to fill out and return all required paperwork prior to the beginning of care. The Learning Tree will not assume care of your child(ren) if the necessary paperwork, fees and supplies are not received. All information will be kept confidential and is for our records only. A **non-refundable** deposit of half the first week's tuition is due in order to secure your child's spot.

Paperwork

The following paperwork must be filled out and returned to us prior to the first day of care:

- Parent/Provider Contract
- Child Care Registration Form
- Child Reunification Form
- Health Form
- Immunization Form (**The Learning Tree requires ALL students to have vaccinations for care to be provided. We do not accept religious exemptions.**)
- All About Me Form
- State Licensing Form
- Emergency Release Form

The Learning Tree reserves the right to deny care until such time as if the above paperwork has been received.

Supplies

The following supplies are to be left at The Learning Tree. All items will be placed in your child's cubby. The staff will do their best to notify you when your child's supplies need to be replenished, but it is ultimately the parent's responsibility to check in with the staff regularly.

- 2 Complete changes of clothes, including socks and underwear (If a child is potty training please have 2 changes or more.)
- Diapers, Wipes & Diaper Ointment
- Winter Gear (Snow pants, Boots, Hat, Gloves)
- Summer Gear (Bathing Suit, Towel, Hat & Sunscreen)
- Nap Gear (Crib Sheet & Blanket)
- Water Bottle
- Bottles, Breast Milk/Formula, Binky (If Applicable)

****All items must be labeled****

Hours of Operation

The Learning Tree will be open Monday through Friday from 6:30 a.m. to 5:30 p.m. Families who pick up after the 5:30 p.m. closing time will be subject to a late payment fee (see fee list below) *Subject to change if there is a natural disaster*

Children can only be in attendance for no longer than 10 hours. This schedule must be put in writing on the contract and be adhered to. Failure to adhere to your hours could result in termination or an additional charge.

Tuition

When necessary The Learning Tree will have tuition increases. Families will receive written notification 14 days prior to the increase. New contracts will be required once this occurs.

Tuition is a set fee for a rostered spot, not days attended. This fee does not change during weeks of illness, Covid exposure, vacation, snow days, holidays or other closures or absences. Tuition is expected in full weekly.

Summer Fun Fee

Each June there will be a Summer Fun Fee. This fee covers all the extracurriculars that are provided during the summer. This fee must be paid by cash, check and Venmo. This is a mandatory fee for all children in the center. This fee is not adjusted based on attendance or part time status.

Payment Schedule

Payments are due in advance for childcare service. Payments are due no later than 9:00 a.m. Monday morning.

The Learning Tree will accept payment in the form of credit card, cash, personal check, or money order.

Make checks payable to: The Learning Tree Early Education Center

Overtime Rates & Late Fees

Late Pick-up Fee: A fee of \$2 per minute is charged for each minute a child remains in the center after the 5:30 p.m. pick up time. This payment must be paid in cash, directly to the staff member who stayed late for your family. Teachers are NOT paid past their scheduled hours.

Returned Check Fee: \$30 and any other fees incurred due to the returned check

Late Payment Fee: Accounts not paid in full by drop-off Monday morning will be assessed a \$10 per day late fee until payment is received. Care will also be suspended until the overdrawn account is paid in full. After (3) three bounced checks, tuition will need to be paid in the form of cash, bank check or credit card.

Receipts

Receipts will be given for cash payments upon request. Those families requiring regular receipts must see the office. The Learning Tree will also keep track of your payments throughout the year for tax purposes. You will receive a Year End Tax Statement by the end of January with the total amount paid for childcare services from the previous year.

Attendance

Payment obligation is based on the tuition you agree to use for childcare, not on actual hours or days of attendance. Both full-time and part-time fees will be charged based on contracted days **including missed days due to illness, holidays, COVID, vacation, or inclement weather.** No refunds or discounts will be made for days your child is absent. You are paying The Learning Tree for your child's childcare space as well as for our services.

Please be courteous and phone or Bright Wheel message if your child will not be attending that day.

Holidays

Payment is expected for holidays

The Learning Tree will be closed in observance of the following holidays

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July (may be two days)
- Teacher Professional Development Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Closing (2-3 days based on where the holiday falls)
- New Year's Eve

An additional day may be taken after a holiday at the center's discretion. Notice will be given well in advance

The Learning Tree will also close one day in August for staff professional development. You will be notified of the specific date with each year's holiday closing list

Closures

In the event that The Learning Tree will need to close due to inclement weather or other emergency you will be notified in the following ways:

- WMUR
- Via Bright Wheel App
- On the center's Facebook page

Payment in full is still required during times when the center must close. For example; including but not limited to, storms, loss of power, natural disaster, pandemic, staffing and rampant illness. It is under the owner's discretion to open for only working families in the event of a closure. This is to ensure we have enough staffing to remain compliant with New Hampshire Child Care Licensing Rules & Regulations. Families pay for a spot, not days.

Vacations

After 90 days of enrollment, families are allotted one tuition-free week per year (year begins at the start date). For full time children a week consists of 5 days, for part time children your week will consist of the number of days your child is scheduled to attend the center. The week you choose to use your vacation, the child must be absent from the center. The tuition free week will not roll over. Vacation days cannot be broken up over multiple weeks.

Open Door Policy

The Learning Tree maintains an open door policy. Parents are welcome to visit The Learning Tree at **any time** during business hours. You are welcome to observe our program as long as you wish. Keep in mind that visitors tend to make the children behave in an excited manner that does not usually occur during the regularly planned days. Also, your child may become upset when your visit is over and you leave without them. Please keep those things in mind when planning your visit.

Signing In & Out

The Learning Tree staff will use Bright Wheel to check the children in and out each day. Families who receive tuition assistance via the State of New Hampshire must sign a log at the end of each week.

Website & Photos

The Learning Tree staff will take photos of the children to post on our private Facebook site for parents to enjoy. If you are uncomfortable with this, please let the office know and we will not put your child's picture up on our page. This is a great way for parents to see what we do throughout the day. Please do not post photos of children that attend the center on personal social media pages.

Arrivals & Departures

The center opens at 6:30 am. Please do not drop off prior to opening.

It is highly encouraged that children arrive by 9:00 am so they are able to participate in a.m. activities. Drop off cannot occur after 12:00 p.m. without prior authorization from the office.

Please notify the staff should there be someone other than the normal pick up person picking up. A photo ID will be required at pick up. No child will be released to anyone who is not on the "authorized pick-up list" or has been authorized by the guardian by Bright Wheel or a phone call.

The Learning Tree requires each family to adhere to a window no longer than 10 hours that their child will be attending. Families must stick to these hours unless prior authorization has been granted. These hours must be indicated on the contract. Changes in the hours will require a new contract.

Safety

Please be in control of your child during pick up times. At pick up, please do not let your child wander the center or leave the center without you. Children are not permitted to go out to their car unattended. Once you arrive at the center your child is now in your care. Children are not to be left in classrooms to their own devices causing classrooms to be disturbed after they have been left clean.

All children who attend The Learning must be in a car seat. If it is reported to the office that a child is not in one we will notify the Londonderry Police Department.

Vehicles should not be left idling in the parking lot.

Meals

*Well-balanced morning and afternoon snacks will be provided by The Learning Tree

*Milk will be provided by The Learning Tree at lunch time. Water will be served throughout the day

If your child will be arriving after the specified meal time, please be sure to feed your child **before** arrival. This helps our day run smoothly.

Lunch can be purchased for an additional fee. Please see the office for details. Unfortunately, lunch fees are not discounted on days a child is not in attendance. The lunch company does not discount rates on holidays either.

The Learning Tree would be happy to warm up meals as long as they are packed in a microwave safe container. Cold and warm up food should not be in the same container as we cannot separate the food. All foods are to arrive cut up and ready to be served as is appropriate for your child.

The Learning Tree is a nut free environment. Please do not pack foods that contain peanuts, tree nuts or any other kind of nut. Please see the office with specific concerns.

Food from Home:

Parents are welcome to prepare special birthday or holiday treats as long as there is enough for the entire group and they do not contain nut products.

Dress for Play

All children must arrive dressed and ready for the day. When dressing your child, please keep in mind that we do many messy activities such as painting, playing outdoors, and use many “messy” items. Please do not dress your child in clothes that you would not like to be soiled.

Children should wear appropriate footwear. Closed-toe shoes are required on the playground and structures. Children may bring slippers or indoor shoes to change into during appropriate times.

Necklaces should not be worn at school as they pose a strangulation hazard. If you would like your child to wear a necklace a signed permission slip must be provided.

Nap/Quiet Time

Our rest period is generally from 12:30 pm to 2:30 pm. Children who do not sleep are welcome to read books or have a quiet activity. Infants sleep on demand and do not necessarily follow this schedule. All children are required to have the following rest time items:

- *A crib sheet (to cover the mat)
- *A blanket
- *A small nap time buddy
- *A pillow (optional for those using a mat)

These items should be labeled and must be brought home each Friday to be washed and returned the following Monday!

The Learning Tree follows NH State Child Care licensing rule He-C4002.23

Diapers/Toilet Training

Children will be changed every 2 hours or as needed. Please provide enough diapers and wipes for your child. Children will typically be changed a minimum of 4 times per day. Staff will do their best to notify you when their supply is getting low but it is ultimately the parent's responsibility.

Please speak with the staff when you feel your child is ready to join the potty train so that we can work as a team to develop a plan. The Learning Tree recommends this process start at home over the weekend. We **DO NOT** use pull-ups at the center. Before potty training we require the Potty Training Questionnaire be filled out and returned to the center. We will also be happy to provide you with a potty training guidelines sheet.

Toys

The Learning Tree provides a large variety of toys and manipulatives for your child to play with while at the center. The Learning Tree encourages sharing among the children. We do not allow children to bring toys from home. The Learning Tree is not responsible for any personal property that is lost or destroyed.

Illness **

The Learning Tree understands that children can occasionally become sick at school. We will do our best to provide your child with an area for them to rest in while they wait for your arrival. We do require that all families make an honest attempt to arrive at the center within an hour of notification so as to not spread any illness.

If the child exhibits any of the following symptoms, they will need to be excluded from the center:

- o Fever of 101 degrees or higher
- o Communicable disease
 - o Diarrhea
 - o Vomiting
- o Unexplained Rash
- o Eye discharge or pinkeye
- o Lice or nits

Your child will be allowed to return to the center when he or she is free from symptoms for 24 hours. In the event that your child is sick, The Learning Tree will try to reach you immediately. If we are unable to contact you, we will call emergency contacts.

Pandemic guidelines take precedence over typical illness, pandemic testing and other guidelines must be followed

Medications

Parental written consent is required for ANY medication. Some medications will also require a doctor's written consent. Medication is to be given at home whenever possible. The State of New Hampshire has very specific guidelines in regards to the administration of medication. The Learning Tree will strictly follow these guidelines. The Learning Tree will not administer medications to prevent the return of a fever or mask symptoms.

The staff will administer medication only under the following circumstances:

1. A medication is prescribed by a physician and the number of doses does not allow it to be administered at home. Medications that are to be given twice a day should always be given at home. Medications that require three doses, we will administer one mid day dose at school.
2. Inhalers and nebulizers can be administered at school as needed. We ask that morning doses be administered before arrival.
3. Rescue medications (Benadryl, EpiPens, Seizure medications) will always be administered as directed
4. Children requiring Tylenol/Ibuprofen for febrile seizures or other serious medical conditions will continue to receive their medication as directed.
5. Tylenol or Ibuprofen will only be administered by staff in the following circumstances:
 - a. A parent has been called and notified of a fever and is on their way. Children may not return until they are fever free without fever-reducing medication for 24 hours.
 - b. After a child has been diagnosed with an ear infection and requires Tylenol to ease the pain. If a child has been diagnosed with Strep Throat they must be out 24 hours on antibiotics. We will then administer Tylenol for pain control
6. We cannot administer Tylenol to prevent a fever from returning. If your child requires Tylenol/Ibuprofen we ask that they remain home until the symptoms have passed in order to prevent the spread of illness.
7. Children who are teething typically do not experience fevers over 100.4 (according to The American Academy of Pediatrics). We will administer medication for teething on a case by case basis.

Child Abuse Reporting

The Learning Tree is required by state law to report incidents of suspected child abuse. The Learning Tree's first concern is for the safety of your child, if it suspected he/she has been subjected to abuse, the center will file a report to the proper authorities.

Non-Solicitation Clause/Babysitting

The Learning Tree staff members MAY babysit for any Learning Tree client during their employment. Please do not ask any staff member to nanny for you as they may be terminated for violating this policy. Any parent soliciting Learning Tree employees for their own personal employment will immediately forfeit their child's enrollment rights.

The Learning Tree Child Care Discipline Policy

Policy Statement

The Learning Tree Early Education Center believes that children respond to praise and positive reinforcement and it is necessary in order to have successful behavior management. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

At The Learning Tree we...

DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm & quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children when applicable.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.

- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

ACCOMMODATION

The Learning Tree Early Education Center encourages working together with families to make accommodations to the child's environment and needs to provide the opportunity for the children to display positive behavior. Accommodations that **could** be used to help the children are as follows (some or all may not be used as some steps are not applicable or appropriate to every situation)

- Changing children's classrooms.
- Adjusting the classroom environment.
- Adding additional outside time.
- Providing children with items that may help with behavior. (ex. Teething toys, P's, Q's)
- Director Observation
- Contact with outside resources (such as Early Intervention)
- Documentation

STEPS

1. Misbehaviors
 - a. We understand that children display age appropriate misbehaviors. Children will be redirected, given choices, and have age appropriate consequences.
2. Recording of Behavior
 - a. If a misbehavior occurs repetitively, teachers will begin keeping a record of the behavior.
3. Parent Contact
 - a. After one week of recording misbehavior, if it has not been conceded, the teacher and parents will collaborate on how to move forward. The parents, management, and teachers should try to find as many solutions as possible.
4. Exclusion
 - a. If a child is physically hurting other children or staff, The Learning Tree has the right to exclude the child from the center in order to keep all parties safe.
5. Expulsion
 - a. Expulsion will occur if a child continuously physically hurts staff and other children and no solution has been found to concede the misbehavior.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Attached you will find a pandemic guidebook. Please read it thoroughly and ask any questions you may have. By signing below you acknowledge receiving this handbook as well.

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Name of Child: _____

Signature _____ Date _____

The Learning Tree Early Education Center

Pandemic Handbook

2023

This handbook is to help guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. This handbook was written to help guide families and staff with open communication. The Learning Tree Early Education Center will adjust this handbook as needed and is most appropriate for the center.

Dropping off and Picking up of students

Parents will drop off and pick students up at their assigned doors. Parents will not be allowed to enter the building for drop off or pick up. If parents need to speak with owners/directors they are to reach out via phone or email to arrange a time to speak or meet in person. If parents need to enter the building for their child's belongings or for a discussion with staff we ask that no parent touch anything or any other students during this time. We ask that when in the building that parents respect the personal space of students and staff. Communication with staff should be done via BrightWheel, Email, outside or by phone to allow social distancing. We will make teachers available to keep all families updated and to answer/ address all the needs of the students in our care.

Hours of operation may change to allow proper staffing. Staffing during these times may be limited. Current hours are 6:30am to 5:30 pm. Children are required to adhere to their no more than 10 hour window as designated on their contract. Classrooms will combine with their sister classroom when necessary.

Student Supplies

Students should arrive in clean clothing. Lunch should be brought in a lunch box to keep items cold/ hot as needed. Cups will be sent home daily and must come back clean. Nap time items will be sent home Friday for cleaning. Student cubbies and bins will be sanitized each Friday. Personal toys and unneeded items should remain at home.

Illness Policy and Monitoring

Any student with a fever of more than 101.0 must remain out of school until they have been fever free without medication for 24 hours and a COVID test has been performed. Any student showing any concerning signs of respiratory issues: runny nose, coughing, tugging in the chest, wheezing, shortness of breath, fever, vomiting, diarrhea, etc.. will be sent home and may not return until a negative COVID test. For children exhibiting fever, excessive cough or runny nose, symptoms must have begun to subside before return. Any child experiencing **ANY** form of COVID symptoms will require a NEGATIVE COVID test before returning. Results must be sent to the center via email at thelearningtreenh@gmail.com

Keeping Healthy

TLT will take every precaution for your child to stay healthy! Consistent hand washing and cleaning of the center will be performed many times during the day. Students will be required to wash their hands additional times of the day. This may cause a child's hands to become more raw than normal. We recommend that you use lotion on their child's hands nightly to help keep the child's hands from becoming overly raw.

We need your help in keeping students' and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend school.

Current Testing/Isolation/Quarantine Protocols

- We will continue to let families know immediately about positive cases in the classroom. The classrooms will NOT be shutting down for student cases. We will ask that families take a home test before returning to school if their child is symptomatic.
- A classroom may need to shut down if the staff in the classroom are COVID positive and we do not have enough staffing to accommodate opening the room.
- We will have children who test positive quarantine for 5 days and take a test on day 5 if the test is negative they will be welcome to return the next day. If they are positive we would require they remain out 10 days according to CDC guidelines as most children can't properly mask. We will update this portion as the CDC updates their guidelines.
- Families who have a positive case in the household- The Learning Tree will require that the child remain home for a minimum of 5 days. On day 5 the child and the COVID positive person can test if both are negative the child is welcome to return the following day. If either one is positive they will need to continue to test until both are negative. Test results must be sent to the office via email.
- There are still illnesses other than COVID such as the flu, strep throat, hand foot and mouth, etc. If a child is symptomatic and COVID negative they should see their pediatrician to see what else could be brewing.
- We will continue to do door drop offs. This is something that has actually worked out much better for the children and the classrooms. Friends are not having tough drop offs and are doing so much better with the knowledge that their grown up says goodbye at the door. This has also cut down on germs and dirt tracked into the classroom.
- We will continue to limit everyone to their time window. This is something that must be kept in order to always be adequately staffed. There is a huge staffing crisis in the childcare field and we want to make sure our teachers are not burning out and that we are properly staffed to comply with NH Child Care Licensing regulations.
- Please continue to send home tests photos to the email with the time and date stamp.

Other Guidelines:

1. If a member of your household is being tested the child/children must stay home until a result is received. If there is a positive result, the above policies must be adhered to. If negative the child may return. (If your job requires regular testing you would be excluded from this policy)

Tuition Payments during a Pandemic

Tuition is due regardless of attendance. Tuition is for your rostered spot, not the days attended.

The Learning Tree reserves the right to change these policies at any time. The Learning Tree is a private facility and will follow the protocols they see most fit for the program

ADDENDUM

Seasonal Workers

- The Learning Tree offers seasonal workers, including school teachers, the option to adapt their schedule for up to 8 weeks during the summer. Families will be offered to drop to a minimum of 2 days per week. This schedule can be maintained for up to 8 weeks. The weekly holding fee is \$70.00 per week

Medical Records

- Children are required to have updated medical records at all times including a health form and shot record. Children will need new health forms at the following ages: 3 months, 6 months, 9 months, 12 months, 15 months, 2 year, 3 year, 4 year, 5 year and 6 year. If the necessary documentation is not returned to the center, the child will be excluded from the program until the paperwork is received. If an appointment has to be delayed due to illness please notify The Learning Tree of the appointment date.

Adapted Holidays

- The Learning Tree will be observing Juneteenth. The center will be closed.

Summer Fun Fee

- Each June there will be a Summer Fun Fee. This fee covers all the extracurriculars that are provided during the summer. This fee must be paid by cash, check and Venmo. This is a mandatory fee for all children in the center. This fee is not adjusted based on attendance or part time status.

Lunch Program

- Lunch can be purchased for an additional fee. Please see the office for details. Unfortunately, lunch fees are not discounted on days a child is not in attendance. The lunch company does not discount rates on holidays either.

Bounced Check Fees

- After (3) three bounced checks payment will be required in the form of cash, bank check or credit card.

Necklaces

- Necklaces should not be worn at school as they pose a strangulation hazard. If you would like your child to wear a necklace a signed permission slip must be provided.

Injuries / Accidents

- Any injury or medical care needed is covered by the families insurance

Code of Conduct

- We expect our parents to speak and behave in a respectful manner at all times. If an issue arises that a parent becomes dissatisfied, there are protocols in place to express dissatisfaction. Including speaking to management or waiting 24 hours. The Learning Tree will work with you to resolve any problems or concerns. Words or actions that are disrespectful, racist, homophobic, discriminatory, hostile or harassing are not allowable. In the event that a family is dismissed from the program it will take place immediately.

