

**RANDOLPH CHILD
DEVELOPMENT CENTER**

PARENT HANDBOOK
2018-2019

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Randolph Child Development Center

MISSION STATEMENT:

We strive to assist the physical, cognitive, social and emotional development of each child.

We aim to provide a safe, supportive and nurturing atmosphere where all children are able to express their creativity freely.

CENTER'S VISION:

- . Obtaining and maintaining the qualified and certified staff.
- . Assisting the children on their journey through exploration and play by providing both child direct and teacher directed activities.
- . Providing a stimulating and nurturing environment with an equal balance of emotional and intellectual focus.
- . Offering a variety of enrichment programs.
- . Continually assessing our program and making improvements based on the results.

CENTER'S VALUES INSPIRATIONS:

COGNITIVE DEVELOPMENT:

"I think every parent, every early childhood educator who has looked at a child sees that curiosity, that wonder and asks themselves, what we can do to keep them alive in a child, to foster it, to fan the flames and not dampen that curiosity"

Dr. Andrew N. Meltzoff

CARING ENVIRONMENT:

."When we are talking how the environment affects the children, what we're really talking about most importantly is the human environment; we're talking about relationships."

Dr. Jack P. Shonkoff

CONTINUOUS IMPROVEMENT:

Randolph Child Development Center

. “Perfection does not exist-you can always do better and you can always grow.”

Les Brown

WELCOME:

We are delighted you have chosen Randolph Child Development Center to fulfill your early childhood development needs. Caring for the development for your child/children is a responsibility we take very seriously. It is our goal to provide a loving atmosphere that emphasizes the development of the whole child-mind and body. We have qualified teachers and staff who are dedicated to providing quality early childhood education for our children.

Please take the time to read this handbook, as it will answer many questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in the role as a working parent. We encourage you to become an active participant in our center activities. If you have and questions or concerns or problems feel free to talk to your child’s teacher or the center’s coordinator. We want the best for you and your child.

We believe the development of your child is the single most important consideration when you work outside the home. You should feel at ease and confident about the place where your child spends their day. Daily interactions with the loving, caring people who work at Randolph Child Development Center can positively influence your child’s future. We strive to meet physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

ENROLLMENT:

Enrollment at Randolph Child Development Center is open from 4 weeks to age of 5 years old.

Enrollment ensures equal access to the full range of our development, sports and co-curricular activities without regard to their race, creed, religion, color, age, sex, national origin, ethnic identity, gender identity, disability, handicap, homelessness, or sexual orientation. The Randolph Child Development Center does not tolerate any form of discrimination, intimidation, threat, bullying, coercion and/or harassment that insults the dignity of others by interfering with their ability or freedom to learn.

Parents can apply enrollment of their child/children in Randolph Child Development Center by completing the Enrollment Application and paying \$50.00 Registration Fee. The application fee is NON-Refundable.

Initial enrollment is contingent upon receipt of completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt registration fee.

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Immunization records must be received within 30 days from the child's start date in order to continue enrollment.

The enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Randolph Child Development Center reserves the right to dismiss any parent or child at any time with cause.

Continued enrollment at Randolph Child Development Center is contingent upon the parent's emergency contact persons' and child's adhere to the policies and procedures of the center outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Randolph Child Development Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child being enrolled from the program and forfeiture of any deposit.

TUITIONS PROCEDURES AND EXPECTATIONS:

All custodial Parents or legal guardians are required to sign a Fee Agreement prior to enrollment of their child/children in Randolph Child Development Center.

Cash, Check, Money Order may be used to pay tuition. Receipts will be given for tuition payments made by cash. All cash payments MUST be handled directly to the Center's Coordinator or Assistant Coordinator. There will be a \$25.00 fee charged for tuition checks returned by the bank. Returned checks will not be re-deposited. Future payments, after a returned check must be made by cash, certified check, or money order.

ALL payments are due Friday 9:00 am for the current week of enrollment. A charge of \$5.00 will be added to your account if not received by 9:00 the following Monday.

Non-payment of tuition is grounds to immediate dismissal from the program. Timely payments are essential for continue enrollment at Randolph Child Development Center, however if anticipate difficulty with paying on time, please discuss the matter with the center's coordinator immediately. If alternative arrangements for payments are approved you will be notified by the center's coordinator.

Randolph Child Development Center offers a multiple discount for one or more siblings enrolled during the same school year. Tuition rates are discounted for 25% for the older child.

OUTSTANDING TUITIONS BILLS WILL BE SENT TO A COLLECTIONS AGENCY AFTER 2 WEEKS.

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ARRIVAL PROCEDURES:

Upon arrival at Randolph Child Development Center, the parent or the adult dropping off the child/children off must sign the child/children into care on the sign-in sheet located in the classroom. Parents are required to help children put away their outer wear and get them settled for the day.

NOTIFICATION OF ABSENCE PROCEDURE:

Parents are required to inform the center by 9:00am if child/children will not be in on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher plan for the day.

If your child/children are ill, we request you notify the coordinator not only of the absence but also the nature of the illness. This enables us to keep track of the illness in the center, in case it is contagious.

Parents who know in advance that the child/children will be late, are required to notify the center before or by 9:00am.

PICK UP PROCEDURES:

Parents or other adult are required to sign their child/children out of care on the sign out sheet in classroom. Once a parent signs child out, the parent or adult is solely responsible for supervising their child while on premises.

LATE PICK UP PROCEDURES/REQUIREMENTS:

Parents, who pick up their child/children late, will be charged a late fee. Late fees are \$1.00 a minute for being late. Multiple late pick-ups will result in a verbal warning regarding the late pick-ups, being grounds for cause of dismissal from the program.

Continued late pick-ups after the warning will result in a meeting with the center's coordinator and a written warning.

Failure to pick up the child/children on a subsequent occasion will result in dismissal from the program.

DISCIPLINE PROCEDURE:

At Randolph Child Development Center, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classrooms. Transition activities help the children move smoothly from with one activity to another. Our staff uses only positive guidance and redirection.

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Setting, a consistent, clear, understandable limit fosters the child's ability to become self-disciplined, which is our ultimate goal. We encourage staff to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child to the group and thus avoid the need for frequent discipline. We then use methods to do work; your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has direct consequences, they will begin to learn be responsible for their own actions. A negative choice will result in a negative consequence. Randolph Child Development prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of the child for behavior problems will be at the sole discretion of Randolph Child Development Center.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are consistent. You will be notified of any behavior we feel should be reinforced at home.

FIRE DRILL PROCEDURE:

Randolph Child Development Center conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of the drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may NOT sign children in or out of the program. Parents must wait until the drill is completed and the children have returned to the center. Parents may feel free to wait with the center in the designated safe-zone outside of the center until the drill is completed. The location/safe-zone for our center is located in the administration building. Randolph Child Development Center will never be outside.

In the event of a real situation, the coordinator or designate will inform each classroom teacher that the center is closing. At this time any parent waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the phone call.

ALTERNATE SAFE LOCATION PROCEDURE:

Should the administration of Randolph Child Development Center or any emergency service personnel determine the building which house the development center to be too dangerous to be occupied, the staff and children will be taken to Town Hall, Washington Room. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of telephone call.

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HEALTH AND SAFETY:

Pre-Enrollment Requirements: Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Randolph Child Development Center. If you have chosen not to have your child immunized, please ask the center's coordinator for an immunization waiver form. Parents are required to have a waiver form on file of an immunization record, so that the center can maintain compliance with licensing regulations.

Our first priority at Randolph Child Development Center is providing a healthy, safe learning environment for all children. The child will be sent home as soon as possible if any of the following is experienced: an illness that prevents the child from participating comfortably in activities (as determined by staff); and illness that results in a greater need for care than the staff can reasonably provide without compromising the health or safety of all the children in the classroom; or a child is experiencing any of the following conditions:

1. A fever of 101 or greater, until 24 hours – 1 full day – symptom free without fever reducing medication. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum.
2. Signs or symptoms of severe illness including: lethargy, uncontrollable coughing, inexplicable irritability or persistent crying, difficulty breathing, and or wheezing.
3. Diarrhea (not associated with diet changes or medications) – two instances. Until diarrhea stops for 24 hours – one full day – or the continued diarrhea is deemed not to be contagious by licensed healthcare professional. Children are required to be excluded from the program for loose bowel movements or diarrhea which occurs 3 times in a 24 hour period of time. Children may return to the program when normal bowel movements return.
4. Blood in the stools not explainable by dietary change, medication or hard stools.
5. Vomiting (one instance). The child can return after vomiting has been resolved for 24 hours – 1 full day – or until a health care provider determines the cause, that it is not contagious and that the child is not in danger of dehydration.
6. Persistent abdominal pain that continues for more than two hours or intermittent pain associated with fever and other signs/symptoms of illness.
7. Mouth sores with drooling: Unless a healthcare provider determines the sores are not contagious.
8. Rash: Until a healthcare provider determines that the symptoms do not indicate a communicable disease.
9. Pink eye, conjunctivitis: Until after treatment has been initiated for 24 hours – one full day.
10. Scabies: Until treatment has been completed.
11. Tuberculosis: Until a healthcare provider states that the child is on an appropriate therapy and can attend childcare.
12. Impetigo: Until 24 hours – one full day – after treatment has been initiated.
13. Strep throat: Until 24 hours – 1 full day – after initial antibiotic treatment and cessation of fever.

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14. Chickenpox: Until all sores have dried and crusted, usually six days.
15. Hand, foot and mouth: until sores have dried, crusted over and there is no fever.
16. Pertussis: Until five days of appropriate antibiotic treatment has been completed.
17. Mumps: Until nine days after onset of symptoms.
18. Hepatitis A virus: Until one week after onset of illness.
19. Measles: Until four days after onset of rash.
20. Rubella: Until six days after onset of rash.
21. Herpes Symplex: with uncontrollable drooling.
22. Unspecified respiratory track illnesses accompanied by another illness which requires exclusion.

COMMUNICABLE DISEASES REQUIREMENTS:

A child who becomes ill while at the Randolph Child Development Center must be removed from the classroom in order to limit the exposure of all the children to communicable diseases. A child that is ill will be sent to the office to wait for his or her parents to arrive. For this reason we ask families to make every effort to pick up the child as soon as possible. Parents are required to pick up an ill child within 45minutes of notification by phone. If a parent is reached, but cannot pick up, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

The Randolph child development center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare for professional stating that the child is not contagious.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will be permitted to return to the program until they are no longer contagious. Children must present a doctor's note stating they are no longer contagious and can return to the center. Randolph Child Development Center reserves the right to refuse to allow a child to return if the center coordinator believes the child to be too ill to participate in the program.

Definition of symptoms:

1. Fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more taken under the arm.
2. Cold symptoms: uncontrollable, excessive coughing, sneezing, nose drainage that is yellow or green, difficulty breathing, and or wheezing that interferes with the child's ability to eat, sleep or play.
3. Diarrhea is considered bowel movements that are extremely loose, watery and frequent. It is extremely contagious illness in children. Bowel movements that cannot be contained in a diaper or toilet pose a high risk of infection. Young children (especially infants) may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten within 24 hours free from diarrhea (overnight with no meals eaten should not be

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considered 24 hours free from diarrhea). Secondary symptoms such as crying, pain, refusal to eat, etc. must also be considered.

4. Vomiting – infants can spit up or throw up for many different reasons. With no other symptoms, we would wait to see if there is a second episode before excluding the child. Older children will be excluded.

5. Mouth sores with drooling are symptoms of disease that need to be seen by a medical professional.

6. Conjunctivitis is an inflammation of the eye tissues, when combined with a yellow discharge is an indication of infection (usually seen as matted eyelids after sleep), there may be additional symptoms such as inflamed (red) eyelids or the skin surrounding the eyes, or pain in the eyes. These are all possible reasons for exclusion.

7. Teething is not a reason for exclusion. It can cause a low-grade fever (under 100), crankiness, loose bowel movements, and a CLEAR runny nose.

If your child is absent due to an illness, we request that you notify the center coordinator. Exposure to Measles, Chicken Pox, Roseola, Conjunctivitis, Impetigo, Pediculosis (head lice), RSV, Bronchitis, Strep Throat, Ringworm, or any virus (such as Coxsackie), need to be reported as well. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with the faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center’s coordinator, so that parents of the children in the center maybe notified that the disease is present. Once again, only the communicable disease information will be shared.

Randolph Child Development Center will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based what so ever on your decision to share, (or not) the reason your child’s absence from the center.

Contagious illnesses need to be posted in the classrooms to let other parents know what illnesses their child may have been exposed to.

To return to the Randolph Child Development Center, medical notes on the medical facility letterhead must contain the following:

- 1) A diagnosis
- 2) A statement that the child is no longer contagious.
- 3) The date that the child can return to the center.
- 4) Medical professional signature, legible name address and phone number.

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CHILDREN WITH SEVERE ALLERGIES REQUIREMENTS:

For the safety of your child, parents are required to provide signed copy of a form, from child's doctor, detailing any allergies, food, or otherwise, from which the child suffers, at the time of enrollment or when the allergy is discovered. This form must be completed and filled out by the child's physician and parent(s) or legal guardian(s), and must be provide a copy of any physicians needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to prevention and treatment of child's allergy. This form can be obtained by request from the center's coordinator.

Parents must sign the waiver and release of liability form, this form releases Randolph Child Development Center from administrating treatment.

Any medication required to treat an allergic reaction must be given by the school nurse, the staff at Randolph Child Development Center cannot give medications.

DISPENSING MEDICATION POLICY:

The staff at Randolph Child Development Center will not dispense over –the-counter and/or prescription medication that is not in original, labeled containers. The school nurse (or delegate) is the only person allowed to dispense medication, with a doctor's note that is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to fill out medication form, and then given to the center's coordinator.

Over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) will not be dispensed unless it is at the direction of a doctor, or the school nurse. Parents are required to supply an original unopened bottle of any over the counter medication clearly labeled with their child's name. The nurse or staff member will contact you if the medicine needed to be given to your child. The parent will also be notified if it is necessary for the child to be picked up due to illness. Refer to policy listed on regarding pick up ill children.

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BITING POLICY:

Randolph Child Development Center recognizes that biting is a developmentally appropriate behavior for children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset, when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Randolph Child Development Center cannot discuss medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the bite.

INCIDENT REPORTS:

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an incident/accident report. Parents are responsible to sign any incident/accident reports from the day pick up. The classroom teacher will be able to briefly discuss the matter with you. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting on a later date.

Should a person other than the person designated to pick up the child receive the report, a parent/guardian must sign the report and return a copy to the center coordinator within 24 hours. Failure to sign and return an Incident/accident report in the time period will result in your child's exclusion from the program until such time as the report is returned signed.

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DAILY SCHEDULE OF ACTIVITIES:

Curriculum

Activities in all age groups are based on the most-up-to-date practices recognized. Our staff has access to publications on the latest developments available. We use a literacy approach to our curriculum. The classroom teachers prepare lesson plans, which are handed in to the coordinator for review and input.

Observations

We value your child's experiences. When your child starts at Randolph child Development Center observation will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set their goals accordingly.

Classroom Assignments

Children are assigned to classrooms typical by age and cognitive ability. When it is time for your child to move to next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being an activity participate in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. At your written request we will transfer your child's records.

NAPTIME:

All children are encouraged to nap between 11:30 and 2:00. The Pre-K classroom typically has children that do not nap, if your child does not nap then he/she will have to rest for 45 minutes and then be able to do quiet activities.

PERSONAL CARE SUPPLIES:

All children need to bring a change of seasonal clothes, sheet for crib or mat, and a blanket.

Infants and Toddlers need to bring bottles, diapers, wipes, formula.

BIRTHDAY/HOLIDAY CELEBRATIONS:

Randolph Child Development Center celebrates all holidays.

We allow parents to bring in cupcakes or other special treats to school to celebrate child's birthday.

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PARENT/TEACHER CONFERENCES/COMMUNICATION:

A greeting to know conference is offered at enrollment and a few weeks after enrollment. Periodic parent/teacher conference are scheduled to discuss your child's development and progress and include child observations. A conference may be requested at any time by the parent(s) if there are questions concerning a child's progress or a specific problem.

GRADUATION:

We have a graduation ceremony every year at the end of the school year in June for Pre-K children entering Kindergarten.

DRESS CODE:

CLOTHING

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the child to wear their winter boots to school. Teachers will change the children into their winter boots when they go outside.

Children are not permitted to wear open toed shoe, and /or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber soled sneakers/tennis shoes.

Children ages 3-5 years old are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age require having two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teacher will post reminders for parents to update change of clothing as the weather begins to change.

All clothing items must be clearly labeled with child's first and last name. This includes coats, hats, gloves, scarves, and boots. Randolph Child Development Center is not responsible for lost or damaged items of clothing.

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PARENT PARTICIPATION/VOLUNTEERS POLICY:

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the development center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the office. To volunteer in the classroom, you may be asked to go through the same CORI and fingerprint process as the center's staff, failure to comply may result in not being allowed to volunteer in the center.

CONFIDENTIALITY POLICY:

Within Randolph Child Development Center, confidential and sensitive information will only be shared with employees who have a "Need to Know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with other parents, as Randolph Child Development Center strives to protect everyone's right of privacy.

You may observe children at our center who is disabled or who exhibits behavior that may appear inappropriate (I.e. Biting, hitting, spitting. You may be curious or concerned about the other child. Our confidentiality policy protects every child's privacy. Employees are strictly prohibited from discussing anything about another child with you; rest assured the staff does address such behavior and work to teach children more appropriate behavior.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT REGULATIONS:

Under the Child Protective Services Act, ALL RANDOLPH PUBLIC SCHOOL EMPLOYEES ARE mandated reporters and as such are required to report any SUSPICION of abusers neglect to appropriate authorities. The employees of Randolph Child Development Center are considered mandated reporters, under this law. As mandated reporters, the staff at Randolph Child Development Center cannot be held LIABLE for reports made by Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

Causes for reporting suspected child abuse or neglect may include, but not limited to:

- . Unusual bruising, marks, or cuts on child's body
- . Severe verbal reprimands
- . Improper clothing relating to size, cleanliness, season
- . Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- . Dropping or picking up your child under the influence of illegal drugs or alcohol
- . Sending a child to school medicated to hide symptoms of sickness that would require the child to stay home

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Registration for School Year 2018-2019

Today's Date: _____

Child's Name: _____ Date of Birth _____

Parent/Guardian's Name: _____

Address: _____

City: _____

Zip Code: _____

Phone Number: _____ (home) _____ (cell)

Is this the first time your child will be enrolled in the Child Development Center? _____

If no, when was the child enrolled? _____

Please list the days (minimum 3 days) and hours your child will attend:

MONDAY **HOURS:** _____

TUESDAY **HOURS:** _____

WEDNESDAY **HOURS:** _____

THURSDAY **HOURS:** _____

FRIDAY **HOURS:** _____

The center will be open to children of Randolph School district employees and any other open slots will be for residents of the Town of Randolph. Our hours are 7:00-5:00. You have a 15 minute grace period **as long as we receive a phone call before schedule pick-up.**

A \$50.00 non-refundable registration fee is required. We accept cash, check or money order made out to Randolph Child Development Center (RCDC).

Registration fee paid on _____ Received by _____

Signature of Parent/Guardian: _____ **Date:** _____

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2018-2019 Tuition rates

Tuition Procedures

A 25% discount will be applied to any older child with a younger sibling also enrolled in the Day Care Program.

Employee Rate: (Up to a 9 hour day)

| | Infant (1mon-15mon.) (2.9years-5years) | Toddler (15mon-2.9years) | Preschool/PreK |
|--------------|-------------------------------------------|--------------------------|----------------|
| Weekly Rate: | \$325.00 | \$310.00 | \$290.00 |
| Daily Rate: | \$65.00 | \$62.00 | \$58.00 |

Public Rate: (Up to a 9 hour day)

| | | | |
|--------------|----------|----------|----------|
| Weekly Rate: | \$360.00 | \$340.00 | \$325.00 |
| Daily Rate: | \$72.00 | \$68.00 | \$65.00 |

*When a child ages out of a room, they will pay the tuition for the new room they have entered. When a child is not aging out of a room but being moved at the parent's request or moved early to make it an easier transition for the child, the original tuition will be charged until the child reaches the appropriate age for that new room.

Please note: These rates include breakfast, lunch, and snacks. It is the parent's responsibility to provide any special foods including formula/specialized baby food, as well as, diapers, diaper wipes, and diaper rash ointments. **If your child has a food allergy, you must supply all specialty foods they require.**

Parents are required to pay for all days that they contract for regardless of whether or not your child attends on the given day. Please note that this includes days that the child or parent is sick or leaves early due to illness. Parents are also required to pay for any vacation time taken outside the normal school vacation calendar. The minimum days per week are 3 with a minimum of 9 hours a day. There will be a late fee of \$ 1.00 per minute that you are late after that 9 hour period.

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Receipt of Handbook

I _____ (please print),

Have received the Randolph Child Development Center Handbook.

This is to verify that I have read Randolph Child Development Handbook.

I agree to comply with the policies outlined in the handbook.

SIGNED: _____.

DATE: _____.

Thank You,

Randolph Child Development Center