



Family Policy Agreement

The parent/guardian must be sign the signature page along with the Educational Director. The original executed copy of the signature page must be placed in each student's file and a copy given to the parent/guardian. A copy of the Family Policy Agreement must be given to the parent.

Whiz Kids Learning Center provides quality child care, without discrimination, to all families. At Whiz Kids Learning Center, we understand the trust you impart to us when you enroll your child. As we begin our relationship together, it is important to define our policies as well as your responsibilities. We think that communication between staff, parents and children is critical to providing quality child care. These policies exist for the safety and well-being of both children and parents/guardians. We strive to create a learning environment in which your child will thrive and to give you peace of mind. Please feel free to discuss any questions or concerns with your Educational Director.

Policy for Non-Discrimination

Our program is designed for children from six weeks to six years of age. Whiz Kids Learning Center accepts children on a first-come, first-served basis. Whiz Kids Learning Center does not discriminate on the basis of race, gender, religion or national origin.

Smoke Free Environment

Whiz Kids Learning Center maintains a smoke-free environment in compliance with local, state and federal laws. We ask that you do not smoke in the center or on Whiz Kids Learning Center's property.

Student Confidentiality

Information pertaining to a child and his or her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. Student files are otherwise confidential and monitored only by the administrative staff. If your child is involved in an accident involving another child, Whiz Kids Learning Center will NOT reveal the other child's identity without prior written consent from the other child's parent/guardian except where prohibited or required by law. Federal law prohibits Whiz Kids Learning Center from testing children who bite for HIV and Hepatitis B.



Enrollment

- Children must be at least six weeks of age.
- Prior to the start date, children must submit a medical record that includes a complete physical, a current immunization record, a TB screening and any other state requirements.
- All registration materials in Whiz Kids Learning Center's Enrollment Packet must be completed prior to your start date.
- A registration fee and/or a tuition deposit must be received to complete enrollment.

Waiting Lists

Due to high demand for quality child care, there may not be an immediate space available for your child at Whiz Kids Learning Center. We do maintain a waiting list with a paid registration fee required. A tuition deposit may also be required. Admission is based on the first date of application and the child's age. As openings occur at the center, families are called in the order of their position on the waiting list. Before new families are accepted, priority will be given to children currently enrolled in Whiz Kids Learning Center. This also applies to siblings who have not yet enrolled.

Tuition

If you decide to keep your child home for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual agreement. Your child may not re-enter the center without this payment in full. Upon return to the center, you may be required to pay a re-registration fee. If you withdraw your child, no tuition credit or refund will be given.

If a personal check is returned due to non-sufficient funds within a calendar year, a fee noted in your Enrollment Agreement will be assessed for each check returned. Future payments must be paid by money order or cash.

For each additional child in your immediate family that enrolls, you will be entitled a 10% discount which is applied to the lowest tuition rate. This discount is available only to those accounts when full tuition is paid in advance. Corporate discounts are not available in the infant program. Discounts are not applicable to Registration Fees, Curriculum/Program Fees, Agency Co-pays, special program promotions or for any other fees or services, and cannot be combined with any other discount or promotion.

If a child must be picked up after closing time, an additional fee noted in your ***Enrollment Agreement*** will be charged. This fee must be paid when the child is picked up. Repeated incidents of late pickups may result in a child's dis-enrollment.



An **annual**, non-refundable registration fee must be paid in advance to enroll your child. This fee is payable according to the terms of your ***Enrollment Agreement***.

Vacation

If your child is absent for an entire week, you may use a Reservation Fee Credit. The terms of Reservation Fee Credit are as follows: After six (6) continuous months of enrollment, you may use one week Reservation Fee Credit when your child is not in attendance for an entire week, Monday through Friday. During the Reservation Fee Credit Week, your regular tuition charged will be reduced by 50%. There is a two (2) week maximum annual Reservation Fee Credit allowance which is non-cumulative and must be taken in full-week increments. There is no credit given for single days. This time must be scheduled in writing two weeks in advance with the Educational Director. Please refer to the parents regarding the policy for vacation time.

Sign In/Out

Your child must be signed in and out each day at arrival and departure times.

Procedures for arrivals and departures have been developed to assure the safety, security and well being of everyone at the center. Your cooperation with these procedures is appreciated.

- Families are to use only the front door for entering and exiting the building.
- Children must always be walked into the center and placed in their classrooms with his or her teacher before the parents/guardians leave.
- Parents/guardians must complete the Sign-In and Sign-Out process on a daily basis at drop-off and pick-up times and complete any applicable permission slips for field trips or authorization forms for administering medication.
- When picking up your child, be certain that a staff member at Whiz Kids Learning Center acknowledges that your child is leaving.

Please pick-up your child on/or before the center's closing time. Staff members are not permitted to take your child home with them. If your child(ren) are left in the center after closing, staff will do the following:

- Try to contact you by phone.
- Try to contact your emergency contacts.
- If the above listed attempts are unsuccessful and you have failed to pick-up your child 30 minutes past closing time, police or local authorities may be contacted.



A child is not permitted to leave with any person other than those designated in writing by the parent/guardian. Photo identification will be checked for any designated person picking up your child. If an emergency were to arise where an unauthorized person must

pick-up or drop off your child, you must follow the center's instruction indicated in the Enrollment Agreement. No person under the age of 18, including family members, but excluding emancipated minor parents, may pick-up your child from the center.

If there are any changes to those authorized to pick up your child, please advise the center. You must use appropriate child safety seat and seat belts when transporting children. If we become aware of any person transporting a child without the proper child safety seat and/or seat belt, we may refuse to release the child and/or notify the proper authorities.

For your child's safety, an authorized adult must accompany your child while in and around a Whiz Kids Learning Center.

Health Precautions

In addition to the physician's examination and immunization records required for enrollment, we will observe each child's health. If we observe your child developing symptoms of illness during the day we will isolate him/her from the other children and call you to pick him/her up within an hour. For the health and well-being of your child

and others, a child must be kept home if he/she develops any of the following symptoms of contagious disease until symptoms free for twenty-four (24) hours, or the child's physician indicates a child can return to the center.

- Diarrhea- more than one loose stool
- Severe coughing
- Difficult or rapid breathing
- Yellow skin or eyes
- Tears, redness of eyelids with a discharge
- Mouth sores with or without drooling
- A fever of 100F or above
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching of body or scalp
- Unusually cranky, less active behavior
- Headache and stiff neck
- Vomiting
- Tea- colored urine



- Loss of appetite
- Gray or white stool
- Heavy nasal discharge that is not clear
- A parasite

- Any other contagious or communicable disease

If your child has any communicable disease, please inform the center immediately so we can take the necessary precautions. Children will be re-admitted to the center when they have been symptom free for twenty-four (24) hours. In certain cases when an illness is contagious and communicable, a physician's written release stating the child is no longer contagious will be required. The Educational Director will inform you when a written release is required. Be sure to update your child's medical records on time and submit to your Educational Director. Children may not be admitted to school without NYS required immunization records.

In case of illness, accident/injury, we will attempt to reach you first. If we are unable to reach you, the emergency contact persons will be contacted. As stated in our ***Enrollment Agreement***, in case of a perceived emergency, we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child. In your enrollment packet, there is a form authorizing Whiz Kids Learning Center on your behalf if there is an emergency. By completing this form and our enrollment forms, you are authorizing Whiz Kids Learning Center to call an ambulance in case of a perceived emergency.

Clothing

- Children should wear comfortable, casual clothing.

- Children who walk must wear closed-toe shoes. Gym-type shoes are recommended.
- Winter clothing must be provided in climates where appropriate for children will go outside if weather permits. (coats, mittens/gloves, hats, scarves and/or boots.)
- Families must supply an additional set of clothing including socks and underwear labeled with his/her child's full name using indelible ink. The center will not be responsible for any lost clothing or possessions.

****Any items left in the center after dis-enrollment will be discarded after two weeks.**



Birthdays

Birthdays are a special time at Whiz Kids Learning Center. Families are welcomed to join in the celebration; please make arrangements at least one week in advance with your child's teacher(s) and the Educational Director. If you would like to bring in a treat to the center, we encourage you to bring a nutritious food. All food must be purchased from a licensed food provider.

Things from Home

Items such as toys, candy, gum, money, balloons, play guns and other pretend weapons are prohibited and should be left at home. If these items are brought in, the center will not be responsible for breakage and/or displacement. It is the parent's/guardian's responsibility to see that their child brings nothing into the center that is a danger to others. Whiz Kids Learning Center reserves the right to remove any item perceived as potentially harmful.

Meals

For children able to eat table food, the center will provide two snacks, morning and afternoon. Any known food allergies and/or copies of any restricted diet approved by the child's physician must be on file at the center. Menus will be posted on the family bulletin board, noting substitutions, if applicable. Meals are served family style, with children assisting in the serving, setting and clean up, where local health departments allow. If the center provides breakfast and/or lunch, the meals will meet all state and federal nutritional guidelines. When breakfast and/or lunch are provided by the center, we ask that families not send in special foods unless required by a special diet. If breakfast is not served at the center, we ask that children have their breakfast serving before arriving at the center.

Allergies

Upon enrollment, a *Child Health Assessment form* must be completed and signed by the child's health care provider and parent/guardian. Any known allergies must be noted along with recommended treatment. This form must be updated regularly. Each child with a food or other allergy must have a special care plan prepared by the child's parent/guardian and health care provider to include:

- Written instruction regarding the food or items which the child is allergic to and steps that need to be taken to avoid that food/item.
- A detailed plan to be implemented in the event of an allergic reaction, including names, dosages and methods of administration of medications the child should receive in the event of a reaction. The appropriate medical forms must be

completed and on file at the center. The plan must include specific symptoms that would indicate the need to administer one or more medications.



- Parents/guardians and health care providers of children with allergies must review the centers rotating menus. Parents/guardians and health care providers must notate and sign off on copies of the menus noting any necessary substitutions.

Naptime

There is a required rest period during the day for all children. Each child is assigned his/her own mat to sleep on and is welcome to bring in a favorite blanket. Some children will sleep and others will be allowed to rest or enjoy a quiet activity. Nap time will vary depending on the age group.

Bumps and Bruises

If your child incurs a minor injury, such as a skinned knee or slight cut (situations that are not an emergency), you will be asked to sign and will receive a copy of an ***Incident Report***. The report will describe how the incident happened and the action taken by the qualified staff person. In the event of an emergency or accident requiring more than basic aid, you will be contacted according to the instructions in the ***Enrollment Agreement***. We ask that you authorize the center to take the emergency measures deemed necessary for the medical care and protection of your child. Should an accident occur that requires outside medical attention, a written report will be provided.

Field Trips

From time to time, the staff at Whiz Kids Learning Center may take children on age-appropriate field trips. Prior notice will be given using a calendar or notification from the Educational Director. Your permission for your child to participate is indicated on your parent/guardian permission forms. The center will obtain a signed permission slip from you prior to the trips. Details of the field trip including a description of the event and route taken to and from the field trip will be included on the permission slip. For safety and security reasons, your child may not be dropped off and picked up from the field trip location. **All field trips will start and end at the center.** In some instances, the cost for transportation and trip fees will be paid by the parent. Trips will always be \$10 or less. Your participation as a volunteer, when needed, is welcome. Please consult with the Educational Director for further information. When children go for a walk, including walking babies in a stroller, it is considered a field trip.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. Whiz Kids Learning Center plans daily outdoor activities. It is our policy

that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at the center, we will make every attempt to comply with your request when presented with



a physician's written instructions. Children will remain inside during inclement weather, rainy, snowy and/or icy conditions or in extreme heat or cold.

Guidelines for Outdoor Play in Cold Weather

Some schools continue to keep children inside when the temperature is below 32 degrees. This is not consistent with current Health Department recommendations or current DOE policy. Children benefit from vigorous exercise and should be given the opportunity to play outside whenever possible. Unless it is snowing or there is ice on the playground, **low temperatures should not be a barrier to outside play**, as long as children are appropriately dressed. The Health Department strongly encourages principals to maintain outdoor play periods on the vast majority of winter.

Licensing Agency

It is the right of the licensing agency to perform their duties as follows:

- Interview children and/or staff and to audit child and staff records without prior notice or consent.
- Observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child(ren).

Please be assured that the center has carefully developed systems to ensure the comfort and protection of your child. As a parent/guardian, you can always expect Whiz Kids Learning Center to adhere to all county and state regulations governing safety, fire, nutrition, and child/staff ratios. Our goal is to provide a safe and nurturing environment for all children with programs to suit each developmental level. We welcome your comments and suggestions that may help us achieve these goals.

Our Responsibility in Reporting Suspected Child Abuse and Neglect

As caring and concerned childcare providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardian are the victims and need support, understanding and help. Whiz Kids Learning Center's staff have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, **the law requires us to report all suspected cases of abuse and neglect**. Parents may ask the Educational Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with any sensitive matter.

Should abuse and neglect be suspected, these steps are the usual course of action, unless state(s) mandates differ:



- Staff member will discuss the suspected case with the Educational Director.
- The Educational Director will observe the child, talk with the child to determine if abuse or neglect is a possible cause. The Educational Director may discuss the concerns with the child's parent/guardian.
- The staff and Educational Director, in conjunction with Whiz Kids Learning Center Management, will determine if there is a need to notify a Child Protective Agency. The staff member involved is entitled to make an independent report.
- A social worker or representative of the agency may visit the child at Whiz Kids Learning Center or the child's home.

To protect the children in our care, we take the following measures:

- All state required staff screening and background checks
- Observe and evaluate the performance of all staff
- Monitor classrooms, activities and staff members through cameras and walking in every classroom periodically.

Child Guidance and Classroom Management

The ultimate goal of behavior guidance and classroom management systems is that children learn self-discipline and become good decision makers. At Whiz Kids Learning Center, we use positive approaches to guide children towards these goals.

Our first step is to structure our learning environments so that there are minimal behavior problems. These proactive methods may include:

- Having multiple toys
- Making materials easy accessible to children
- Providing a balance of child-directed choices and teacher-directed activities over the course of a day
- Creating stimulating and developmentally appropriate classrooms that engage and challenge children.
- Teachers moving around the room to be available to children, playing alongside them and modeling respectful and appropriate interaction strategies.

When misbehaviors do occur, teachers use a variety of techniques to address the concerns. These reactive methods may include:

- Redirection: Teachers help a child understand that a behavior is not appropriate and focus his/her attention on a more acceptable alternative.
- Normal Social Consequences: Teachers allows normal consequences to occur and help children recognize how their behaviors lead to these consequences.

- Conflict Resolution: Teachers lead children in conversations with each other to solve social problems that arise in the class.



Investigation: through observation, discussions between family and staff documentation, teachers will work together to determine and correct the root causes of disruptive behaviors.

Through these proactive and reactive means, Whiz Kids Learning Center works to treat each family with care and respect while guiding children through goals of self-discipline and positive decision making. We ask you to support us in modeling positive behavior with all the children at the center. Please refrain from using developmentally inappropriate language or improper behavior guidance measures while at the center.

Special Information for Parents of Infant and Toddlers

Please be sure that your child has the following items at the center on a daily basis:

- Four crib sheets-labeled with your child's full name
- Blankets- labeled with your child's full name
- Ointments- labeled with your child's full name ****no powder or sprays allowed****
- Three changes of clothing including socks or booties
- Enough prepared and labeled formula or breast milk for one day****please label with child's full name and date****
- Jar food and cereal-labeled with your child's full name
- A package of disposable diapers- labeled with your child's full name (replenish as needed)
- A package of baby wipes- labeled with your child's full name

It is the family's responsibility to replace the above items when needed. Some states require that the center provide sheets and blankets. Please check with your Educational Director for your specific state requirements. All sheets and blankets must be taken home on Fridays, or the last day of the week. In addition, infant's belongings, soiled clothing, used and unused bottles etc, must be taken home nightly and laundered/sanitized.

All items must be labeled with child's full name. Such items include pacifiers, baby bottles, bottle caps, rings, sippy cups, blankets, sheets and clothing. The center **WILL NOT** be responsible for items that are not labeled.

Infants are fed, changed and placed in a crib to sleep on demand for the first six months, ultimately undergoing a schedule/regime. Infants are held while being bottle fed and placed in their cribs only for sleep. They are removed from the crib for feeding, playing and nurturing during their waking hours.

Parents/Guardians are asked to complete an *Infant Needs and Service Plan* prior to enrollment and update the plan as your infants schedule and needs change for the infant's first 6 months.



Safe Sleeping Position

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep. Infants nap in assigned cribs according to their own individual schedule for their first 6 months. If you request that your child sleep in a different position other than on their back, a physician's note that explains why your baby should not use a back sleeping position is required. Specific states may have additional requirements as well, please check with the Educational Director for further information.

Diapers and Formula

Families whose children wear diapers, must supply a full, un-opened package of disposable diapers and one un-opened box of baby wipes, both labeled with the child's full name, to accommodate the child's needs. Whiz Kids Learning Center requires the use of disposable diapers. Cloth diapers may be used only if prescribed by the child's health care provider and if laundered by a commercial diaper service. These items must be replenished as needed.

Any ointments to be used must be labeled with the child's first and last name. A Non-Prescription Medical Treatment Instruction Consent and Waiver form must be completed by the parent/guardian prior to dispensing. These forms must be completed every seven days and indicate the times the ointments are to be given. No powders and/or sprays are allowed. Please consult with the Educational Director regarding all forms and regulations pertaining to infant care as specific state regulations vary.

All foods brought in the center, including formula, must be supplied and labeled by the parents/guardians.

Families are required to provide a nutritional diet for their infant. Food must be labeled with the child's name and will be stored in the appropriate location in the child's room. All bottles must be prepared by the parent/guardian, labeled with the child's first and last name, contents and date. Unused portions of bottles will be discarded within one hour from the beginning of the feeding. Bottles will be warmed using a bottle warmer/crock pot. Please fill bottles only with the amount of formula or breast milk your child will drink at each feeding. We ask that you do not leave any bottles, open food or formula at the center at the end of the day. All left over open foods items that are not taken home will be discarded at the end of the day.



Toddlers

In addition to the standard of Whiz Kids Learning Center's policies, the following items are needed for toddlers who are not toilet trained. Families are responsible for bringing the following items with the child's name clearly labeled.

- A package of diapers-labeled (replenish as needed)
- A package of baby wipes-labeled (replenish as needed)
- Three changes of clothing (including socks)
- Sweaters and jackets- suitable for indoor/outdoor temperature changes
- Covered sippy cups with lids- labeled

Two Year olds Toilet Training Procedures

It is best to start toilet training when your child recognizes their diaper needs to be changed. At this point, children may be ready to learn and be able to control their bowels and bladder. Beginning to toilet train too early will cause frustration for the child. Toilet training is recommended for children between the ages of two and three years.

A child's cues and mannerisms initiate toilet training. These may include:

- Verbal requests
- Gestures of pulling down pants
- Leading care giver to the bathroom
- Squirming in place
- Pointing gestures

Caregiver's responsibilities include being sensitive to these cues and mannerisms by:

- Asking the child to use the potty
- Assisting the child on scheduled visits to the bathroom
- Frequent verbal reminders throughout the day
- Posting pictures of sequencing potty routines
- Communicating with families to establishing consistency between center staff and home

This growth period is a natural progression of independence. It is not viewed as a time to shame or humiliate a child who may have an accident. All efforts by the child will be positively acknowledged with praise and encouragement.

Whiz Kids Learning Center has a child-size toilet for the children to use during the phase of development.

While using the bathroom, all children will be supervised and assisted as needed. The children will flush the toilet and be assisted with washing their hands with soap and water.



If a child does have an accident, the caregiver, using gloves, will assist in changing the child's clothes. Parents are responsible for bringing at least three changes of underwear, pants, shirts and socks, all labeled with the child's full name. For health and safety reasons, soiled clothing will be placed in a plastic bag and returned to parents for pick up at the end of the day.

Toilet training is an exciting process for both the family and the child. We want to encourage communication between the staff and families so we can work together as the child strives for independence. We will make every effort to follow your direction to ensure consistency between home and the center.

Custody/Parents

It is Whiz Kids Learning Center's policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop off, visits or requests documents on a child. If that is not the case, it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents/guardians. Whiz Kids Learning Center will follow the last dated court documents without prejudice to either parent/guardian. Whiz Kids Learning Center asks that parents/guardians keep the center, staff and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in dis-enrollment.

Weather Emergencies

In the event of severe weather conditions which prevent the center from opening, please call ahead to make sure staff have arrived. Should severe weather conditions make it necessary for a center to close early, you will be notified by the Educational Director or designee so you can make appropriate arrangements for picking up your child. It is your responsibility as the parent/guardian to ensure your child(ren)'s emergency contact information is current. We ask that you contact the center to ensure that it is open during inclement weather/natural disaster.

Emergency Evacuation

Evacuation drills are held regularly at Whiz Kids Learning Center. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children or follow the emergency instructions of the Educational Director or Management Person in charge. Please check with the Educational Director for specific information related to evacuation and emergency procedures.



Baby-sitting Policy

Whiz Kids Learning Center discourages its employees from making independent child care arrangements with center families. However, in the event you enter in an arrangement with an Whiz Kids employee to baby-sit for your child outside the employees work hours and/or outside of the center hours, it must be done away from the center with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Whiz Kids employee. Whiz Kids Learning Center cannot be responsible for its employees away from the center, outside their working hours and will not be liable for their act or omission when not on Whiz Kids Learning Center's property. You may be required to sign an acknowledgement and waiver to this effect. If you enter into an independent agreement with a Whiz Kids Learning Center's employee to care for your child(ren), and this arrangement results in the person leaving Whiz Kids Learning Center's employ, Whiz Kids Learning Center will charge you a finder's fee of \$1500.

Termination of Enrollment by Whiz Kids Learning Center

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well being of everyone at the center. Every effort will be made to correct a situation before a final decision is made (ie. a moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along or other interventions.)

Termination of enrollment may be result of the following:

- Abuse of other children, staff or property by child or parent/guardian
- Continued violation of Whiz Kids Learning Center by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The center's inability to meet the child's need or the parent's/guardian's expectations
- Non-payment of tuition

This is a partial list and Whiz Kids Learning Center reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

Family Involvement and Communication

Whiz Kids Learning Center knows and understands of your child's activities through shared experiences with your child and open communication with the child care provider. On various occasions, we take photos in the center to share with you or for use in program planning, marketing and public relations. You may see them in various types of advertising, on public television, in newspapers, magazines and

electronic or digital communication. In signing the policy agreement, you give Whiz Kids Learning Center permission to copyright and/or publish or use these images for any lawful purpose. They may be used in conjunction with your child's own name or a fictitious name.



Formal family/teacher conferences are scheduled twice a year. Informal conferences are held anytime by appointment. Your communication and involvement are important and will enhance the feeling of partnership in the education and care of your child.

Parents/guardians will be notified of significant occurrences such as communicable diseases and other problems that affect their children. The notifications will be done by postings, direct communication, a letter or a telephone call, depending on the circumstances. A "Today We" will be posted on our bulletin that will detail your child's daily activities: food eaten, naps taken etc.

Our goal is to treat each child and family member with understanding and respect while being responsive to your individual needs and expectations. The intent of the Family Policy Agreement is to provide information that is both helpful and usable, strengthening Whiz Kids Learning Center's partnership with you. We appreciate your cooperation with the Whiz Kids Learning Center's policies.

Audio and Video Surveillance

Whiz Kids Learning Center has both audio and video surveillance cameras installed and running at all times.



Whiz Kids Learning Center
Family Policy Agreement
Acknowledgement

I have read the document entitled, “Family Policy Agreement” and have received a copy of the “Family Policy Agreement”.

Parent/Guardian Signature **Date**

Parent/Guardian Signature **Date**

Child’s Name (Please Print) **Date**

Educational Director’s Signature **Date**