***Payton’s Learning Academy***

***Operational Policies, Procedures & Parent Contract***



***7236 Cana***

***Grand Prairie, TX 75054***

***Tia Payton, Owner & Professional Caregiver***

***214-412-4202***



***Welcome Parents…***

*We are so glad you chose to become a part of our Family and we thank you for this opportunity to meet the needs of your Child. We are unique in our learning, and you will be pleased to know we are here for you and your family.*

*Our Mission**is to provide a safe, nurturing, secure, educational, and enriching environment that fosters a love of learning and positive self-esteem.  We believe that through support, individual attention, and recognition we are building the foundation necessary for a lifetime of learning.* ***We also teach the children the Lord’s Prayer as another part of their development.*** *The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults, and property. Thank you!*

*The Payton Learning Academy’s Staff*

**Payton’s Learning Academy Procedures**

**ENROLLMENT PROCESS:**

Program information is provided to parents upon request. Admission process is based on the following:

* Space availability
* Completion of all required enrollment forms and fees
* Copies of personal documentation must be received within 5 business days of the enrollment process.

**PLA’s** policy is listed within this document and are detailed and given to parents upon signing the enrollment agreement.

There are several forms that you must complete before I can assume responsibility of caring for your child. **NO EXCEPTIONS**! This is to ensure that your child will get the best care possible from this establishment. The forms are as follows:

* Enrollment Record
* Signed Contract and Rate Agreement
* Parent/Provider Agreement
* Provider/Client Fee Agreement
* Responsibilities of the Client to the Provider
* Authorization for Agent Consent to Treatment
* Medical Permission Slip
* Health Record
* Emergency Medical Authorization Form
* Child Enrollment Form
* Permission to Administer Medication
* Parent Authorization for the Administration of Medication
* Release of Child Permission
* Notarized Form of Acknowledgement of the Policies Contract
* Registered Family Home Caregiver/Parent Agreement
* Allergy and Food Preference Information form
* Emergency Contact Information
* Health statement from Physician with original signature
* Current Immunization Records
* Photocopies of each person that will be picking up your Child(ren)

**PLA’S HANDBOOK:**

Parents will be notified of handbook and policy changes via email and in writing with a link to our website and located under “handbook” Handbook and Policies are always located on our webpage. Written copies of the Handbook/Policies are available by request **ONLY**.

**UPDATING CONTACT INFORMATION:**

It is the Parent’s responsibility to communicate any changes that may occur in their phone number, employment, addresses, shot records, or designated people who can pick up your Child and any other pertinent information. These updates can be submitted by texting or emailing **PLA**.

**STUDENT IMMUNIZATION REQUIREMENTS**:

PLA requires that every student must be immunized, and immunizations must remain current. As regulated by Texas State Law, we require validated records of completed immunizations for all students. As soon as your child receives immunization boosters, please send a copy of the updated immunization records.

**STAFF IMMUNIZATIONS:**

Also, staff members are not required to take immunizations. It is required that **PLA** put a Physical Development Plan in place for all enrolled children. **PLA** will keep a parent/guardian informed on all developmental issues whether positive or negative. If your child(ren) has a developmental issue, **PLA** Director will provide as much information as possible to address the issue and will also help find referrals if needed for your child(ren). We will email information monthly about different developmental issues and some ways that may be helpful to you and your family in this time of need.

**SMOKING POLICY:**

**PLA** is a smoke-free AND drug-free property. During business hours smoking is NOT permitted on or around the premises.

**SECURITY:**

The doors will be locked throughout the entire day to ensure the safety of the children & staff while children are in care. Please use doorbell and a staff member will be happy to assist you. Please have your Driver License or Legal Identification ready to show upon arrival.

**OPEN DOOR POLICY:**

**PLA** has an open-door policy. Parents can call or visit anytime during our Operating Hours of **8:30 am** to **5:30 pm**. If you wish to discuss your child’s behavior or progress, please arrange and setup an appointment with Ms. Tia.

**WEAPONS POLICY/GANG FREE/DRUG FREE ZONE:**

At no time shall parents bring any firearms, darts, cap gun, knife, pepper spray, or any other tool used to inflict injury be allowed on the premises. Texas Penal Code states any area within 1000 ft. of a school is a gang free zone. Criminal offenses related to organized.

activity is subject to a harsher penalty.

**HOURS OF OPERATION:**

 Payton’s Learning Academy’s **(PLA)** operating hours are **8:30 a.m. until 5:30 p.m.** Monday through Friday. Late fees will start promptly if your Child is not picked up at the time per Caregiver/Parent agreement. Please make every effort to pick up your Child on time. If you are late to pick up your Child, please be prepared to pay late fees. The late fees are **$1.00 per minute from 5:45 p.m.** and after unless prior arrangements are discussed.

**HOLIDAYS:**

**PLA** will close in observance of the following holidays for 2024:

1. New Year’s Eve

2. New Year’s Day \*

3. Martin Luther King Birthday

4. President’s Day

5. Good Friday

6. Memorial Day

7. Juneteenth Day \*

8. July 4th \*

9. Labor Day

10. Veteran’s Day \*

11. Thanksgiving Week \*\*

12. Christmas Week \*\*

**Optional Vacation Closings**

13. Week of April 22, 2024 \*\*

14. May 10th thru 13th , 2024\*\*

15. July 4 & 5; 8 & 9; 2024 \*\*

16. September 18, 19 & 20, 2024 \*\*

17. The last Friday in each Month\*\*

**NOTE**: Please note that if the Holiday falls on a Saturday, then PLA will be closed the

previous business day (Friday). If the Holiday falls on a Sunday, then PLA will be closed on the next business day (Monday).

( \* ) The exact designated date will be determined each year.

(\*\*) Director’s Vacation days:

 **COMMUNICATION:**

Communication is the number one factor. When I accept a new family into my business, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference.

I publish a monthly newsletter that will explain some of the activities that we are doing, our current curriculums themes, events that will be happening during the month, my days off and any other pertinent or fun information that may be of interest to you. Parents will receive a daily note of activities and updates, rest schedules, temperament, and meals. You are encouraged to call me at any time between the hours of **9:00 a.m. – 10:00 a.m.** or **12:00 noon – 2:00** p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you leave a message on my voicemail, I will call you back as soon as possible.

**PARENT CONFERENCES:**

Family & Teacher Conferences will occur twice a year during the Spring and Summer.

During these conferences, we will discuss your Child’s strengths, likes and dislikes, and

styles of learning. We will work together to set goals for your Child’s growth and

development. You may request additional conferences regarding your Child’s progress

at any time. We encourage you to communicate any concerns.

**Family Participation:** **PLA** also host several events each year to include

parents, such as Muffins with Mommy in May and Donuts with Dad in June. Also,

a Christmas Party at the end of the year.

 **CHECK IN & OUT PROCEDURES:**

The pick-up and drop-off process for your Child(ren) will be handled and completed outside of the facility, unless the operation determines that there is a legitimate need for the Parent to enter.

For Drop-offs and pick-ups, Parents will walk the child(ren) to and from the front door. Masks are required if the Parent or child(ren) have the following (coughing, sneezing, seasonal allergies, etc.)

**PLA** signs each child(ren) in and out daily. Also remember that arriving at the same time every day helps develop structure and punctuality in your Child’s school life and sets a basis for learning.

 **ABSENCE & LATE ARRIVALS:**

Due to the lesson plan scheduled for the children, breakfast will not be served to children arriving after **9:30 a.m**. Attendance is vital in meeting the development and educational goals of Children. If your Child is absent for any reason, notify the Facility immediately. If your Child is sick or will not be attending, please call/text Mrs. Tia and notify that your Child will be absent. Our goal is to do all things in Excellency with Quality and Professionalism in a timely manner so please respect our request.

Children are to arrive clean and fed (unless arriving just before mealtime). It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

 Also please be very brief at pick-up times. This is a time of testing when two different authority figures are present (the parent and the provider), and all children will test to see if the rules still apply. An early arrival to pick up your child is not the best time to stay until close of business unless you arrange it with the Director beforehand. If you’d like to stay and visit, please arrange a time with the Director in advance. Otherwise, pick-up time needs to be kept brief and limited to the front entrance.

 **DAILY SCHEDULE:**

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to a written schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we may adjust the schedule. I would appreciate it if you considered the schedule when picking up and dropping off your children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

 **POTTY TRAINING:**

 Children older than 3 years old are required to be fully potty trained to attend **PLA**. Please speak with us privately to discuss potty help needs.

 **NAPS & QUIET-TIME:**

 All children are required to lie down for a rest period in the afternoon. All children must nap and rest during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not really happy when they go home in the evening.

 Naptime is our only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. Nap mats are provided by **PLA**. I would ask that you please avoid picking up or dropping off your child during naptime, as it disturbs the other children’s rest period.

 **PROCEDURE FOR RELEASE OF CHILDREN:**

For the safety of your child as well as the safety of all children who attend **PLA**, please be prepared to show a picture ID when picking up a student. Children are signed in and out and allowed to leave ONLY with their parent(s) or person designated in writing by the parent. The parent designated person will sign out the child along with the time the child is leaving.

 At the time of enrollment, the parent completes an emergency information form. This form contains the names and telephone numbers for all person(s) given the permission and responsibility of picking up your child. It is the parent’s responsibility to keep the information updated, current and accurate with **PLA**. There are forms available for changes to any information needed with **PLA**. All persons requesting to pick up a child should be listed as an Emergency Contact and on the information form.

 However, emergencies may arise that require your child to be picked up by a person other than those listed on the Emergency Form. Therefore, in case of an emergency, the parent(s) must notify staff at **PLA BEFORE DISMISSAL** **TIME** and supply all necessary pertinent information about the person arriving to pick up the child. Any unknown person picking up the child will be asked to show **proper identification** before the child will be released. The child will not be released with sufficient ID. Before releasing the child(ren), we will make a copy the ID and the copy will be kept on file. Remember pick-ups will be done curbside and will be limited to direct contact between Parent’s designated representative and Staff members.

 **NOTICE:**

In the event of divorced or separated custody, we must have a copy of the Custody Papers on file in order to deny dismissal to the parent. **This is State Law.** If Parents are divorced, **PLA** will not deny either Parent the right to visit or pick their Child up unless a copy of the Court Order Custody papers are on file. If both Parent’s names are on the Child’s birth certificate **PLA** will grant all rights according to the official document on file. If Court documents are provided, it must be officially signed and sealed by the Judge granting custodial guardianship and visitation rights of both Parents. If problems arise during **PLA’s** operating hours or on the premises, the Provider will contact the police and the Child (ren) will be terminated immediately from care. Our goal is to ensure the safety of all Children and Staff and to provide a loving, educational, and secure environment.

 **PARENTAL VISITS:**

Once your Child is enrolled, you are welcome to call and check in on your Child. We return calls during nap time and after hours for the benefit of the Children in care.

**NUTRITIONAL NEEDS FOR MEALS & SNACKS:**

 **PLA** provides Breakfast, AM Snack, Lunch and PM Snack for all Children 12 months and older at no extra cost to you. For Infants, the parents will provide snacks and baby food, and formula. We are registered with **USDA Food Program** and your Child will receive nutritious meals/snacks daily.

 Peanuts or Peanut products are used at this home. Please notify the Childcare if your Child has any allergies and provide any medication necessary. If your Child has a food allergy, please provide a physician food allergy action plan, and provide any Epi pen or allergic device required.

**BREAST FEEDING**:

**PLA** provides a comfortable chair within our classroom for our breastfeeding mothers and babies. Breastfeeding mothers have the right to breastfeed or provide breast milk for their child(ren) in our care.

**CHILD MALTREATMENT/ HOW TO ACCESS MINIMUM STANDARDS & INSPECTION REPORTS:**

We will conduct daily health checks on all Children to ensure they are healthy and free of any maltreatment. If any Child shows evidence of maltreatment, by law, we are required to report suspected abuse/neglect to Department of Family and Protective Services. Parents may have access to minimum standards and recent inspections at any time. If you have any questions or concerns, you may contact Childcare Licensing:

 [www.dfps.state.tx.us](http://www.dfps.state.tx.us/)

 Tx Health & Human 817-321-8604

 PRS Child Abuse Hotline 800-252-5400

 Dept of Protective & Regulatory Services 800-582-8286

 1501 Circle Drive, Suite 310, Fort Worth, TX 76119

 **DISCIPLINE & GUIDANCE POLICY:**

 Is administered as: \*Age-appropriate redirecting & teaching acceptable behavior by making good choices:

 \*Positive reinforcement of desirable behavior

 \*Encouragement

 \*Redirection

The goal of all positive behavior reinforcement is personalized and consistent with every Child according to his/her need. It is to support the Child’s ability to choose and teach them how to make good choices. All positive behavior reinforcement is personalized and consistent with every Child according to his/her need. We are here to love and teach your Child as well as provide a way for your Child to feel comfortable and happy in a safe environment. We want all Children to learn from their mistakes and promote positive

behavior and high self-esteem with productive social interaction. Inappropriate disciplinary procedures are not acceptable at **PLA.** We are here to teach and train by example and by demonstrating Biblical principles.

**CHALLENGING BEHAVIOR:**

Children are guided to treat each other and adults with self-control and kindness. Each student here at **PLA** has a right to:

* Learn in a safe and friendly environment.
* Be treated with respect.
* Receive the help and support of Caring Adults

When a Child becomes verbally or physically aggressive, we intervene immediately to protect all of the Children. Our usual approach to helping Children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the Child. We maintain a ‘Zero Tolerance’ to bullying. If you have concerns at any time, please report them to Mrs. Tia immediately.

If a Child’s behavior/circumstances are of concern, communication will begin with the Parent as the first step to understanding the Child’s individual needs and challenges. We will work together to evaluate these needs in context of our Program.

On rare occasions, a Child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include but not limited to:

* A Child appears to be a danger to others.
* Continued care could be harmful to, or not in the best interest of the Child as determined by a medical psychological or social personnel.
* Undue burden on our resources and finances for the Child’s accommodations for success and participation.

 **PHOTOGRAPHY:**

**PLA** would like to keep track of our students’ progress. We will occasionally take pictures/video of your Child for our display boards at the facility, or training or community purpose, or our website without compensation and for promotional purpose of **PLA** services only. The Child’s name will not be identified by full name in any public showing and these photos/videos are also used inside **PLA** for educational purposes.

 **OUTSIDE DEVICES:**

**PLA** does not allow a child to bring outside toys or devices inside unless it is on a designated Show and Tell day. No cameras are to be brought inside unless you are filming/taking pictures of your Child. Due to the privacy as well as protection of each Child, **PLA** does not allow any photos to be taken of any of the Children in the Childcare home.

 **HYGIENE:**

Please provide your Child with an individual toothbrush, age-appropriate toothpaste and travel containers for both and a plastic sandwich bag labeled with your Child’s name. We will brush teeth after lunch, and supper for weekly care.

 **REST TIME:**

Your Child will be given a nap from **11:30 a.m. – 1:30 p.m**. every day they are in care. During this time, all Children will quietly rest, and soft music will be played.

**FOOD:**

**PLA** serves organic food only.

**INFANT SLEEPING POSITION:**

Infants not yet able to turn over on their own must be placed on their back while sleeping. We place all infants on their back, and we do not place any objects or blankets in the pack in play. They are allowed an unattached pacifier to use, if needed.

**POTTY TRAINING:**

The Parent(s) and **PLA** must agree on the time and if it is right to begin and work together as a team in the toilet training of your Child. Once training begins, Children will need to wear pull-ups only and Parents will be required to provide 2 or more change of clothes and supply all pull-ups for your Child. Additional detailed information will be provided.

**PERSONAL BELONGINGS:**

All personal items belonging to your Child (ren) are to be labeled and marked on an inventory form. Please limit the number of items you bring to only those necessary for daily care.

* A week’s worth of changeable of clothes (shirt, pants, underwear, socks, and t-shirt). Also, bring swimwear for water activities every Friday.
* A towel
* Sunscreen
* One sleeve of Diapers and/or pull-ups
* Baby wipes (2 containers)
* Pillow and blanket for rest time
* Child’s Cup
* Parents are required to bring fruit once a week for the children.

Parents should write the child(ren) names on all clothing, pillows, blankets, bibs, burb towels, etc. Unless otherwise indicated, please leave all personal toys and favorite items at home. **PLA** is not responsible for damaged, lost or stolen personal items outside of what is required by the facility. **PLA** does provide a mat for Children at rest time.

**PHYSICAL ACTIVITY:**

We recognize the need for suitable physical environment for Children. The Health and Safety of the Children in our care is of the most importance. Therefore, we promote movement and opportunities for structured physical active experiences.

**ACTIVITIES & CURRICULUM:**

PLA uses Custom State Approved Themed Units & Curriculum. We use integrated studies, changing around every 4-6 weeks. Children are offered the opportunity to enjoy preschool activities, including messy sensory, creative art, alphabet and language, music and movement, hands on math and science, social activities, and games.

These developmentally appropriate activities encompass all areas of your child’s development. Our belief is that all children learn best through hand-on activities and interacting with their environment and we strive to present activities with that in mind.

Our program uses a rigorous curriculum that is playful and intentional. Focusing on children’s cognitive, social, emotional, and physical development. Embedding high quality academics into play based exploration.

**EXTRACURRICULAR ACTIVITIES:**

We believe in engaging the child’s self, mind & body. We have several outside classes that are offered at our little program each week. Stretch N’ Grow (is the world’s largest network of certified youth fitness instructors providing fun and engaging enrichment programs that get kids moving at their schools. Music (your child will learn how to play a variety of instruments including the tambourines maracas, rhythm sticks, and triangle. Our fun and engaging activities are designed to help stretch their imaginations as they learn about music style, tone, melody, and harmony.) Art time specializing in children’s art classes, your child will create fridge-worthy masterpieces, learn art concepts, and experiment with many different art materials.

**SCREEN TIME:**

PLA follows all state policies when it comes to screen time allowance. No more than 2 hours will be permitted for screen time of any type (Tablet, TV, Phone, Computer, etc), unless it is a special occasion/movie day.

**SAFEGUARDS:**

We practice several preventive actions to eliminate the spread of any illness, here at **PLA.**  Here are some of the steps that are taken daily**:**

* Staff and Children wash hands often with soap and water. If soap and water are not readily available, we use an alcohol-based hand sanitizer with at least 70% alcohol. (With the Children, we wash hands with antibacterial soap and water).
* Clean and disinfect all frequently touched surfaces.
* Intense sanitization is done twice a week and daily maintenance is done to keep all toys and equipment clean and sanitized.
* Cover cough and sneezes in the elbow area of the arm, as well as spray Disinfectant with proper ventilation is in the room.
* Practice social distancing with children to prevent any accidental coughs or sneezing not covered.
* We will maintain a record of attendance for each child in care, however, we will no longer use a sign-in/out log for hands on.
* Every Child must be taken out of the vehicle by their Parent in order for temperature checks to be performed.

**Payton Learning Academy’s Policies**

 **MEDICAL EMERGENCIES:**

For all medical emergencies, we will call **9-1-1** and paramedic instructions will be followed.Parents will be notified, and we will contact Childcare licensing. If unavailable, emergency contact person will benotified. Parents are responsible for any expenses as a result of emergency room care, ambulance and medical care provided. The hospital that would be used is Mansfield Methodist Hospital unless Parents indicate otherwise. If an ambulance is utilized, the technicians will determine suitable location of care to meet the Child’s needs.

**NON-MEDICAL EMERGENCIES/RELOCATION:**

In the event of an emergency relocation and **PLA’S** is forced to evacuate the premises, we will go to **N.O.A.H.’s** Childcare, 3032 Clemente Dr. Grand Prairie, TX 75052, or registered provider Fatima Sayler, 944 Zachary Dr, Arlington TX 76002 until we can return. Parents will be notified; we will engage the Children in educational activities at our offsite location; and we will follow our same Release of Children Policy.

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 **EMERGENCY EVACUATION PLAN:**

Fire Drills will be conducted monthly. Tornado/Severe Weather and Lock Down Drills will be once a month. Emergency evacuation plans and exit procedures are available and posted for your view.

In case of an emergency, Parents understand the Provider or emergency personnel will have to transport your Child to the relocation location. When the Child is in a motor vehicle, safety restraints will be worn and the vehicle has current full coverage insurance, which is required by law and upheld by the State of Texas. As long as the requirements are met, **PLA** is relinquished from any liability in case of a motor vehicle accident.

**WATER PLAY:**

Throughout the year, we participate in several splash days and sprinkler play. We **DO NOT** go to any type of swimming pools.

**CLOTHING POLICY:**

Please bring your Child to school ready to be an active learner every day. Your Child will participate in both indoor and outdoor play. Therefore, clothes and shoes may get dirty. Appropriate clothing allows for free and safe movement. We expect Parents to provide Children with appropriate clothing for safe and active play during all seasons. Feet are always required to remain covered to protect your Child’s feet in the event of a fire drill or other emergency situations.

**DROP OFF/PICK UP:**

Due to updates based on the Natural Disaster Guidelines, the pick-up and drop-off of Children will be handled and completed outside of the facility, unless the operation determines that there is a legitimate need for the Parent to enter.

Upon arrival to pick up your child, please text or call the Staff to announce your arrival. Parents will bring the child(ren) to the door where a Staff member will greet you. The designated phone number to call will be provided upon enrollment.

Upon arrival, the following procedures will be followed:

* Parents must complete the Daily Health Check Questionnaire with family before the Child(ren) will be admitted to the facility.
* If there is a ‘yes’ answer to any of the following questions or if either child/children fail the temperature check, then the child/children may not enter the facility.

Here are the questions that the Parents must answer prior to dropping off your Child(ren). If you answer ‘yes’ to any of the following questions or if the

child/children fail the temperature check, then the child/children may not enter the facility:

* No fever, chills, muscle pain, headache or sore throat for you, your family, or your child in care
* No cough or shortness of breath
* No contact with anyone known to have Laboratory-Confirmed COVID-19 -OR- anyone who has any symptoms consistent with COVID-19 in the last 14 days.
* Have not Quarantined due to COVID-19 in the last 14 days.
* No new loss of taste or smell
* No repeating shaking with chills

 Also let the staff members know if any of the following apply:

* If you are a healthcare worker, are you symptomatic?
* Traveled domestically (anywhere in the country – including NH)?
* Traveled internationally (out of country)?
* Have you given your child any symptom relieving medication (Tylenol, Ibuprofen, Cough Medicine, Lozenges) in the last 24 hours?

If a rare case occurs and Parents must enter facility, we prefer for the Parent to wear a mask. Drop-offs and pick-ups will be done at the entrance of **PLA** and will be limited to direct contact between Parents and staff members.

**Release of a Child**

Parents are required to provide/indicate the name and phone number of all authorized individuals who are clear to pick up the Child. All Parents are responsible for informing Authorized individuals of **PLA’s** Protocol. Only person(s) designated to pick up a Child will be allowed to do so.

**Unauthorized Pick Up:**

The Parent/guardian is required to notify the caregiver in writing if someone else, other than the authorized person(s) will pick up the Child. Please provide name, phone number and a description of the person. The person will be asked to show photo identification. If necessary, police will be called for assistance.

**ILLNESS & WELL CHILD POLICY:**

Should you have any questions about the health of your child, please call and talk with Ms. Tia or Staff before bringing them in for the day. Symptoms listed will guide you if you need to keep your child(ren) home. If these symptoms appear while your child is in class **PLA** staff will contact you immediately to pick up your child. We cannot threaten the other children with an illness due to a parent’s negligence. If you cannot get off from work please have a backup person listed on your emergency contacts to pick up your child in a reasonable amount of time. Weather permitting we will go outside everyday. If your child is not well enough to participate in all school activities, please keep them home.

We repeat the health check steps again throughout the day, as necessary.

* We look for signs and symptoms of illness.
* We listen for complaints and unusual sounds from the Child.
* We feel for a change in the skin that might indicate a fever or dehydration.

If the Child becomes ill during the day, the Parent will be notified, and a decision will be made on how to care for the Child. Children who are ill or contagious must be excluded from the Childcare and Parents may need to consult the Child’s health care professional before the Child can return to Child Care.

If your Child becomes ill during the school day, Parents will be notified and expected to pick their Child up as soon as possible. A maximum of 1 hour is enough time to pick them up. If your Child becomes ill while at home, please notify the provider early that morning or the night prior of the illness. If your Child has a fever 100 degree or more, or if they show signs of communicable sickness, keep them at home for at least 48 hours before returning to care. Child must return with a Doctor’s Note. **There will be NO EXCEPTIONS!**

 **Definitions of Illness:**

* Flu like symptoms
* Fever 100 degrees or higher
* Two or more loose stools
* Lice
* Chicken Pox, etc.
* Cough
* Sore Throat
* Shortness of breath or difficulty breathing
* Loss of taste or smell
* Chills
* Diarrhea
* Vomiting
* Earache, headache
* Irritability
* Rash
* Fatigue
* Repeated shaking with chills
* Feeling feverish or a measured temperature greater than or equal
* Muscle pain
* Pink eye: this must be clear or return 48 hours after antibiotic treatment.

Once your Child’s fever is gone or they are communicable illness free, they can return to Childcare. Upon arrival, if you have intentionally medicated your Child to cover up a fever or illness, this is grounds for immediate termination of Childcare. If your Child appears sick and fatigue is preventing them from participation with daily activities, you will be asked to take your Child home to rest. We will conduct daily health checks which includes taking temperatures upon arrival and throughout the day.

 **Vomiting**: Wait 24 hours after illness to return to care.

 **Diarrhea:** 2 or more watery stools; wait 24 hours after illness to return to care.

 **Drainage:** Green/ yellow/brownish red drainage; wait until clear and he/she may return.

 **Outbreak:** Parents will be notified of any outbreaks that occur while your Child is in care.

 If any outbreak occurs, your Child needs to stay home **24-72** hours depending on the

 severity of the illness. Outbreaks such as:

 Lice Pink eye Colds Flu Pneumonia Fever

 Vomiting Diarrhea Rash Viral or bacterial infections

Or any other outbreak that may affect your Child’s health.

**COMMUNICABLE DISEASE:**

In the event of any communicable disease outbreak, your Child will be required to remain out of care for the length of exclusion time required by the physician and Center of Disease and Control. All Communicable Diseases.

 **MEDICATION** **GUIDELINES:**

We will **NOT** administer medication of any kind unless it is an **EMERGENCY** situation.  Please speak with PLA staff if you have questions regarding medication.  Medication is NOT permitted in children's bags or backpacks.  Parents who bring medication for ANY reason are required to check/sign in medication and sign out medication when taking home.

 **VACCINE PREVENTABLE DISEASE**:

 We do not require vaccinations for our staff, this is at the discretion of the staff.

 **INCIDENT REPORTS:**

 Always remember major incidents and accidents will be reported to Childcare

 Regulations. My motto is to always keep children safe in my establishment. We report all

 suspected child abuse and neglect to **1(800) 252-5400**.

**EMERGENCY SITUATIONS:**

You can be assured that **PLA** makes every effort to provide a safe environment for your child.  We are properly equipped with fire and smoke alarms, carbon monoxide alarms, and Ms. Tia & staff are fully trained.  We have an extensive Food emergency plan, as well as Intruder, Weather, and evacuation plans.  These plans are on file and always available for review when asked.

**PLA Emergency Plan:**

In an emergency evacuation or relocation, we will move the children to a safe area or alternate shelter down the street, 2 buildings over to the Cutting Edge Pediatric Therapy building.

In the case of a area wide evacuation or relocation we will go to the nearest fire station, located on Broad Street.

**How children will be evacuated or relocated to the designated safe area or alternate shelter:**

Parents will be contacted to immediately come to pick up their child. For children who cannot be picked up before evacuation they will be placed in our vehicles and transported. For children under 24 months or with limited mobility we will be carried or held by staff. Attendance of children will be counted and verified by PLA Staff as well as parent communication.

**Emergency Phone numbers:**

**817-320-1208 Cell Phone**

**Payton’s Learning Academy Contract**

**NEW REGISTRATION/ENROLLMENT:**

For registration/enrollment, there is a deposit of Two-Week’s Tuition due upon enrollment. (For example: $200.00 weekly rate x 2). Also, a two-week deposit is due every December 1st to re-enroll and to hold the child’s place for each upcoming school year.

**TUITION/FEES:**

Registration fees are paid when enrolling **AND** every year at the beginning of the new school year (August). At the first Initial enrollment, space will be held for your child up to 5 business days after registration has been received. Specials & discounts may or may not be offered throughout the year.

Registration which has not been paid by the new school enrollment date will result in dismissal from the program until registration fees are paid and all re-enrollment procedures are completed.

**TUITION:**

 A charge of **$45.00** per day, per Child/per contract will be collected for payments not posted. You can only be late two days. (Example: At $90.00 (2 days)) all is due plus tuition. If the past due bill has not been paid by on Fridays (or the first of each month if paid monthly), then all services will be forfeited, and parents will have to re-start the Enrollment process again and re-pay a deposit. Care will not be provided the following Monday morning without payment of Tuition and Fees. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.** If a holiday falls on or during a tuition payday, then the payment will be under the same terms as On the Day Before Holiday. Tuition rates are based on enrollment and not attendance.

**HOLIDAYS/SCHOOL CLOSINGS/WEATHER DAYS:**

Full tuition is due for weeks that include holidays/bad weather days unless we have been notified otherwise. At **PLA** you must pay per **“position”** which means that the slot is held just for your child and is not based on attendance. There will be **NO REFUNDS** or **ADJUSTMENTS** made to your tuition for your time missed.

Tuition is paid in advance. **PLA’s** tuition rate is $200.00 per week.All payments are to be paid in full, per week, per Child, unless otherwise documented by the Provider. Also, there is a 10% sibling discount off the flat weekly rate for any additional Children from the same household.

**Tuition payments at drop-off no later Friday by 9:00 am the week prior of care, whether your Child is in attendance or not.**  **If you drop at 7:30 am payment is due at dropoff. But if the child is not coming in at all, then the payments is are due by 9:00 am on Friday. PLA** accepts Cash, Check, Zelle, CashApp, Credit Cards (**$5.00** convenience fee is charged per Credit Card transaction and also CashApp fees) payments are accepted. All payments are paid in advance for services. Rates are subject to change with prior notification to Parents.

**LATE PAYMENTS OF TUITION:**

 A charge of **$45.00** per day, per Child/per contract will be collected for payments not posted. You can only be late two days. (Example: At $90.00 (2 days)) all is due plus tuition. If the past due bill has not been paid by on Fridays (or the first of each month if paid monthly), then all services will be forfeited, and parents will have to re-start the Enrollment process again and re-pay a deposit. Care will not be provided the following Monday morning without payment of Tuition and Fees. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.** If a holiday falls on or during a tuition payday, then the payment will be under the same terms as On the Day Before Holiday. Tuition rates are based on enrollment and not attendance.

 Other late fees are as follows:

**Late Pickup Fee** ~ **$1.00** per minute after **5:45 p.m**. (Courtesy 15 min grace period in cases of weather, emergencies, etc. Not to be used daily)

**Return Payment Fee** ~ **$50.00**

These fees are due the same day of services are rendered via Cash, Zelle and/or CashApp, Venmo, Google Pay, Credit Card **($5.00** convenience fees apply Credit Cards and a **$50.00** return payment fee).

 **WITHDRAWAL:**

In the event that a child is absent for three (3) consecutive days without proper notification, he/she will be considered withdrawn. If withdrawal becomes necessary or if the parent wishes to remove their child(ren) from **PLA**, the parent

should provide written notification to **PLA** at least 4 weeks in advance. Tuition for the **4 weeks notice** period is due, even if the child does not continue to attend during that time.

When removing a child, all tuition must be current including the 4-week notice payment also. All tuition and any other fees incurred throughout this period will be due also. Failure to pay fees will result in parents being held responsible for all legal fees, court fees, reimbursement for any time off from work and any other cost pertaining to the collection of the tuition. No portion of tuition, registration, or fees will be refunded. Also, all personal belongings are to be collected on the last day. If not, the personal belongings will be disposed of accordingly.

To re-enroll, all normal procedures and fees will apply and will be required. Occasionally, a child is unable to adjust to the environment/program OR behavior becomes a problem and dismissal becomes necessary. In this situation, **PLA** will make every reasonable effort to accommodate the child and family. **PLA** reserves the right to dismiss students from enrollment at sole discretion.

**LATE PICKUP/EARLY DROP OFF FEES:**

**Early Drop Off Fees:** Here is an example of how you can be charged **Overtime** **Fees** for Early Drop-Off. If your designated time-frame for the day is 8:30 to 4:30 but you Drop-Off your child(ren) early than 8:30 a.m.; and you do not pick them up until close of business at 4:30 p.m., then there will be a fee of **$1.00** charged for each minute of Overtime prior to your designated start time. Overtime fees will **NOT** be waived for any reason.

**Late Pickup Fees:** After 4:30 pm, you will be charged **$1.00** for each minute you are late. If you are **15 minutes** or more late, then an additional **$25.00** fee will be charged in **ADDITION** to the **$1.00** for every minute you were late. These fees will be billed to your account. Late fees will **NOT** be waived for any reason.

**EXTRA HOUR CHARGES:**

We ask that all Children are to be picked up in a timely manner each day. **PLA’s** hours are **8:30 a.m.** to **5:30 p.m.**, Monday through Friday. The late fees are **$1.00** per minute, from 5:45 pm and after unless prior arrangements are discussed. The late fees (per minute/per Child/per contract is due the same day of services rendered via cash, Zelle or Credit Card with the **$5.00** convenience fee.) If **PLA** is notified prior to and your additional time requested is approved, all fees and charges will be agreed upon and excused if it is the first occurrence or prior arrangements have been made. **PLA** will charge a flat rate of $25.00 if overtime is pre-arranged and approved.

**HOLIDAYS SCHOOL CLOSURE AND WEATHER DAYS:**

Full tuition is due for weeks that include holidays and/or bad weather days unless

we have received notification to state otherwise. At Payton’s Learning Academy

**(PLA),** you must pay per “position” which means that the slot is held just for your

child and is not based on attendance. There will no **NO Refunds or** **Adjustments**

made to your tuition for your time missed due to illness, holidays, or days off. A

place has been reserved for your child and cannot be filled on a short term basis.

**PROVIDER PAID HOLIDAYS:**

Paid Holidays are followed by the general calendar and **PLA** will be closed

on all major Holidays. Also, will be closed the day before, the day of and the day

after if the holiday fall on weekend. **Provider also has Personal/Sick days**

**per year.** If the Provider is ill, sick days will be at full rate and Parents will be

responsible for finding alternate care unless a substitute is available. Parents will

be notified that night or morning of illness. These days do not carry over.

**PLA’S PROVIDER VACATION:**

**The Provider will take vacation throughout the year.** Parents will be

notified at least 2 weeks in advance. Parents are responsible for finding

alternate care and the tuition are due prior to vacation.

**STAFF VACATION DAYS/SICK DAYS/PERSONAL DAYS:**

Parents are asked to have a backup plan available in cases of unexpected closings,

teacher illnesses, or Training/Personal Development Days. We cannot predict

illnesses or unexpected emergency closings. However, we will notify you 2-weeks

ahead of time in the event of upcoming Training or Personal Development

days. If you cannot get off from work, please have a backup person listed on your

emergency contacts to pick up your child in a reasonable amount of time.

**TEACHERS’/SCHOOLERS’ SCHEDULE OF CARE:**

At this time Teachers/Parents have the option to keep their Child in care and pay

full tuition or notify **PLA** in writing (letter, email, or text) your intent to

remove them for the Summer or Holiday Breaks.

**PROFESSIONAL DEVELOPMENT DAYS:**

The Provider will be out for training and will be paid at full Tuition. All Parents

will be notified 1-2 weeks prior. These trainings, meetings or seminars are

required by The Texas Health and Human Services Commission and mandatory to

maintain a License to continue providing services for your Child. Developments

also ensure updates on educating the Children as well. Parents are responsible for

alternate care during these training events. Please understand this benefits you,

your Child, and the Provider, as well as the Substitutes.

**JURY DUTY:**

If the Provider is chosen for Jury Duty, these are paid days for the Provider until

the completion of court duty. Parents are responsible for finding alternate care

until the length of the trial.

**BEREAVEMENT:**

One to two weeks paid Bereavement Leave for an immediate Family. Parents will

be responsible for alternate care. Provider is also allowed 2 paid days for other

Family or Friends.

**INCLEMENT WEATHER:**

Should some severe weather conditions (i.e., Snow, storms, floods, tornadoes,

hurricanes, earthquakes, blizzards, hail, loss of power, or loss of water) prevent us

from opening on time or necessary early closing, we will contact you or your

emergency contacts as soon as possible. Your Child’s early pickup is your

responsibility to arrange.

**\*\*\* All dates listed above are Paid Events/Days for the Provider \*\*\***

**SUPPLIES:**

The following is a listing of the items that Parents are responsible to bring.

* A week’s worth of changeable of clothes (shirt, pants, underwear, socks, and t-shirt). Also, bring swimwear for water activities every Friday.
* A towel
* Sunscreen
* One sleeve of Diapers and/or pull-ups
* Baby wipes (2 containers)
* Pillow and blanket for rest time
* Child’s Cup
* Parents are required to bring fruit once a week for the children.

**PARENT CONFERENCES:**

Family & Teacher Conferences will occur twice a year during the Spring and Summer.

During these conferences, we will discuss your Child’s strengths, likes and dislikes, and

styles of learning. We will work together to set goals for your Child’s growth and

development. You may request additional conferences regarding your Child’s progress

at any time. We encourage you to communicate any concerns.

**CURRICULA AND LEARNING:**

We provide a rich learning environment here at **PLA.** Currently, the FunShine

curriculum offered at PLA. It is a rigorous program that is set to develop the

toddlers into pre-school and help develop the preschoolers into Pre-K. In this

program the toddlers are considered Buttercups and the big kids are Fireflies.

We have a structured and flexible day. The routine allows Children

to advance at their own pace. We strongly believe that learning happens

through play and interactions. Learning and exploring are hands-on and are

facilitated through interest areas. Our Program is designed to enhance Children’s

development in the following areas: creativity, self-expression, decision-making,

problem-solving, responsibility, independence, morals, and reasoning.

**VISUAL LEARNING:**

**PLA** utilizes different learning programs on the TV for children ages 2 and older.

The TV time each day is separated into 3 segments of 15 minutes each, not to

exceed 45 minutes for the day. Currently, there is no other computer, tablets or

electronic device usage.

**ACCOMODATIONS FOR FAMILIES:**

This section outlines **PLA’s** policy and process in supporting families and

children who may need additional accommodations, to include home language, differing

abilities and cultural backgrounds. Parents have the right to be informed of all

procedural safeguards and rights of appeal in a language easily understood by the

general public and in the parent’s primary language. Please notify the Director if you or

your child require accommodations and we will ensure that we do our part in making

sure your needs are met. Below are ways that our program will partner with families:

* If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
* Participation in all comprehensive care meetings if needed.
* Complete supporting documentation from authorized medical professional for any accommodations related to child’s physical or developmental needs.
* Provide materials and resources in parent’s/child’s primary language.
* Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

**Termination of Contract**

**Parents** may terminate this contract by providing Mrs. Tia Payton’s Learning

Academy **(PLA**/Provider) a four-week written notice. Tuition for the four weeks’

written notice of termination is still due and expected to be paid before your

Child’s last day in care. When removing your Child, all tuition and/or outstanding

fees must be current, including the last four weeks of payment whether your Child

attends or not. If Parents fail to pay the final Tuition or any outstanding debt due

to **PLA,** the Parent is responsible for all cost associated with recovery of payment.

This includes legal fees, court cost and reimbursement of Provider’s time off and

accruing fees pertaining to collection of payment from the Parent.

**Provider/PLA** may terminate care and/or this contract and give a written four-

week notice for the following reasons. These are a few reasons, but this does not

limit to the following:

* Relocation of my Family
* Lack of Parental Cooperation
* Failure of the Child to adjust to **PLA’s** schedule after a reasonable amount of time.

Tuition for the four-week’s written notice of termination is due while Parents seek alternate care whether your Child attends or not. When the written notice has been given to Parents, all Tuition and outstanding fees must be paid before your Child’s last day.

**\*\*\*\* Provider may immediately terminate this Contract without giving**

**notice for the following reasons, but this does not limit to the following: \*\*\*\***

* Failure to pay Tuition on time
* Failure to complete required documentation
* Intentionally medicating your Child to cover up an illness
* Child is a risk to himself/herself or other Children/Staff in care
* Destructive/Disruptive behavior and/or violently damaging **PLA’s** possessions
* Failure of Parents to follow the contract in every aspect
* Violation of **PLA’s** privacy or any Child in care
* Parent or Child disrupt daily operations of **PLA**
* Failure of Parents to pick up an ill Child when notified to do so
* Parent habitually late picking up the Child without prior notification
* Parent violating the notice given concerning divorced Parent visitation/pickup

**By signing and notarizing this Contract, you agree to abide by the terms listed in**

**this entire document/handbook. Your signature indicates you have read all of**

**the contract/handbook and policies of Payton’s Learning Academy**

**and you agree to abide by all of the terms indicated.**

**You also indicate you are fully aware and understand your responsibility as a**

**Parent and the signing of this contract indicates your understanding of any legal**

**fees for non-payment can be used and it is the Parent’s responsibility to cover**

**these cost if penalties arise due to failure to pay. Lastly, you agree the Provider**

**may change the Contract/Handbook and Policies from time to time and you will**

**be notified in writing of the changes.**

**Thank you for allowing us to serve you. We look forward to building and**

**establishing a lifetime of positive relationships and love while we network for**

**your Child’s best interest to be successful.**

**Dated this \_\_\_\_\_\_ Day in the Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Year \_\_\_\_\_\_\_\_\_.**

**Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Notary Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Seal of Notarial Officer)**

**My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State of Texas, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pandemic Policies (Addendum)**

**\*\* This handbook is in addition to all policies stated in our Parent Handbook\*\***

This handbook is to help guide us in an emergency pandemic. This handbook may be adjusted based on the pandemic and emergency needs of the facility. This handbook was written to help guide families and staff with open communication.

**Payton’s Learning Academy** (**PLA**) will adjust this handbook as needed according to Federal, State and Local guidelines. We will follow all rules, regulations and requirements by the Department of Children and Families (DCF).

**PLA’s** goal is to provide quality care in a safe and healthy environment.

**Hours of Operation**

Current hours of operation are **8:30 am** to **5:30 pm** for children. This may change to allow for proper staffing.

**Dropping off and Picking up of Children**

Parents will not be allowed to enter the childcare at any time (unless there is an emergency). Infant and toddler children will be dropped off and greeted at the entrance doorway by one of the staff members.

At drop-off:

* Please have your child(ren) here no later than **9:30 am**.
* Sign the child(ren) in on the Sign-In Log.
* If there is a special circumstance for a drop-off, please let the Staff know.

At pick-up:

* Please call and a Staff member will meet you at the doorway with the child(ren).

**Communication**

Parents of infant and toddler children will continue to receive a daily update each day.

**Student Supplies**

Children should arrive in clean clothing. Students should bring any items needed in a disposable shopping bag. **NO BACKPACKS.** Also, no car seats or carriers allowed in the facility.

**Illness Policy and Monitoring**

Each child will have their temperature checked before the building. Temperatures will also be taken randomly throughout the day. If any child has a fever of 100.0 F or above, they will be isolated and then asked to leave immediately. If a child has a fever of 100.0 F, they must remain out of the Facility for 14 days, this also includes any siblings that may attend **PLA**. Unless they are tested for COVID-19 and the test comes back negative.

Any student showing any concerning signs of a respiratory issue excessive coughing, tugging in the chest, wheezing, shortness of breath, rash, etc. will be sent home and may not return for 14 days unless cleared by a medical professional.

Any child who is sent home will be required to be seen by a medical professional before childcare may resume.  After the child(ren) has been seen by a medical professional, they must notify the Facility Director of what the illness may be.

If a medical professional has cleared your child to attend sooner than the 14 days,

they MUST provide written documentation that states:

“The child, (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) was seen and was evaluated for \_\_\_\_\_\_\_\_\_.  The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk”.

If your child(ren), or anyone in your home has come in direct contact with a person who has tested positive for COVID-19, it must be reported to **PLA** immediately.  The child(ren) will be required to stay home for 14 days.

\*\*Children may NOT be given a suppressant for a fever.  If it is found a child was given medication to lessen symptoms, your child will be removed from care for 14 days.

**Keeping Healthy**

**PLA** will take every precaution for your child(ren) to stay healthy:

·         Consistent handwashing

·         Limited toys

·         Daily and frequent sanitizing

·         Limited contact within Facility with other children and Staff (i.e., 6 feet distance)

·         Staff will wear masks and/or face shields when 6-foot social distancing is not feasible (teachers may take them off while outside with the children).

Children’s hands may become dry and raw due to excessive handwashing.  Please apply lotion at home.

We need your help in keeping everyone health!  **Please:**

·         Practice social distancing

·         Wash hands often

·         Limit travel

·         Follow all local, state, and federal health guidelines.

**Closing the Facility**

If a child, parent, guardian, staff member of direct household member is being tested for COVID-19, they must inform Staff as soon as possible.

If a child is being tested, they will not be allowed back to **PLA** until test results are received. (If positive, they must stay out per doctor’s orders).

If a parent, guardian, or direct household member is being tested, any child in the household may not return to **PLA** until test results are received.  If the family member is put on quarantine, the child must also remain out for that time.

If a staff member is being tested, they will be asked to remain out of the building until test results are received.

**Test results:**

* If any test comes back negative, **PLA** will resume child-care services.
* If any test comes back positive, **PLA** will close until the Local Health Department is contacted with further instructions of what, if any, closure is required to keep everyone healthy and safe.

**Tuition Payments during a Pandemic (National Emergency)**

You will only be charged for days that your child(ren) is scheduled each week.  Holiday pay will also be included (if a holiday occurs during this time). If you choose to keep your child home due to a Pandemic (National Emergency), you will be required to pay the minimum tuition one week (2 full days + holiday if it occurs) and the full-time tuition each week thereafter to hold your spot. If the Health Department closes us for any time due to a confirmed case, all parents will be asked to pay the following:

                3-day closure – 1 full day of tuition

                5-day closure – 2 full days of tuition

All tuition payments are due by **5:30 p.m.** Friday for the care of the following week.  If tuition is not paid in full by **8:00 a.m.** on Monday morning, your child will not be allowed to stay at the Facility. You can pay online with Cash, Zelle and/or CashApp, Venmo, Google Pay, Credit Card **($5.00** convenience fees apply Credit Cards and a **$50.00** return payment fee).

During this time, our policies and procedures may change at a very rapid pace. We will attempt to keep everyone updated with the most current information as it occurs.  You will receive all policy changes in writing and via email.

**\*\*Liability Waiver:**

              I acknowledge that participation at **PLA** involves risk to each enrolled child (and their parents/guardians) and may result in various types of injury including, but not limited to, sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage and financial damage.

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read all the policies in this.

               Parent/Guardian Printed Name

Pandemic Handbook and will adhere to all policy changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Parent/Guardian Signature                                                          Date