



# Wanamaker Early Learning Center Parent Guidelines 2022/2023 School Year

## About the Guidelines

The Parent Guidelines are to supplement the policies included in the Franklin Township District-Wide Elementary Handbook located at [ftcsc.org/student-handbooks-k-12](http://ftcsc.org/student-handbooks-k-12).

Wanamaker ELC is a State Licensed Childcare Center, thus subject to the laws, rules, and related policies set by the Indiana Family and Social Services Administration, Office of Early Childhood and Out-of-School Learning. Due to this, modifications to the district policies and handbooks may occur to be compliant with state licensing requirements and appropriateness for the age group we serve.

## WELCme to Our School Family

We are humbled at the privilege of working with families and their children at such a critical time for brain development and growth. Selecting a provider for education and care for your child is a big decision. We thank you for choosing Franklin Township as a provider.

Wanamaker ELC (WELC) is the home of the Trailblazers. A Trailblazer can be defined as a pioneer, an innovator, or one who forges a new path. We believe young children possess a curiosity we must nurture to develop confidence and independence. When children enter school, they are developing an identity about what it means to be a learner. We want your child's first school experience to be positive and memorable, forging the path of success for many years to come.

At Wanamaker ELC, we believe in the development of the whole child including academic, social, motor, self-help, and social-emotional skills aligned with [Indiana's Early Learning Foundations](#) (state standards). Activities will be play based and developmentally appropriate with hands-on learning experiences. Structure and predictable routines help children feel safe and maximize the effectiveness of our learning environment.

### **WELC Staff Commitments**

**Consistency:** We implement a cohesive curriculum defined by the school's instructional pacing guide. We understand that developmentally appropriate play and structured routines maximize student engagement. We assess student progress and guarantee all students will grow.

**Compassion:** Learning cannot take place unless basic needs are met, including physiological needs, safety and security, and strong relationships with adults and peers. We understand we are teachers, not enforcers. Our students need our help learning how to regulate and navigate social challenges. The connections needed for successful learning is achieved through implementation of Conscious Discipline.

**Collaboration:** We operate under the belief that "It takes a village". At WELC all staff, parents, and community members are a part of our school family. We seek collaboration actively and recognize the importance of parents as the child's first teacher. We support each other and address the needs of our students as a collective team. We enjoy our work, our students, and each other and demonstrate this in our daily interactions.

**Courage:** We are all Trailblazers. We encourage creativity and a personal drive to innovate to maximize student learning. We encourage all staff to pursue ways to improve their craft and recognize we are learners as much as our students. We collaborate as a team with a commitment to bettering our systems and instruction with a sense of urgency. As we live by the powers and skills of Conscious Discipline, children are empowered to learn the basis of self-discipline.

**Commitment:** Through a universal commitment to results, we recognize that ALL means ALL! We build our environments to meet student needs rather than expecting students to fit in a mold. There are no exceptions, no excuses; every child is entitled to our love and our very best teaching.

## Curriculum and Assessment

Preschool and Pre-Kindergarten programs will be using the Big Day PreK Curriculum. This research-based program is designed around child-friendly themes, hands-on activities, and engaging literature. This program is inclusive of language arts, mathematics, writing, science, social-emotional learning, and much more.

We will conduct assessments and report on your child's progress four times per year in accordance with the district calendar. All preschool and pre-k aged children will be assessed using Indiana's ISPROUT assessment. This tool provides a developmental progression of skills that can be observed in the natural learning environment. These skills have been identified as essential to developing school readiness.

WELC follows the principles of Conscious Discipline. Conscious Discipline, created by Dr. Becky Bailey, a renowned expert in child developmental psychology, is built on the premise of developing self-discipline within children rather than applying discipline to them. You can learn more about Conscious Discipline at [consciousdiscipline.com/about](https://consciousdiscipline.com/about).

## Enrollment Requirements

Students enrolled at WELC must be residents of the Franklin Township School District or the child or grandchild of a staff member. Should a family move out of the township or the employee no longer works for FTCSC, the enrollment will be terminated.

Once accepted into a program, parents must complete Skyward Enrollment at [ftcsc.org/enrollment](https://ftcsc.org/enrollment). This enrollment must be updated each school year. A birth certificate, vaccination records, and proof of residency must be obtained for each child. **Enrollment in Skyward must be completed each school year and prior to a student's attendance.**

Additionally, state licensing requires submission of a consent to report your child's birthdate and a Health Record Form to be completed within 30 days of enrollment. These forms will be available in the office. All state forms referenced in this handbook will be made available on the WELC website under parent resources.

### Preschool Program Age Requirements

To participate in a preschool program, a child must be 3 by October 1, 2022. This date is aligned with the Kindergarten eligibility date so your child would have 2 years of preschool prior to Kindergarten. To start in the preschool classroom, the child will need to already be 3 years old. If your child turns 3 between August and October 1, they would be able to start on their 3rd birthday. If your child turns 3 after October 1, 2022, they are not eligible for a preschool class this school year. Exceptions apply to children who are eligible for services under an Individualized Education Plan or children enrolled in our infant/toddler program.

### Health Record Requirements

In order to be compliant with Indiana's state licensing standards, a completed Child Care Center Health Record form (state form 49969) must be submitted. This can be found at [in.gov/fssa/carefinder/family-resources/forms](https://in.gov/fssa/carefinder/family-resources/forms) and copies will be made available in the office. This form needs to be completed with a physician's or nurse practitioner's signature, dated no earlier than twelve (12) months prior to the enrollment date. If you call your child's pediatrician's office, most often they keep a supply of these forms and can get them completed for you quickly. A copy of the child's immunizations is also required. If the child's immunizations are not up to date, a plan must be submitted to assure that immunizations are made current as quickly as possible. Families with religious or philosophical beliefs that prohibit immunizations must complete a Religious Exemption Form located at [ftcsc.org/immunization-requirements-2](https://ftcsc.org/immunization-requirements-2). Students who may have a health condition interfering with their ability to be fully vaccinated must submit documentation from a physician.

Health Record Forms must be turned in within 30 days of a child's enrollment. For children who are homeless and children in foster care, the Health Form must be provided within ninety (90) days of enrollment.

## School Calendar and Hours

### Half-Day Programs and Developmental Preschool

All half-day programs and developmental preschool follow the Franklin Township Community School Corporation Calendar, including all scheduled school breaks, holidays, delays, cancellations, and e-learning days. The school calendar can be found at [ftcsc.org/calendars](https://ftcsc.org/calendars).

**Half-day programs will begin on August 8, 2022.**

### Full-Day Programs

Full day programs will also follow the FTCSC school calendar. During Fall, Winter, Spring, and Summer breaks, full-day childcare will be available as a camp for those who sign up. If families do not utilize this service over school breaks, there is no fee to hold your child's spot. If you do want childcare over the break, you will be signing up for a Childcare Camp. During Camp, your child may not be with their usual teacher. We will still serve meals and offer activities to supplement our curriculum. Due to limited availability, childcare camps are only available to students enrolled in a full-day program. Parents will be asked to sign up several weeks before the breaks so we can plan. If an adequate number of students are not enrolled for camp, the service may not be offered to certain age groups. Parents will be notified well in advance should this be the case. **Full day programs begin August 1, 2022**

**Additionally, WELC will be closed on the following days to observe holidays:**

September 5, 2022

November 23, 24, and 25, 2022

December 23 and 26, 2022

December 30, 2022 and January 2, 2023

January 16, 2023

February 20, 2023

May 29, 2023

July 4, 2023

**Important Note: Due to the annual FTCSC Homecoming parade, childcare will close at 4:30 PM on September 15, 2022.**

### Program Hours

**Full-Day:** Children enrolled for the full day can arrive as early as 6:30 AM and depart as late as 5:30 PM. **Parents should communicate with staff a regular schedule of arrival and pick up and stick with that time.** We understand there are occasions that may differ. If your child is to arrive much earlier or stay later, we ask you to inform the staff at least 2 days prior so we can ensure we have adequate staff scheduled. To get the full benefit of the curriculum it is recommended that children arrive by 9:30 AM.

**Half-Day Programs and Developmental Preschool:** Children enrolled in a half-day program must arrive at the established start time. We are unable to accommodate early drop-offs or late pickups.

AM Classes: 9:20-11:50

PM Classes: 12:40-3:10

### Weather Delays and Cancellations

We will use Parent Square and Procare to issue WELC specific information on cancellations and closing due to severe weather. When you enroll in Procare, please be sure to enter your cell phone provider so we can add you to receive text messages from us. Please contact Amy Bidwell if you need assistance with this ([amanda.bidwell@ftcsc.org](mailto:amanda.bidwell@ftcsc.org)).

### Half-Day Programs

Half-day programs will observe all 2-hour delays and cancellations in accordance with FTCSC. There will be no half-day classes if the school is canceled or if there is an e-learning day. If there is a 2-hour delay, we will only be able to see one group of students during our usual PM class time slot: 12:40-3:10. When a message is sent that school is delayed, it will be indicated if the AM or PM preschool group will attend from 12:40-3:10. This will alternate on any following delay days.

### Full-Day Programs

When the township delays the start of school or cancels school due to weather, we will still offer childcare to students who attend full-day, but will open at **7:30 AM** so long as our staff can safely travel. In severe situations, we may close.

### Arrival and Pick-Up Procedures

Only parents, guardians, or authorized individuals listed as an emergency contact in Skyward or Procare will be able to pick up students from school. Should someone else need to pick a child up, we will require advance notice from the parent and the individual will be required to present an ID. Anyone entering the building should be prepared to submit a state driver's license or ID to be scanned.

Please follow the following procedures:

#### Arrival

- Follow the path outlined on the map below and pull into the circle drive.
- Pull through the circle drive **as far forward as possible** to allow others to pull in.
- If there is no space for your car, we ask that you wait until you can pull forward into the circle. Please reserve the parking spots up front for our parents of infants and toddlers. Please be extremely cautious and watch for traffic and pedestrians at all times in the parking lot.
- Park in the circle drive and bring your child to the area under the awning.
- Check your child in using the geolocation feature or the barcode on the door.
- Ring the doorbell to be let in the office.
- You are welcome to walk your child to class or we are happy to escort them. Separating in the lobby often helps the kids transition.

#### Pick Up

- At your scheduled pick up time, you will follow the same route to the circle drive. Pull forward as much as possible.
- Use the Procare app to check your child out. If you are not able to use ProCare to check your child out please be prepared to show an ID.
- Please exit the car and wait at the front door if you'd like us to bring your child out, or ring the bell if you'd like to come in and get your child from their class.



### Infants and Toddlers

Parents of infants and toddlers may park in the spots at the front door. You will bring your child to their class. We will follow the same procedure for pick up.

## Half-Day Preschool Arrival and Dismissal

Half day students will be dropped off and picked up in a car rider line. Parents will turn onto Bazil Avenue to drive around the back of the building. Please drive slowly and cautiously so everyone is safe. There is parking on Bazil Ave. Be alert for people who may be pulling out. Moving cars and people make the car rider line a place where your undivided attention is needed to help ensure safety. We thank you for helping us get all kids to school and back to you safely.

### Drop Off

We will be bringing kids in doors 7E and 8E. Please remember to have your child sit on the passenger side of the car so they step out onto the sidewalk. We will come to the car to get your child out of the car and safely walk them inside. **Children need to remain securely buckled in their seats until we get them out.** We can unbuckle your child. Parents can remain in the car. This helps us get in to school quickly and start learning!

### Pick Up

Hang your child's number from the mirror or sun visor until your child is in the car. Please ensure we can see it. \*For your child's safety- if a car does not have a pick up number, you will be asked to go to the office and show id to get your child. We will walk your child to your car. If your child needs help buckling, you will need to get out and do so quickly. We will not bring your child to you until you are in the Loading Zone, marked by the orange cones. Do not get out of your car until you are in the loading zone.

It is important that drop off and pick up lines keep moving so we can get students to school and home. Car rider line is not a good time to ask teachers questions. Please do so using Moment Path, email, or by calling.



View a printable map and full directions [HERE](#)

### **Bus**

Bus service is only available as a provision of an Individualized Education Plan to attend services. If you have any changes to your child's transportation plan, please notify Heather Luke ([heather.luke@ftcsc.org](mailto:heather.luke@ftcsc.org)). Bus services are not available for tuition based programs. Please contact the transportation department directly for information on your child's bus route:

Transportation Email Address (preferred contact for non-emergencies): [transportation@ftcsc.org](mailto:transportation@ftcsc.org)

Transportation Phone Number: 317-862-2314

## **Student Health and Safety**

### **Illness**

We follow the health policies of the district regarding a student's attendance if displaying symptoms. If your child is already sick, the table below contains helpful information on how sick is too sick to attend school. Do not send your child to school if they have had a fever, diarrhea, or vomiting within the last 24 hours.

If your child becomes ill or develops symptoms at school, they will be isolated from the group and you will need to pick them up **as soon as possible and within one hour**. Ensure you have plans that will allow your child to be picked up promptly. To release your child to someone other than the parent, the individual must be listed as an Emergency Contact and will be asked to show personal identification.

If a child becomes sick at home and will not be coming to school, we ask that you notify us by calling the office at 317-860-4500 or emailing [heather.luke@ftcsc.org](mailto:heather.luke@ftcsc.org).

## How Sick is Too Sick?

This information sheet is designed to be used as general guidance.  
If you have a medical question, please consult your physician.

Symptom	Send to School	Keep at Home
<b>Fever</b>	During the past 24 hours, the student's temperature has been below 100 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100 degrees.
<b>Diarrhea</b>	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eyes</b>	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
<b>Cough/Runny Nose</b>	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
<b>Rash</b>	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
<b>Asthma</b>	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

## Clinic Information

### School Nurse Consent to Treat

A consent to treat document must be updated each school year. These consents are provided electronically as a part of the online registration process for both existing students and new enrollments and should be completed prior to the start of the school year. Students must have a consent to treat signed by a parent or guardian to be seen in the school nurse clinic. All students will be treated in the case of an emergency.

**If your child has a life-threatening allergy, asthma, seizure disorder, or other condition requiring medication or a specific health action plan, parents should contact the school nurse at (317)860-4507 or email [betty.scheil@ftcsc.org](mailto:betty.scheil@ftcsc.org).**

**If your child has a life-threatening food allergy, parents need to contact the Child Nutrition Assistant Director as soon as possible at 317-803-5050 to determine meal plan substitutions available.**

Additional information regarding health policies can be found at [ftcsc.org/health-services](http://ftcsc.org/health-services)

### Medications

Medication consent forms are required for any medication to be given by the school nurse or a caregiver during the school day. A parent or legal guardian must complete the form for each medication and bring the medication to the school with a signed physician's order, please use the RECORD OF MEDICATION ORDER (State Form 49968) located at [in.gov/fssa/carefinder/family-resources/forms](http://in.gov/fssa/carefinder/family-resources/forms) and on the WELC website under parent forms. The form will be kept on file in the school clinic and/or classroom. Prescription medications must be brought with the current pharmacy label attached. Over the counter medications must be in the original container labeled with the student's name and date of birth. The school nurse or caregiver will follow the instructions given on a health care provider's written order. If the nurse is to administer medication in the clinic, the required district medication form and policies can be located here: [ftcsc.org/health-services/forms](http://ftcsc.org/health-services/forms).

### Medications for Children Under 3

Due to the district agreement with Community Health Services, the school nurse will not administer the medication to children under 3. Classroom caregivers will do so following a physician's orders. If a health care plan is needed for children under 3, the District Health Services Registered Nurse will provide consultation to develop an action plan if needed.

Medications for children under 3 will require the RECORD OF MEDICATION ORDER (State Form 49968) located at [in.gov/fssa/carefinder/family-resources/forms](http://in.gov/fssa/carefinder/family-resources/forms) or on the WELC website.

\*\*\*Please note this form is required even for commonly used treatments such as topical diaper rash cream, lip balm, and other over the counter medications to treat teething pain or gas.

### Infant Feeding Plan

Prior to admission, a feeding plan shall be established and written for each infant (age six (6) weeks to twelve (12) months) in consultation with the parents and based on the written recommendation of the child's medical provider. Feeding plans must be continually updated by the child's medical provider or parent. The feeding plan form can be found on the WELC website under [Forms](#).

## Hygiene and Sanitization

### Hand Washing

We will continue to follow proper hand hygiene guidance for adults and children, such as washing hands frequently with soap and water for at least 20 seconds. It is required we wash hands:

- Upon arrival in the classroom/center

- Before and after eating meals and snacks
- After blowing noses, coughing, or sneezing or when in contact with body fluids
- After toileting or changing diapers

### **Cleaning and Sanitization**

- Surfaces are cleaned and sanitized before and after serving meals and snacks and between groups.
- Toys and furniture are sanitized regularly.
- Items that are contaminated or placed in a child's mouth will be removed immediately for sanitizing.
- Classrooms and restrooms are cleaned and sanitized daily by our custodial staff and as needed throughout the day.

## **Communication**

Teachers can be available by email, phone, or through Procare. Teacher email is the best way to notify us of your child's day to day needs, questions, or concerns. During the school day, we will be largely focused on instruction and meeting the children's needs. Please allow the teacher time to respond to questions and concerns.

## **Procare**

Procare has two different programs. The Procure Connect app is what you will use to see the happenings of the day and to send and receive messages. As part of the registration process, you will receive an email from Procure inviting you to the app. There will be a code within that email that you will use to sign up. The second program is a website [myprocare.com](http://myprocare.com). You will set up an account when you are accepted into our program. This is where you will log in to pay your invoices. See information in the section titled "Tuition Payments".

## **Parent Square**

FTCSC utilizes Parent Square for district-wide communications. WELC will use Parent Square to send you periodic school newsletters and important updates such as severe-weather delays. Our teachers will utilize Parent Square to send classroom newsletters. This application allows for communications district-wide to be accessed from a single source.

## **Supplies**

- We are asking that each child keep at least 2 changes of clothes at school. We may ask for more if your child needs to be changed more. Please send clothing in a ziplock gallon bag labeled with your child's name. We will send them home if soiled and you will then send another set of clothes.
- We are asking each child to bring an Art Box labeled with their name and the following items:
  - 2 boxes of crayons
  - 1 pair of blunt-tip scissors
  - 4-6 glue sticks
  - 4 dry erase markers
  - 2 packs of washable markers
  - 1 watercolor-filled paint tray
  - 2 boxes tissues
- Your child will also need a backpack appropriately sized for them to carry it independently. Please no oversized bags or bags on wheels.
- If your child attends a full day, they will need a blanket and a travel-size (small) pillow for rest time. Items will be sent home at the end of the week for washing. If soiled, it will be sent home on that day. Please avoid sending overly bulky blankets or pillows. This will help us store personal items so they do not touch other children's items.
- Please **DO NOT** send water bottles. We will have disposable cups available to serve your child water.
- Thank you for sending these individual supplies your child will need. The supply fee you paid covers the many other needs we have to educate and care for your child. Items such as curriculum materials, cleaning and medical supplies, toys, paper, craft supplies, and much more are purchased using the supply fee.

## **Meals and Snacks**

### **Meal and Snack Food Services**

WELC is a state-licensed childcare facility. This requires us to offer a food program consistent with the regulations the state has provided. This ensures your child receives well-balanced nutrition. The state also requires that all students participate in the food program, with the exception of infants who have separate policies.

There may be circumstances where a child may require substitutions made by the parent or WELC for medical reasons or dietary restrictions. To determine the possible substitutions to the menu, parents need to contact the Star Express Child Nutrition Assistant Director at 317-803-5050. An agreement will be made on the substitutions Star Express can provide. If Star Express is unable to accommodate, and the parent needs to substitute, you will be referred to Amy Bidwell to complete the forms necessary to do so ([amanda.bidwell@ftcsc.org](mailto:amanda.bidwell@ftcsc.org)).

**Due to childcare center regulations, we are unable to serve food brought from home to your child unless you have gone through this process. If approved, you will be able to make substitutions.**

### **Food Program Costs**

Star Express Child Nutrition Department at Franklin Township Schools offers the Child and Adult Care Food Program at Wanamaker Early Learning Center. Families that qualify can fill out a Free and Reduced Meal Application at [ezmealapp.com](http://ezmealapp.com) to receive discounted breakfast, lunch, and/or snacks for the 2022/2023 school year. One application is needed per household and includes all other children in Franklin Township Community Schools. If you have already filled out an application for your other students who attend FTCSC, do not fill out an additional application, but call the Child Nutrition Department at 317-803-5058.

Meals are not a part of tuition, rather, each student will have a meal account that money will need to be deposited into. Every family will need to register their account at [ezschoolpay.com](http://ezschoolpay.com) to be able to make online payments, monitor account activity, and set up low balance alerts or automatic payments. Meals and snacks will be charged to the account based on what your child consumes. Special Dietary Needs (medical) will be accommodated under the CACFP program. Please reach out to Audrey Banich, RD at 317-803-5058 for questions.

All students in a half-day program will receive a snack and milk or water.  
Full day classrooms will serve breakfast, two snacks, and lunch.

Students need to arrive no later than 8:00 AM in order to be served breakfast.

Service	Regular Price	Reduced Price
Breakfast	\$1.75	\$0.30
Lunch	\$2.50	\$0.40
Snack	\$1.25	\$0.15

### **Menu**

Current menus will be posted in classrooms and available on our website at [ftcsc.nutrislice.com/menu/menus-eula](http://ftcsc.nutrislice.com/menu/menus-eula)

## **Tuition Payments**

WELC uses Procure's [myprocare.com](http://myprocare.com) to collect tuition payments. This platform allows parents to receive notification that a payment is due and provides the ability to submit payment via credit card or automatic bank account withdrawal for a 2.8% fee. Recurring automatic payments can also be scheduled by filling out this [form](#). Automatic payments with a credit card will still charge a 2.8% fee, but automatic payments with a bank account will not be charged a fee. Please email Amy Bidwell for more information ([amanda.bidwell@ftcsc.org](mailto:amanda.bidwell@ftcsc.org)).

Payments can also be submitted by a check made out to Franklin Township Community School Corporation or FTCSC. Please hand the check to staff when they receive your child at drop off. We can also run a credit card at the front office, with a 2.8% fee. Please note you may need to wait if you use this option as our staff's first priority will be getting children to class. All receipts will be delivered to you through Tuition Express. We are unable to accept cash payments exceeding \$25.

If payment is not received by the due date, a \$15 late fee will be assessed. If you are unable to make the payment at that time, please contact us with a plan for when you will pay the balance. Failure to keep accounts current will result in dismissal from the program if exceeding 14 days of nonpayment.

If your account becomes past due, you are responsible for all collections costs including, but not limited to, late fees, attorney fees, court costs, and any other costs incurred as a result of attempting to collect the debt.

Parents are required to give two weeks written notice prior to terminating their child's enrollment. Should notice not be served two weeks before withdrawal, the full tuition will be charged. Once a child is withdrawn, a registration fee must be paid prior to re-enrollment.

***There will be no deductions or refunds of tuition due to illness, quarantine, holidays, emergency closures due to weather, or parent-elected vacation time outside the school calendar breaks.***

## **Schedule of Tuition Due Dates 2022/2023**

### **Half-Day Programs**

Tuition will be billed to parents on the 26th day of the month prior to the month of service through Procure. Tuition will be due on the 1st business day of the Month. A late fee of \$15 will be assessed on the next business day should tuition not be received. The first payment will be due August 8, 2022 and the last will be due May 1, 2023.

Tuition is based on an annual amount divided into ten monthly payments. Each month, the tuition is the same regardless of the number of days of school.

Program	Annual Tuition	10 monthly installments
2 half days	\$1250	\$125
3 half days	\$1750	\$175
5 half days	\$2600	\$260

Month of Service	Invoice Sent	Payment Due	Month of Service	Invoice Sent	Payment Due
August 8-31	July 26	August 8	January	December 22	January 3
September	August 26	September 1	February	January 26	February 1
October	September 26	October 3	March	February 24	March 1
November	October 26	November 1	April	March 24	April 3
December	November 22	December 1	May	April 26	May 1

### **Full-Day Programs**

Tuition is billed through Procure the Thursday before a two week period of service. Payment is due by Sunday before the given 2 week period begins. A late fee of \$15 will be assessed on Monday at the start of the business day should payment not be received.

Weeks of Service	Invoice Sent	Payment Due	Weeks of Service	Invoice Sent	Payment Due
August 1 - August 5	July 21	July 24	February 6 - February 17	February 2	February 5
August 8 - August 19	August 4	August 7	February 20 - March 3	February 16	February 19
August 22 - September 2	August 18	August 21	March 6 - March 17	March 2	March 5
September 5 - September 16	September 1	September 4	March 20 - March 31	March 16	March 19
September 19 - September 30	September 15	September 18	April 3 - April 14	March 30	April 2
October 3 - October 14	September 29	October 2	April 17 - April 28	April 13	April 16
October 17 - October 28	October 13	October 18	May 1 - May 12	April 27	April 30
October 31 - November 11	October 27	October 30	May 15 - May 26	May 11	May 14
November 14 - November 25	November 10	November 13	May 29 - June 9	May 25	May 28
November 28 - December 9	November 22	November 27	June 12 - June 23	June 8	June 11
December 12 - December 23	December 8	December 11	June 26 - July 7	June 22	June 25
December 26 - January 6	December 22	December 25	July 10 - July 21	July 6	July 9
January 9 - January 20	January 5	January 8	July 24 - July 28	July 20	July 23
January 23 - February 3	January 19	January 22			

### **Late Pick-Up Fees**

If a child is picked up beyond their programs end time, a late pickup fee will be assessed as follows:

**Late Pickup First 15 Minutes: \$25.00**

**Late Pickup Every Additional 5 Minutes: \$10.00**

If any child is not picked up 30 minutes after closing time and no contact can be achieved, Child Protective Services will be contacted to pick up your child.

### **Fees and Tuition for Students with IEP Services**

Students who receive special education services are not assessed a registration fee for a half-day program if that program is included in the services of their IEP at the time of enrollment. A registration fee may be assessed should a parent elect a full day program to supplement a child's time in addition to what is determined by their case conference committee. A supply fee and food program fee is assessed for all students regardless of IEP qualification. Services written in a child's IEP are provided at no cost to the parent. If a parent elects to enroll a child in childcare beyond the scope of an IEP, tuition will be assessed. Parents can speak with the Director to determine if tuition is due.

## **Annual Fees**

A non-refundable registration fee and supply fee are due at the time an enrollment application is accepted and will hold your child's spot. The full amount is due for each child enrolled. At this time, we are not able to offer multi-child discounts. We accept CCDF vouchers.

	<b>Registration Fee</b>	<b>Supply Fee</b>	<b>Total due at enrollment</b>
<b>Half-Day Programs</b>	\$60	\$75	\$135
<b>Full-Day Programs</b>	\$60	\$100	\$160

Tuition Rates can be found at [welc.ftcsc.org/enrollment-information](http://welc.ftcsc.org/enrollment-information)

## **Toilet Training**

Children must be toilet trained to attend a preschool classroom. It is understandable that some may be working on independence, need a pull up during nap, or have occasional accidents. If your child is still working on it, contact Meli Drier to discuss their progress ([melissa.drier@ftcsc.org](mailto:melissa.drier@ftcsc.org)). Children who are receiving special education services due to a disability or delay are not required to be toilet trained to participate in classroom services listed in their Individualized Education Plan.

## **Birthday Treats**

In all Franklin Township schools, NO FOOD MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS. This is for the safety of all students due to unknown allergies for kids this young, and to keep the focus on school. Birthdays will still be acknowledged, but no food treats are allowed. Students can bring in the following for a birthday celebration if they choose: pencils, stickers, bookmarks, a signed book to donate to the classroom, or other non-edible items that are approved by the teacher.

## **Visitation to Classes**

Unscheduled visits by a custodial parent or guardian of a child shall be permitted at any time the child care center is in operation. All visitors must sign in and show their picture ID at the front office. In order to avoid disruption to instruction time, arrangements should be made with the classroom teacher prior to volunteering or visiting, at least 24 hours in advance. All volunteers must have a limited background check on file before assisting students in any way. Background check information can be found at [ftcsc.org/safevisitor](http://ftcsc.org/safevisitor). Classroom volunteers are limited to two hours per week in order to meet state regulations. If a parent is to spend time in the classroom while students are present, this must be arranged with the Director in order to comply with district policy.

## **Classroom Ratios**

Each classroom will follow the child/staff ratio guidelines established by the licensed childcare requirements of the state. These ratios are determined by the age group and will be posted in each classroom. In the event that a staff member is not able to be in a classroom, a substitute will be called in or another staff member will cover to maintain appropriate ratios.

## **Attendance**

Attendance and being on time is important to maximize the benefit of the program. If your child will be absent, please call the office as soon as possible to report the absence.

## **Policy on Tobacco, Alcohol, Firearms/Knives, and Illegal Substances**

The use or possession of tobacco, alcohol, firearms/knives, and illegal substances on school property is strictly prohibited.

## **Policy on Reporting Suspected Child Abuse**

All staff at WELC are required by law to report any suspected child abuse or neglect to the Department of Child Services.

## **Confidentiality Policy**

All information pertaining to admission, health, family, or discharge of a child is confidential. All records are kept secure and only released to other agencies with the family's signed permission.

## **Discipline Policy**

Positive behavior intervention will be utilized to help students be successful. Through the implementation of Conscious Discipline, teachers provide a purposeful, engaging environment and teach students the skills for self regulation, conflict resolution, and relationship building. Staff are provided with training, direct support, and can access the SPARK Learning Lab for additional resources to support the development of their "toolbox" to increase student success.

Our staff will work through difficulties meeting expectations in the following manner:

- Showing respect for the child by getting on their level and speaking calmly
- Giving clear expectations and choices that are age-appropriate
- Using consistent positive reinforcement of expected behaviors rather than overcorrecting negative ones
- Using positive language to explain or model the desired behavior
- Supporting a child through conflict resolution with peers
- Using redirection or playfulness as opposed to punitive measures
- Utilizing the safe place to learn the skills of self-regulation and calming
- Organizing our classrooms and routines to maximize student success

## **Challenging Behaviors**

WELC is committed to working with families, teachers, and other professionals to develop and implement individualized plans that support a child's success when there are persistent and serious challenging behaviors.

Challenging behavior is any behavior that:

- Interferes with a child's learning, development, and success at play and participation in the learning environment
- Is harmful or unsafe to the child, other children, or adults

Our staff will address challenging behaviors with the following supports:

- Notifying families of repeated incidents of concern
- Assessing the function of the child's behavior through observation and documentation of incidents
- Convening with families and professionals to develop an individualized plan using positive strategies
- Identify missing skills to teach a child to increase their success
- Collecting data to monitor the effectiveness of interventions and revise plans in response
- Share information with families on additional resources and supports
- Exclusion, suspension, or expulsion are a last resort. In the case that persistent, challenging behaviors cannot be remediated to allow a child to experience success in the learning environment safely, parents will be given as much advance notice as the situation will allow.

## **Field Trips/Transportation/Extracurricular Activities:**

In the event of a field trip or extracurricular activities, parents would be informed prior and asked to sign written permission to participate.

## **Court Orders**

If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the court order in the child's file.

## **RELEASE OF CHILDREN TO INTOXICATED OR IMPAIRED PERSONS**

Please be advised that should a person authorized for pick-up insist on removing a child or children from the care of WELC while intoxicated or otherwise impaired, the center shall immediately report the incident to the local police agency.

## **Social Media**

