



# PARENT HANDBOOK

# The Learning Box Enrichment Center

## Parent Handbook Agreement Form

Dear Parents

Please read, initial each section that you understand what is stated, sign and return this agreement form to the Director.

Check each bullet point to confirm your agreement

- o 1. I hereby agree to the general policies and procedures of The Learning Box & Enrichment Center regarding tuition and fees, attendance and other items specified in the Parent Handbook. I am aware of the scheduled preschool holidays. I understand that the registration fee is non-refundable.
- o 2. I have read and understand the Safety/Emergency Procedures, which will be followed in the event of an accident while my child is attending The Learning Box Enrichment Center. I hereby authorize The Learning Box & Enrichment Center to take appropriate emergency action for the safety of my child.
- o 3. I have read and understand the Healthy Policy of The Learning Box & Enrichment Center. I also understand the requirements for written authorization for medication to be administered to my child.
- o 4. I have read and understand the Discipline Policy of The Learning Box & Enrichment Center. I hereby agree to notify TLBEC two weeks in advance of withdrawal, should such an event occur, or pay the difference.

Parent's  
Signature \_\_\_\_\_

Parent's  
Signature \_\_\_\_\_

Date \_\_\_\_\_ Director's Initials \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents,

Welcome to The Learning Box & Enrichment Center! We would like to thank you for choose us and

Would like to assure you that we have a commitment to the parents and to the children enrolled in the Center. Our commitment is that the children will receive **QUALITY** and **loving care**. We will also build-up the children's **self-confidence** and **self-esteem** with **praise and positive redirection**.

It is our goal to provide a variety of exciting, stimulating activities each day so that your child can develop socially, emotionally, physically, and mentally to the very best of his/her ability.

This handbook has been prepared especially for you; the parent of the child enrolled in our Center. You will find many of our policies and operating procedures explained here. By reading this handbook, you will feel more confident in your family's adjustment into our program. We suggest that you keep this handbook for reference throughout the year. Whenever you have questions, please feel free to call or stop by the office.

The staff of The Learning Box Childcare & Enrichment Center looks forward to working with you and your child.

Thank you,

The Learning Box Childcare & Enrichment Center

It is our goal at The Learning Box Childcare & Enrichment Center to give each child enrolled in the Center the best **QUALITY** and **loving care** that they all deserve. We will provide **QUALITY** child care, which enhances the social, emotional, physical and mental development of each child. We also ensure that the children will be given **praise** and will build-up their **self-esteem** and **self-confidence**. It is our Center's belief that these areas are an essential ingredient in a child's life. We will also teach **self-discipline** through **positive** guidance and **redirection**.

We respect parents as the primary and most important provider. We believe parents and teachers are partners when it comes to the children's care. Our teachers are sensitive to each child's needs and rate of development. All children will be respected as valued and unique individuals.

## **Mission Statement**

Our mission is to provide QUALITY care, education and development for each child to reach their greatest potential mentally, physically, socially and emotionally.

## **Preparing Your Child for Preschool**

Preschool is going to be a new and great experience for your child. It is worthwhile for parents to help their child overcome the fear of facing new situations. You may help your children by:

- o Always speaking of going to school as a pleasant, joyous event
- o Taking time to talk with your child about the new experiences they will have so that they will look forward with pleasure on their first important year in school.
- o Prepare your child for the fact that they will be left alone in school to enjoy the company of other children.
- o Know the teacher. Your child will be happy and secure if they know that their teacher and parents are friends.

The first days of school can be a very happy or unhappy experience for your child. By your words and actions, on the first few days, you can help. Guard your actions about leaving your child in tears. When the child realizes that you are not available, they will accept the teacher's guidance more readily. We suggest you place your child in the hands of the teacher, assure them that you will return for them and leave promptly.

Your child may have some fears and anxiety about being away from you. Children need time to adjust to their new surroundings. Our caring staff will be there for your child when you need to depart. Feel free to call the Director when you arrive at work to see how your child is doing.

## **Programs**

The Learning Box Childcare & Enrichment Center program will be accomplished through a balance of creative play, songs, stories, structured activities, crafts and outside play. We offer full-time care for ages 2-weeks through 12 years old. Our regular hours of childcare are 5:00am to 6:00pm Monday through Friday. Evening care starts at 6:01pm until midnight Saturday. Saturday care is from 6:00am to midnight. We also offer 24 HOUR care upon request.

## **Curriculum**

We know the first five years of childhood are the most important in a child's development and learning. The curriculum we use for the 2-year old's and up is Kidsparkz Curriculum. The KIDSPARKZ Curriculum ensures that the children will be taught new material on each age level and that there will be sufficient review of old material each year. Children can progress steadily. From year to year. This curriculum provides for much review in a variety of ways to ensure good learning. We use the High Reach Curriculum in our 1-year old class. It is a theme based curriculum that focuses on a different theme each week and a new shape and color each month.

Our teaching method is through learning center's, also: Preschoolers will choose from art, blocks, home living, puzzles and Manipulatives where activities have been planned to help teach the children. Computers are incorporated in the learning centers in ages 2 and up.

## **Monthly Calendars and Newsletters**

You will receive a preschool calendar and newsletter each month. Each calendar will include the monthly curriculum topics, staff and children's birthdays and scheduled events in the classroom.

## **Staff**

Every effort is made to hire the most qualified people to help your child reach their full potential. Reference are checked on every employee; all state standards are met or exceeded.

## **Enrollment**

For your child's safety and to comply with the state regulations, all health forms and enrollment papers must be completed and on file at the Center prior to your child's first day of attendance. The following items must be submitted at the time of enrollment.

- o Application for enrollment
- o Child's Preadmission Health History
- o Identification and Emergency Information
- o \$85.00 Registration Fee
- o Admission Agreement
- o Physician's Report
- o Notification of Parents Rights
- o Consent for Medical Treatment
- o Personal Rights
- o Parents Contract Agreement
- o Field Trip
- o Medication Policy

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Revised 8/1/19

The Learning Box Childcare & Enrichment Center does not discriminate in regards to religion, sex, nationality or ethnic origin in our admission policies.

Other items needed to ensure that your child's day at The Learning Box Childcare & Enrichment Center goes smoothly includes:

Infants: bottles, wipes, diapers, blankets, formula, baby food, Kleenex, bibs and 2 sets of clothing.

One-Year-Olds: Sippy cups, wipes, diapers, Kleenex, blankets and change of clothing

Two-Year-Old's: Wipes, diapers, (pull-ups or training pants) blanket and change of clothing.

Three & Four-Year-Old's: Blanket and change of clothing

## Registration and Supply Fee

A registration fee will be due upon enrollment per child. The registration amounting to \$85.00 **non-refundable**. Every start of the school year we charge a \$50.00 fee re-enrollment fee per student.

## Tuition Policy

Tuition fees are due and payable on Friday, or on you child's first day of the program. **A late fee of \$25.00** will be posted on Monday after 6:30 pm if payment has not been received. If fees are still not paid, our Center will reserve the right to deny services for your child, until payment has been paid in full. No account will be allowed to go two weeks without a payment. The Learning Box Childcare and Enrichment Center reserves the right to adjust its tuition policy as deemed necessary.

Tuition (inside of an envelope) can be placed in the tuition box next to the parent news board. PLEASE DO NOT LEAVE IT ON THE OFFICE DESK if no one is there to take it. You must receive a receipt for cash payments.

All families will receive a statement for tax purposes by January 31<sup>st</sup> for the previous year, as long as you account is paid in full.

## Returned Checks

The Learning Box Childcare and Enrichment Center will charge a **\$25.00** fee per check on returned checks. Payment is to be remitted in cash within five business days. After the second returned check, future payments will only be made in cash. If NSF checks are not cleared in a timely manner, TLBCEC, INC reserves the right to submit NSF information to the State Attorney's Office for legal assistance.

## Late Pick-Up Charge

Parents who pick up their child after the regular closing time (6:00PM) will be charged a late fee of \$1.00 per minute interval. Late charges will be due the next day (there will be no exception). The parent will be asked to sign a late pick-up form acknowledging that the child was picked up late and that the late fee is due. If this becomes an ongoing problem, then you will be asked to find another center that can accommodate your needs or we can revisit your contracted hours.

## Food

Our center provides a nutritious breakfast, lunch dinner and two snacks per day. If your child needs breakfast, we ask that you bring your child before 7:30 am. After 7:30 am your child will not be served breakfast unless he or she is a part of the Preschool program. If there is anything your child can not eat, please make sure the office and your child's teacher are aware.

## **Daily Sign-in/Out**

A daily sign-in/out form is posted near the office. Please make sure that you sign your child in and out on a daily basis. The time your child is dropped off and picked up should be entered everyday and your signature needs to be entered at the end of each month.

## **Release of Child**

Children will be released only to those persons' names that are listed on the child's enrollment form. Parents must provide written notice to the Director or Assistant. If someone else will be picking up any child they must show their ID at the front office. This is for your child's safety.

## **Holidays**

Our Center is closed for the following holidays: observed on the day of the holiday or the preceding Friday or following Monday, should the holiday fall on a weekend: Presidents day, Martin Luther King Jr. Day, Veterans day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day plus the day before and after, Winter Break - Two weeks Dec. 21st - Jan. 4th, Summer Break - last week of July. TLBCEC, INC. reserves the right to amend the day that the center is closed. If we do choose to close on an unscheduled day, ample notice will be given so you make other arrangements. Tuition is expected for each day regardless of illness or should you decide to keep your child home with you on certain days including closure dates. We do allow 5 vacation days that you can use anytime during the school year. As a reminder tuition holds your child/childrens scheduled slot at the Center. Due to our Daily Schedule we do not receive sick days, therefore per the State we are warranted vacation with pay.

## **Field Trips**

The Pre-Kindergarten classes will take field trips at least once a month (excluding December) Parents are encouraged to help on field trips, however, we must limit the number of chaperones per field trip to two. All chaperones will the admission fees on all field trips. A field trip flier is sent home prior to all field trips. Please make sure all monies are paid (cash only) by the due date. All children going on field trips are encouraged to wear The Learning Box Childcare and Enrichment Center, Inc T-shirts.

## **Vacation or Occasional Absences**

**No refunds** shall be made for sick days or absences. Refunds, credits, or make-up days cannot be granted. If your child is out for two consecutive weeks due to an illness, you will be required to bring a physician note. You will be required to pay full tuition for the first week and then you will be allowed to pay 50% of the tuition the second week, to hold your child's place. If your child is sick for more than two days, please call the center to let us know. It is helpful to the center.

## **Discipline Policy**

Our discipline policy involves step procedures that will be utilized by our teachers:

**1. Prevention**

- a. Children are kept busy
- b. Children are given positive attention, notice and praise
- c. Positive actions, sharing, taking turns and kindness towards others.

**2. Positive Redirections**

- a. Children are calmly redirected
- b. Children are distracted in a negative situation
- c. Focus is on the behavior rather than the child

**3. Special Time (Time Out)**

- a. Children will be placed in a special time to collect themselves under close supervision by the teacher
- b. For continued inappropriate behavior
- c. For physical harm to another child

Each situation will be calmly, gently, and positively discussed with your child, focusing on the behavior and ways to make them aware and to redirect. After an understanding is reached, your child may return to the activity. Should a child's behavior become an ongoing problem, our center reserves the right to withdraw your child.

## **Biting Policy**

In order to provide the best possible care for all the children here at our center, we have implemented a biting policy. The parents will be notified when the child has bitten another child or staff member. One teacher will shadow the child trying to avoid another biting incident from happening. If the child bites again during the same day, we will contact the parent to come and pick-up the child from the center. If the child bites another child and breaks the skin, the child will be suspended for 1 day. After the child has bitten three times or it becomes an ongoing problem, our center reserves the right to withdraw your child.

## **Potty Training**

This is a task when teachers and parents need to pull together as partners. When you feel that your child is ready to begin potty training, we recommend that you bring in at least four (4) extra sets of clothing each day. All children are unique individuals and have their own pace when it comes to potty training. We all need to have patience and encouragement for your child. By working together as partners, we will see success in time.

## **Clothing**

Please dress your child in comfortable play clothing. Your child will participate in a variety of different activities throughout their day. Clothing should be durable and washable. Straps or complicated buttons, slippers and belts that cause frustration should be avoided. If one-piece outfits are worn, the children must be able to get in and out of them by themselves. Comfortable shoes must be worn: closed toe shoes with rubber soles that are securely tied or fastened (tennis shoes, sneakers). Please not dress shoes, boots, flip flops or sandals. Dress your child in season appropriate clothing. All jackets, sweaters and coats should be labeled with your child's name in permanent marker. We cannot be responsible for unmarked clothing. You will be asked to supply a complete setoff extra clothing (shorts or pants, shirts, socks, underwear and shoes). We suggest that the clothing be placed in a clear Ziplock bag with your child's name on the bag. We discourage clothes with fighting characters (Ninja Turtles, Power Rangers, etc.) the children tend to act out the aggressive behaviors and hurt each other.

## **Nap and Rest Time**



After lunch a nap/rest time will be required for all preschool children. Parents will need to furnish a small blanket, sheet and pillow with their name on it. Your child will go home on Friday to be washed and returned the following Monday.

## Toys

Since it is often difficult to share personal toys, we ask that your child NOT bring toys from home. At TLBCEC, INC, toys are provided for the children that have been selected for their educational and age appropriateness. If your child's teacher requests that an item be brought for show-n-tell, please remind your child that this is show-n-tell and will remain in their cubby until show-n-tell time. Please do not bring toy guns or weapons of any kind. We cannot be responsible for broken or missing toys brought from home. **Please make sure toys are left home.**

## Outside Play

Your child's experience outside is an important extension of their classroom learning. All children will go outside unless it is raining. Please make sure your child has a jacket or coat for the weather. Because of staffing, it is not possible to keep your child inside when their class is going on.

## Birthdays/Parties

Our classes have parties for Valentine's Day (Friendship Day), East, Fall Festivals and Christmas. A sign-up sheet or notice concerning the party will be posted on each classroom door. The teachers may request food or party items and your help is greatly appreciated.

Birthdays are important to children and we are happy to celebrate your child's birthday with them. If you wish, you may bring cake, cup cakes, cookies, muffins, or doughnut holes as a birthday treat. Please make sure you let your child's teacher know ahead of time so they can plan their afternoon snack time. Please keep everything simple. We cannot handout invitations to home parties unless **all** children in the class are invited. **For safety reasons, balloons are not permitted.**

## Emergency Closing Policy

In the event that an emergency arises which makes it necessary to close the center, parents will be notified as quickly as possible. We will always do our best not to close on unplanned days but nature has a way of changing our schedule sometimes! No allowance for tuition will be made for such an occurrence. We ask you to call our voice mail for updated information.

## Withdrawal

A two-weeks' notice is required when withdrawing your child from our center. If a two-weeks' notice is not given, you will be charged the regulars tuition for the two-weeks.

## **Licensing Inspection**

Inspection policies – guidelines and rules on monitoring providers' compliance with the law and the regulations are critical: strong licensing regulations, without a commitment to routine inspections, do not protect children from harm. Inspection of child care programs by licensing agencies and other regulators helps ensure that child care programs are following the State's rules for protecting children's health and safety. Licensing Analysts from Community Care Licensing have the authority to inspect TLBCEC Center and children without notice to ensure compliance.

## **Transportation**

The Learning Box Childcare and Enrichment Center (TLBCEC) Vehicle & Transportation Policy requires drivers to maintain a current state license, meet the TLBCEC insurability standards, successfully complete a road test (for 15 passenger vehicles) , pass a drug test, and participate in vehicle orientation prior to operation of any vehicle. Additional trip checks are mandated for all vehicles. When and where accessible, public transportation such as Max and Tri-Met are utilized and encouraged as part of community involvement. When transportation is provided between the program and your child's school or other destination, parents must put in writing their acknowledgement of the time of day their child is picked up and/or delivered by the program. Please see your center director for specific information.

## **Grievance Policy**

Parents are encouraged to speak to your child's teacher first to discuss situations of concern. If things are not resolved to the parent's satisfaction, the Director should be contacted. Communication is an essential key that is needed to provide the best QUALITY care for your child.

The Learning Box Childcare and Enrichment Center, INC

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Rancho Dominguez, CA

(310) 627-9593

*Thank you for choosing The Learning Box Childcare and Enrichment  
Center, INC!*

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