



## **Wanamaker Early Learning Center Parent Guidelines 2021/2022 School Year**

### **About this Guide**

This Parent Guide is to supplement the policies included in the Franklin Township District-Wide Elementary Handbook located at <https://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.

### **WELCOME 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 Foundation](#) (state standards). Activities will be developmentally appropriate with hands-on learning experiences. Children will be offered plenty of opportunities to learn through play and choices balanced with structured experiences led by an instructor.

#### **WELC Staff Commitments**

##### **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 are all Trailblazers:**

We encourage creativity and a personal drive to innovate, in addition to implementing evidence-based practices 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 are facilitators of learning and relationships:**

Learning is our fundamental purpose. Learning cannot take place unless basic needs are met. This includes physiological needs, safety and security, and strong relationships with adults and peers.

##### **We are inclusive of ALL kids:**

Our classrooms, instruction, and practices seek to ensure all children's needs can be met. Every child should know they belong to our school family.

## **Our Core Beliefs about Early Learning**

- Play and hands-on experience is the natural way for young children to learn.
- Structure and predictable routines are important features of a child's day and serve to maximize the effectiveness of our learning environment.
- Every minute counts - there are opportunities for instruction in every part of our day. While eating snacks, we can learn important self-help and socialization skills. While at gross motor time, we can learn about teamwork and cooperation.

## **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.

WELC also 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 <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 <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, 2020. 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, 2021, 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.

### **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 <https://www.in.gov/fssa/carefinder/2733.htm> 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 <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 <https://ftcsc.org/calendars/>.

**Half-day programs will begin on August 9, 2021.**

### **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 2, 2021**

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

September 6, 2021

November 24, 25, and 26, 2021

December 23 and 24, 2021

December 30 and 31, 2021

January 17, 2022

February 21, 2022

May 30, 2022

July 2, 2022

**Important Note: Due to the annual FTCSC Homecoming parade, childcare will close at 4:30 PM on September 23, 2021.**

### **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 this 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 and stay until 3:00.

**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 Leslie Rowland if you need assistance with this.

### **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.

## **Arrival and Pick-Up Procedures**

Only parents, guardians, or authorized individuals listed as an emergency contact in Infinite Campus 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 drivers license or ID to be scanned.

### **Full-Day Preschool/Childcare**

Consistent with recommendations by the Centers for Disease Control, we will continue to meet you at the front door to check in your child then escort them to class. At pick up time, we will bring your child to you. If a parent would like to occasionally walk their child to their classroom door and say hello to the classroom staff, we can allow this. We ask that you do not enter the classroom. Separation is easier for the kids when drop off is consistent, so we would suggest you do this on a limited basis. Please let the office staff know at drop off if you would like to walk your child to their classroom door.

It is recommended that you contact your child's teacher by email should you need to discuss any concerns or ask questions. While we are in the classroom our attention will always be on the children, so it is not feasible to have a conversation.

During drop off and pick up, parents will use the ProCare app to sign their child in and out. There are two options; you can scan a [QR Code](#) that is placed in the front window or you can share your location and it will allow you to sign in using [GPS](#).

At check in, you may be asked to complete screening questions to confirm your child has not displayed any symptoms of illness.

**Important: VIEW A MAP AND FULL DIRECTIONS [HERE](#)**

### **Infants and Toddlers**

Parents of infants and toddlers may park in the spots at the front door. You will bring your child to their classroom door. We ask that you wait at the door and do not enter the classroom. We will follow the same procedure for pick up.

### **Half-Day Preschool Arrival and Dismissal**

Half-day students will be brought to school and picked up using a car rider line. Parents will be issued car rider numbers corresponding with their child's tag secured to their backpack. Children will only be released to individuals who are authorized for pick up AND have the car rider number displayed. Students will wait inside in the hallway to be supervised by staff, remaining in ratios at all times. As a parent's car approaches the curb, staff will bring individual children to their car. Parents will need to get out to buckle their child. Please put your child's car seat or booster on the passenger side of the car to allow for safe loading and unloading from the sidewalk.

**Important: VIEW A 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 call 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

WELC will follow the policies on the Franklin Township Return to School Plan for COVID-19 related policies. Please review this plan at <https://ftcsc.org/return-to-school-plan/>

These policies are fluid and will be adjusted as necessary based on current guidance and orders issued by the state government and health authorities, as well as Indiana's Division of Early Childhood and Out-of-School Learning. The district COVID-19 plan (link above) will contain the most current information regarding health and safety protocols.

### Illness

In addition to any COVID-19 related protocols issued by the state, 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.

## 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
Fever	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.
Diarrhea	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.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	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.
Cough/Runny Nose	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.
Rash	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.
Asthma	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.

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 childcare, 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).

If a case of COVID-19 were to be confirmed in a child or staff member at the Early Childhood Center, WELC would follow any orders given by the local Health Department, which may include temporarily closing some classrooms for sanitization and containment of the spread. The amount of time that WELC would be required to close or the extent of quarantining individuals would be determined on a case-by-case basis by local Health Department Officials.

## 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 <https://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 <https://www.in.gov/fssa/carefinder/2733.htm> 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: <https://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 <https://www.in.gov/fssa/carefinder/2733.htm> 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 [Parent 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

### **Hand Sanitizer**

Due to COVID-19, we are able to use hand sanitizer when a handwashing sink is not readily available. Sanitizer MUST be kept out of reach of children and can only be administered under direct supervision. **Students may NOT carry personal hand sanitizer on themselves or attached to their backpack.** If a family wishes to donate hand sanitizer for use, they can give it to a WELC staff member.

### **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 school day.

## **Social Distancing and Cohorting**

We will teach the children concepts of personal space, hand washing, and preventing the spread of sickness. However, we recognize children will get close to each other when engaging in play, an important aspect of your child's experience and education. We do not want their experience to be adverse, scary, or counterproductive to their social development. We will implement social distancing and cohorting strategies to prevent the spread of illness such as:

- Children will stay with their assigned classroom (cohort) for the duration of their school day as much as possible.
- Limiting combining groups of children and keeping teachers with consistent groups as much as possible.
- Within classrooms, we will create "play cohorts"- a small group that will be together when seated and in play centers.
- Spread children out as much as possible when seated and during rest time, staying with our "play pod" as feasible.

## **Cloth Facial Coverings, Masks, or Face Shields**

- Any child under 2 should NOT wear a face-covering due to suffocation risk.
- CDC guidelines state older children may be able to properly wear a mask. At this time, masks are not mandated in the school setting for preschool age children, but if at any time guidelines change, we would need to follow what is required of us by the State or Health Authorities.
- Currently a mask is required for any child who takes a school bus unless an exemption applies.
- If your child is going to wear a mask at school, we ask you to send a back up in a baggie to keep at school in case their mask gets wet or is soiled. We will send soiled masks home for washing.

## **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.

## **Procure**

Procure has two different programs. The Procure 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 [myprocure.com](http://myprocure.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 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.



Download the  
**ParentSquare** app today!

¡Descarga hoy mismo la aplicación de **ParentSquare**!

Stay involved with your child's learning and activities at school. From anywhere.  
Involúcrate en el aprendizaje y actividades escolares de tus hijos. Desde cualquier parte.

Download on the  App Store 



## 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.
- To minimize sharing materials 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
  - 2 glue sticks
  - 2 dry erase markers/ 4 if attending full day
  - 1 pack of washable markers
  - 1 Watercolor tray
  - 1 box 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 Leslie Rowland to complete the forms necessary to do so ([Leslie.Rowland@ftcsc.org](mailto:Leslie.Rowland@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 [www.ezmealapp.com](http://www.ezmealapp.com) to receive discounted breakfast, lunch, and/or snacks for the 2021/2022 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 [www.ezschoollpay.com](http://www.ezschoollpay.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	\$1.30	\$0.30
Lunch	\$2.00	\$0.40
Snack	\$0.75	\$0.15

### **Menu**

Current menus will be posted in classrooms and available on our website at <https://ftcsc.nutrislice.com/menu/menus-eula>

## **Tuition Payments**

WELC will be using Procure's [myprocare.com](http://myprocare.com) to collect tuition payments. This platform will allow parents to receive notification that a payment is due and provide the ability to submit payment via credit card or automatic bank account withdrawal for a nominal fee. Recurring automatic payments can also be scheduled by filling out this form please email Leslie Rowland ([leslie.rowland@ftcsc.org](mailto:leslie.rowland@ftcsc.org)) for more information.

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. We will take your credit card then bring it back out to your car. 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 \$25.00.

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.***

***If we were ordered to close the center or specific classrooms due to a confirmed COVID-19 case by the order of the Health Department or state officials, we will not be able to refund or credit tuition. Please understand we have to continue paying our staff to be able to quickly resume childcare once we are allowed to reopen. If an order to close a room or suspend services exceeds two weeks, at that time we will apply a 50% tuition reduction to any subsequent quarantine that would apply to the duration of 1 week or more.***

### **Schedule of Tuition Due Dates 2020/2021**

#### **Half-Day Programs**

Tuition will be billed to parents on the 26th day of the month prior to the month of service through ProCare. Tuition will be due on the 1st business day of the Month. A late fee of \$25 will be assessed on the next business day should tuition not be received. The first payment will be due August 9th and the last will be due May 2nd.

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.

<b>Program</b>	<b>Annual Tuition</b>	<b>10 monthly installments</b>
2 half days	\$1200	\$120
3 half days	\$1700	\$170
5 half days	\$2500	\$250

<b>Month of Service</b>	<b>Invoice sent to parent through ProCare</b>	<b>Payment due</b>
August 9-31	August 1	August 9
September	August 26	September 1
October	September 26	October 1
November	October 26	November 1
December	November 26	December 1
January	December 26	January 3
February	January 26	February 1
March	February 26	March 1
April	March 26	April 1
May	April 26	May 2

**Full-Day Programs**

Tuition is billed through ProCare 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.

<b>Weeks of Service</b>	<b>Invoice sent to parent through Procure</b>	<b>Payment due by 9 am on</b>
July 26- August 6	July 22	July 26
August 9- August 20	August 5	August 9
August 23- September 3	August 19	August 23
September 6- September 17	September 2	September 6
September 20- October 1	September 16	September 20
October 4- October 15	September 30	October 4
October 18- October 29	October 14	October 18
November 1- November 12	November 28	November 1
November 15- November 26	November 11	November 15
November 29- December 10	November 25	November 29
December 13- December 24	December 9	December 13
December 27- January 7	December 23	December 27
January 10- January 21	January 6	January 10
January 24- February 4	January 20	January 24
February 7- February 18	February 3	February 7
February 21-March 4	February 17	February 21
March 7- March 18	March 3	March 7
March 21- April 1	March 17	March 21
April 4- April 15	March 31	April 4
April 18- April 29	April 14	April 18
May 2- May 13	April 28	May 2
May 16- May 27	May 12	May 16
May 30- June 10	May 26	May 30
June 13- June 24	June 9	June 13
June 27- July 8	June 23	June 27
July 11- July 22	July 7	July 11
July 25- August 5	July 21	July 25

## 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 or accepted vouchers such as CCDF or On My Way Pre-K.

	<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 <https://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 I.D at the front office. In order to avoid disruption to instruction time, arrangements should be made with the classroom teacher prior to volunteering, 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 <https://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.

***NOTE:** Due to COVID-19, non-essential visitors and volunteers are prohibited from entering classrooms. If a parent wishes to visit the Center at any time, they can enter and check-in at the front office. Parents are restricted from entering the classroom at this time.*

### **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 supports will be utilized to help students be successful. This includes teaching students the expectations and routines for the different demands they encounter throughout the school day. Students experiencing difficulty being safe may be away from the group for a short period of time in order to regain control. Staff will talk with a child to process a situation to reflect and teach as developmentally appropriate. If physical behaviors persist a conference will be held to develop a plan to help the child be more successful.

All Misbehavior will be addressed in the following manner

- Respect for the child
- Clear expectations
- Consistent reinforcement of expectations
- Use of positive language to explain the desired behavior
- Speak calmly while on the child's eye level
- Give clear choices
- Redirection

### **Field trips/ Transportation/ Extracurricular activities:**

In the event of a field trip or extracurricular activities, parents will be informed prior and asked to sign written permission to participate. At this time, we are not planning any field trips due to COVID-19.

### **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.