

**PLEASE KEEP THE PAGES BEHIND  
THIS SHEET FOR YOUR  
INFORMATION.**

**Thank you for choosing  
Smarter Kids**

**SMARTER KIDS CHILD CARE LEARNING CENTER**

*Smarter Kids Child Care Learning Center is a full service child care center that serves children ages six weeks to twelve years of age. Smarter Kids operates twelve months a year, Monday – Friday, from 6:30 AM – 7:00 PM.*

*We provide care for infants beginning at age six weeks. We provide pre-school care for children ages twelve months thru ages three years, a Pre-K program for your four-year olds, an After-School Program for school age children up to age twelve. In addition, we offer a Summer Program that includes learning activities, a reading program and fun field trips.*

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Smarter Kids Child Care Learning Center is an equal opportunity provider of child care services and will not deny child care services to anyone based on race, color, sex, national origin, handicap, age, religious creed, or political beliefs.

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*\* If your child is less than 12 months old, an "Infant Feeding Plan" must be completed along with this enrollment form.*

**1.) Hours of Service**

Our hours of operation are 6:30 AM until 7:00 PM, Monday thru Friday, twelve months per year. Under this agreement, childcare will be provided for your child during the above listed hours:

The child will not be allowed to enter or leave the center without being escorted by the parent/guardian or person authorized by the parent/guardian. *The child must be signed in and out by the individual leaving or picking up the child. (All authorized individuals picking up or delivering a child must be at least 18 years old.)*

*While we might enter the premises prior to 6:30 AM in order to prepare the premises for business, clients will not be allowed to enter until 6:30 AM.*

*In the evenings, the doors will be locked at 7:00 PM. It is important that you have picked up your child/children and have exited the building by 7:00 PM.*

*If the Parent/Guardian is unable to pick up the child by 7:00 PM, they are responsible for making arrangements for child pick-up by 7:00 PM and notifying Smarter Kids as soon as possible of the alternative pick-up arrangements.*

*Repeated late pickups (after 7:00 PM) may result in termination of this agreement by Smarter Kids.*

*In addition, a fee of \$1.00 will be charged for each -minute after 7:00 PM that the child remains in care (inside the building.) Payment of the late fee is due at pick-up.*

**2.) Attendance, Fees and Late Fees**

All fees for childcare are due on Monday of the week that service is rendered. A \$25.00 late fee will be charged if the account is not paid in full by Friday of the week service is rendered. The \$25.00 late fee is not optional and must be paid in order to continue your child care services. Child care fees are payable regardless of whether the child actually attend each day. Due to our low rates, the fee for attendance for one day is the same as for a full week. To ensure that your child's space in the classroom is maintained during weeks when the child does not attend at all, you must pay a rate equivalent to a half week's tuition for each week the child is not in attendance. "Late fees" also apply to half-week payments

*Smarter Kids* may change the agreed upon rates by supplying the Parent/Guardian with **30 days written notice**.

**3.) Payments**

Payments may be made by check, money order, cash, debit or credit cards. If a payment for childcare is late, not paid by the close of business on Friday, a late fee in the amount of **\$25.00** will be assessed.

We will not accept post-dated checks

Repeated late payments can result in termination of this agreement by *Smarter Kids*.

A **returned check fee of 35.00** will be assessed and is the responsibility of the parent. If the bank returns **2 checks**, *Smarter Kids* reserves the right to demand that all future payments be made in the form of cash or money order.

Either party may terminate this contract with **2 weeks'** notice. *Smarter Kids* may terminate the agreement immediately if the child's behavior endangers themselves or other children.

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**4.) Up-dated Parent/Guardian Information/Emergency Notification**

**It is imperative that you provide updated contact information to the center whenever there is a change. The Center must be able to reach the parent/guardian or other designated persons in the event of an emergency.** Contact information should include home and work telephone numbers, cell phone and e-mail information as well as any changes in the child's physician or physician contact information.

Emergency plans have been developed that include fire, serious injury, physical plant issues and evacuation procedures and are posted for parent viewing at the "Parent Information Table" locate in the main lobby on the 1<sup>st</sup> floor.

We conduct an annual re-enrollment each year to gather new information, however, please keep the Center up-dated in the interim.

**5.) Posted Notices**

Please regularly review the Parent's Information Board located in the main lobby on the 1<sup>st</sup> floor. Information of general interest will be posed here in addition to required posting including, our license, copy of rules, review of evaluation reports, communicable disease charts, statement of parental access, names of persons in charge, current weekly menu, emergency plans for severe weather, fire emergencies, child abuse reporting requirements, exposure to a notifiable communicable diseases and statement for visitors.

**6.) Holidays**

*Smarter Kids* will be closed and no services will be provided during the following holidays:

**New Year's Day and the day after**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving and the day after**

**Christmas and the day after**

**7.) Supplies**

The parent/Guardian will be responsible for providing the following supplies to *Smarter Kids* for use in the care of the child:

- Specialty items such as special lotions, diapers, pull-ups
- Ready to pour Formulas
- Medications

**8.) Meals and Snacks**

The following meals and snacks will be provided as a part of our weekly rates.

<b>Meal</b>	<b>Time Served</b>
<b>Breakfast</b>	<b>6:45- 8:00 AM</b>
<b>Lunch</b>	<b>11:30 AM- 1:00 PM</b>

Afternoon Snack	3:00 -4:00 PM
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*All food in the school must be purchased for and prepared by the school except in cases of documented food allergies accompanied by a physician's specific instructions. For this reason, **NO FOOD MAY BE BROUGHT INTO THE CENTER!***

*Please do not allow your child to bring food into the center. We will post weekly menus and children's nutritional needs will be fully met during the day. Our menus meet all USDA guidelines.*

*If your child has any type of allergy, make sure the administrators in the business office are aware of this and that all details are listed on the child's enrollment paperwork.*

**9.) Infants**

Bottles must be bought to the center already prepared. If your child is younger than twelve months, we must have a feeding plan form completed to ensure that the child's needs are being met according to your expectations. This form must be up-dated whenever your child's feeding plans change. In addition, your child's bottle must be labeled with the first and last name as well as the date. Assistance is provided to infants and toddlers with their meals. When the child shows that they are ready to feed themselves, they will be allowed to do so with whatever assistance is needed.

**10.) Diapering Procedures/Potty Training**

Infants and toddlers are checked and/are changed every ninety minutes. A copy of our diaper changing procedures is posted in each classroom and on the "parent Information Board". We ask that you check the information given to you each day to know when your child needs additional diapers.

If the child has had success in potty training at home, *Smarter Kids* will attempt to provide assistance in the potty-training process during daycare. Children are taken to the potty every two hours unless there is an indication that he/she needs to go before or after the scheduled bathroom session.

The Parent/Guardian agrees to keep the child in diapers or "pull-ups" until the child has demonstrated the ability to remain "accident-free" for a period of at least *2 weeks* at home.

**11.) Child's Illness**

If the child is exhibiting any of the following symptoms, the child will not be accepted for care that day and alternate care arrangements should be made.

- A fever of more than 101 degrees
- Vomiting
- Diarrhea
- Flu
- Head Lice
- Pink eye
- All cases of a notifiable communicable disease (i.e. chickenpox, measles) will be reported to the local Health Department as required by the rules of the Department of Human Resources.
- Parents will be notified by memo or e-mail if their child is exposed to a notifiable communicable disease within twenty-four hours of our becoming aware of the illness.

**A child exhibiting any of the above symptoms must be free of symptoms for 24 hours before returning to daycare. If a child becomes ill at daycare, the parent will be called to pick them up as soon as possible. *Smarter Kids* staff will not administer any medication without parental request and a written permission form.**

***Smarter Kids* staff will administer prescription and non-prescription medicines to children, only as directed by a child's physician, provided a written consent form signed by a parent "Medication Permission Form" and the medication is provided to the daycare in the original container.**

Non-prescription medicine will be administered as directed by parents based on the "*Medication Permission Form*" that must be completed prior to the administration of medications.

Should a child experience an adverse reaction to the medication dispensed, the parents will be contacted immediately via phone and 911 will be called if necessary.

## **12.) Emergency Medical Treatment**

If emergency medical treatment is required for your child, the center will call "911". We will then contact the parent/guardian to inform them of the situation, the action taken and follow-up to keep the parent/guardian informed of up-dates to the situation.

**Children will be transported to WellStar Cobb Hospital, located at 3950 Austell Road, Austell GA 30106, or a medical facility determined by emergency personnel.**

## **13.) Immunizations**

All children must have up-to-date, age appropriate immunizations. A copy of their immunization records must be provided to *Smarter Kids* on their **first day of attendance** or a signed notarized affidavit against such immunizations within 20 days of the child's enrollment. As immunizations are up-dated a copy should be provided to the Center for your child's records.

## **14.) Guidance Policy**

The technique of "timeout" will be used in the event the child misbehaves. *Smarter Kids* staff will use the opportunity to explain why the child's action was inappropriate and to give the child time to reflect on their actions.

"Time-outs" consist of a chair in the corner of the room where the child is escorted by the teacher. The teacher briefly discusses the reason for "time-out" and leaves the child alone for a time commensurate with the child's age. However, never to exceed five minutes regardless of the child's age.

**If a child becomes abusive or poses a danger to the other children, *Smarter Kids* reserves the right to require immediate pickup, suspension and or expulsion.**

## **15.) Child Release Policy**

Under no circumstances will the child be released to anyone other than the individuals named on the "*Child Pick-up Authorization*" form. Proper identification will be required the first time a new individual picks up the child. If an emergency requires that someone not on the "*Child Pick-up Authorization*" section of the enrollment form, pick-up your child; the parent must call the center and give the name and a description of the individual to pick up the child. The person picking up the child must also provide a picture identification to the center director.

## **16.) Center Transportation**

The Center provides transportation drop-off and pick-up to several local elementary schools. We do not pick-up or deliver children to homes or other drop-off locations. In addition, we occasionally take the children on field trips. In order for your child to participate in Center transportation a "*Transportation Agreement*" form must be completed by the parent/guardian prior to transportation taking place. In addition, a "*Field Trip Permission*" form must be completed prior to a child participating in a field trip.

All transportation is provided by the Center vans. The vans are driven by a licensed driver and we are insured.

## **17.) Parent/Center Staff Conferences**

Parents/guardians are welcome to visit the center at anytime during our hours of operations. When entering the center, parents/guardians should check-in at the business office before entering the child's classroom.

While we welcome the opportunity to discuss any issue concerning your child; we are unable to schedule conferences with center staff during our busiest times of 6:30AM to 8:00 AM and 5:00 PM to 7:00 PM. Conferences should be scheduled during the hours of 8:00 AM and 5:00 PM.

## **18.) Child Abuse, Neglect or Deprivation**

Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.

## **19.) Child Safety**

**ZERO TOLERANCE POLICY** – *Smarter Kids* has a zero-tolerance policy (your child will be un-enrolled) for the following behaviors:

- Hitting a teacher

- throwing furniture

The following is a list of behaviors that will result in suspension for a minimum of 3 days. This list is not all inclusive and we reserve the right to suspend any child for other behaviors that endanger themselves or others.

- Spitting on others
- Hitting
- Fighting
- Bullying

#### 20.) **FOOD FROM OUTSIDE**

As a licensed Child Care Center, we are subject to many rules by our licensing agency. One of the rules to which we must adhere is to provide well balanced, nutritious and appetizing meals and snacks for the children in our care.

- We are not allowed to serve soft drinks or other sugary drinks; only 100% fruit juice, milk or water.
- We must adhere to USDA guidelines for feeding young children.

As a part of your weekly tuition, we provide breakfast until 8:00 AM. Lunch is served from 11:30 AM – 12:45 PM. An afternoon snack is served between 3:00 and 3:45 PM

Effective August 1, 2014, unless your child has special dietary needs, we will no longer allow food to be brought in from the outside. If your child is not in attendance by 8:00 AM, you must provide breakfast **prior to bringing the child to the Center. Children will only be allowed to eat in the classrooms during appointed meal times.**

- 21.) **SIGNING YOUR CHILD/CHILDREN IN AND OUT** – Please sign your child in and out daily.

*Do not allow your child/children to write or scribble on the sign-in/out sheet.*

- 22.) **NO BEADS IN THE HAIR** - beads and plastic bows fall out and get picked up by the children
- Children put the beads up their nose
  - Children put the beads in their ears
  - Children swallow and possibly choke on the beads

**We are not responsible for nor will we look for lost beads and bows!!**

- 23.) **CHANGE OF CLOTHING** – regardless of the age of your child, please bring a change of clothing for your child. If your child is sent home in his/her change of clothing; please bring in another change of clothing.
- 24.) **NAME ON COATS, HATS, GLOVES & SCARVES** – many of the children have clothing that looks similar. Please use a “permanent marker” to put your child’s name on their coats, hats and gloves
- 25.) **CUBBIES** – when bringing your child in the morning, please put their coats, hats, gloves and scarves in their cubbies. The teachers may not see what your child had on when they enter the classroom. This could result in clothing being put in the wrong cubby, especially if the name is not in the garment.
- 26.) **NO SANDALS** – that sandals are not safe footwear for the children. Sandals allow for the child’s foot to slip around and could cause falls and other serious injuries. It also allows woodchips on the playground to cause cuts and splinters on a child’s foot. Shoes that cover the child’s foot and provide stability for their feet and ankles are recommended.
- 27.) **NO JEWELRY** - other children pull on the jewelry, it might come off
- The children find it, and put it in their mouths
  - It might get lost if your child or another child pulls it off or out (**we are not responsible for NOR will we spend time looking for lost or missing jewelry**)
  - Necklaces can get caught and strangle your child
- 28.) **NO ARTIFICIAL NAILS** – they can break, become jagged and pose a scratching hazard

- 29.) **FINGER NAILS** – please keep children’s nails clipped. They can scratch themselves or other children during play time
- 30.) **NO TOYS** - do not allow your child to bring toys from home (**we are not responsible for lost toys**)
- Many children have the same toys and they get them mixed-up
  - Children try to fight over the toys
  - Children give their toys to other children
  - **WE WILL NOT LOOK FOR LOST OR MISSING TOYS**
- 31.) **DO NOT GIVE YOUR CHILD/CHILDREN MONEY** – we do not sell anything
- Food, milk, juice and water are provided as a part of your weekly tuition payments.
  - **We are not responsible for missing money**
- 32.) **INFANT & 1 YEAR OLD CLASSROOM** – please bring a minimum of five (5) diapers per day for the one-year olds. Please check your child’s cubby to ensure that supplies are replenished when needed
- 33.) **CARE, CUSTODY AND CONTROL** – of your child. When you drop your child off, we accept the care, custody and control of your child. When you pick your child up, (when you remove the child from the classroom,) the care, custody and control of the child/children **returns** to you.
- Please hold your child’s hand
  - Do not let them run around in the building without you
  - Do not let them enter other classrooms without you
  - Do not let them play in or near the elevator
  - Do not let them mash the elevator buttons.
  - Do not allow them to exit the building unattended.

**Some tips for safe transition of care, custody and control of children:**

- Conduct all business before removing your child from the classroom (making payment, seeing a manager, reviewing incident reports)
- Sign your child out before you remove them from the classroom
- Teacher conferences should be conducted with the child remaining in the classroom
- Please leave the building once your child is removed from the classroom

**34.) Business Office**

The office has many hazards that could harm a child, (scissors, staplers, sharp edged instruments, cleaning supplies, razors, electrical cords etc.), but are necessary for the running of an office.

- We ask that you do not bring your child/children into the office or let them come into the office unattended.
- Conversations with managers or office staff should be done prior to removing your child/children from his/her classroom so that they are not unattended in the office or the hallway near the front door.

Thank you in advance for your cooperation and compliance  
with our policies and rules!

**Authorized Signature(s)**

By signing this agreement, all parties agree to abide by the policies and procedures specified within. I also acknowledge that I have received a copy of these policies and procedures.