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**Cedarbrook Early**

**Learning Center**

For the Love of Learning

*Parent and Program Handbook*

“A child must know that he is a miracle, that since the beginning of the world there hasn’t been, and until the end of the world there will not be, another child like him”

Pablo Casals

Dear Parents/Guardians,

Welcome to the Cedarbrook Early Learning Center program. We are delighted that you have chosen our center to provide care for your child and are looking forward to getting to know you and your child better.

We believe that learning and growing for the young child should be a fun experience. Playing is, after all, a child’s ‘work’ so we do everything within our power to create a safe and secure environment in which your child can enjoy learning and development.

Early childhood experiences are vital to your child’s growth and development. Early childhood experts agree that personality, identity and language are largely formed by the time your child is six years old. Cedarbrook Early Learning Center is an important resource for your child during these formative years. We believe that guidance by skilled, trained teachers allows your child’s physical, mental, emotional and social development to progress smoothly and naturally. We provide a nurturing environment filled with warmth and encouragement. Your child will discover friendship and sharing while developing a positive self-image.

We consider the communication between your family and our staff to be a vital part of our program that will benefit you and your child. We have developed this handbook to serve as a general guide. We hope it will answer most of your questions and help you in understanding our operational procedures. Please feel free to discuss any other questions or concerns you have with our office.

The environment and program of Cedarbrook Early Learning Center has been carefully planned to be what you would want for your child… a comfortable, caring environment where children can play, learn, develop, and grow safely and happily. Welcome to our family!

Sincerely,



Julia Fulton

Director

(360) 379-2271

cedarbrookelc@gmail.com

**Philosophy and Curriculum**

Cedarbrook Early Learning Center exists to provide loving, quality childcare in a Christian setting. We strive for excellence in meeting the physical, intellectual, emotional and social needs of children ages 1month to 12 years of age. We believe in presenting an open, positive environment where children can learn from their discovered interests and abilities. We want to give them a head start in life skills with the help of their parents and other influential people in their lives. Because we are a Christian facility, we believe Christian principles are an important part of quality childcare and early education.

Teachers at Cedarbrook Early Learning Center seek to be in tune to each child’s cues and attentive to their needs. Activities are planned to engage the children’s interest. Tone of voice is an important consideration in our approach to working with young children. Our classroom environments are set up to be developmentally appropriate for all children that we serve. Our equipment is child friendly and promotes learning through play. We use many sensory activities throughout the day, including child-directed art activities. These activities provide learning approaches aimed at the children’s needs. Play is a vital part of your child’s day. Play activities influence your child’s total growth, including physical, mental, cognitive, emotional and social development. Play gives a child a sense of accomplishment and purpose. Children’s play is an activity; it does not necessarily result in a product. It may be built around toys and tools, or it may involve nothing more than a child’s imagination.

**Our constructive approaches to learning are:**

1. The expectation of the child is always age appropriate and at their developmental level.
2. Staff recognizes that all children are not the same and they implement/adopt learning styles appropriate for each child.
3. Staff use specific age appropriate directions and often use language expansion or sign when giving directions.
4. Staff use encouraging, positive statements.
5. Staff are role models and teach social interactions, manners, etiquette, cleanliness, health, and safety.
6. Staff are consistent in their responses and give the children clear expectations.
7. Staff give children time to talk and listen.
8. Staff attempt to understand the child’s feelings and home environment.
9. Staff encourage independence and exploration while maintaining appropriate classroom structure & routine.

**Daily schedule**

Your child’s classroom teacher prepares structured weekly lesson plans that address all aspects of children’s development. Weekly schedules are posted inside each classroom so you can stay in touch with the weekly curriculum. Additionally, teachers send home newsletters so you are aware of program details. Schedules are subject to change according to weather and the needs of the different age groups. Each day, children will engage in structured plans that address each area of their development: gross motor, fine motor, cognitive, social/emotional, adaptive/self-help, communication, language, art, music, and more!

***Infant Schedule***

*Infant Room Opens at 8:00 am, Closes at5:00 pm.*

Because the infants are each on different schedules, they all have their own individual schedules, which change regularly based on their needs. If you want to know more about your child’s personal schedule, please talk to your child’s teacher!

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| --- | --- | --- |
| **Toddler Daily Schedule** 7:00 am Center opens - all classes combined Free play / centers 8:00 am Diapers / potty / hand washing Free play 8:20 am Worship circle  8:30 am Breakfast 9:00 am Diapers / potty / hand washing Group 1: Inside – group project / free play Group 2: Outside – large motor / free play10:00 am Diapers / potty / hand washing Group 1: Outside – large motor / free play Group 2: Inside – group project / free play11:05 am Diapers / potty / hand washing Circle Time11:15 am Lunch12:00 pm Body rest time 2:00 pm Wake up / free choice 2:30 pm Snack 3:00 pm Diapers / potty / hand washing Group 1: Inside – group project / free play Group 2: Outside – large motor / free play4:00 pm Diapers / potty / hand washing Group 1: Outside – large motor / free play Group 2: Inside – group project / free play 4:45 pm Diapers / potty / hand washing Free play / centers 5:00 pm Combine with preschool / Free play 6:00 pm Center closes  Note: The Toddlers schedule changes according to their needs. We attempt to follow this schedule but we allow toddlers to sleep according to their needs. |  | **Preschool Daily Schedule** 7:00 am Center opens – all classes combined Free play  7:35 am Go to preschool room  Free play / centers 8:35 am Worship circle  8:45 am Breakfast 9:15 am Zoo phonics  9:30 am Small group activities / free play10:30 am Small group circle time10:45 am Puppy & crocodiles:  Outside – large motor / free play10:55 am Camel: Outside – large motor/ free play11:45 am Lunch12:15 pm Body rest time 2:00 pm Wake up / free choice 2:20 pm Snack 2:45 pm Outside – large motor / free play 3:45 pm Afternoon circle time 4:00 pm Small group activities / free play 5:00 pm Combine with toddlers Free play 6:00 pm Center closes |

**School Age Summer Daily Schedule**

 7:00 am Center opens – all classes combined

 7:30 am Go to school age room / free play

 8:45 am Worship time

 9:00 am Breakfast

 **Group One**  **Group Two**

 9:30 am Group projects / free play 9:30 am Outside activities / free play

 10:30 am Outside activities / free play 10:30 am Group projects / free play

11:30 am Group activities

12:00 pm Lunch

 12:30 pm Group projects / free play 12:30 pm Outside activities / free play

 1:30 pm Outside activities / free play 1:30 pm Group projects / free play

 2:30 pm Group activities

 3:00 pm Snack

 3:30 pm Outside

 4:30 pm Group projects/ free play

 5:45 pm Combine with preschool and toddlers

 6:00 pm Center closes

**School Age Schedule during school year**

 7:00 am Center opens – all classes combined

 7:30 am Go to school age room

 Free play

 7:50 am Breakfast

 8:10 am Clean up and get ready for bus

 8:20 am Bus arrives - all children go to school

 4:00 pm Bus arrives – put away belongings, use bathroom, wash hands

 4:10 pm Outside – large motor/free play

 4:40 pm Snack

 5:00 pm Group project / homework / free play

 5:45 pm Combine with preschool and toddlers

 6:00 pm Center closes

**Arrival and Departure**

Children may be dropped off between 7:00 and 9:00 in the morning. If your child will be arriving AFTER 9:00 am, please call the office to let us know that your child will be late, and whether or not to include your child in the lunch count. We need this information to ensure we have enough lunch for your child. Our teachers work very hard to implement structure and routine for your children and, as you can imagine, when children arrive late, the classroom routine is disrupted. Additionally, because our program is built on skills learned, if your child is consistently arriving late, they may miss important and valuable classroom instruction or activities. Attendance is not required, but in order for your child to benefit from our program, regular and prompt attendance is necessary. Please notify the office when your child will not be attending, whether due to illness or other family matters.

Prompt pickup at the time you selected at enrollment is important. Staffing is based on the number of children we expect to have.

We ask that parents please DO NOT send your child with toys. Because our classrooms are well equipped and the program is structured with instructional, interactive, and fun activities for children of all abilities to engage in, we ask that children leave all toys (other than a soft “love-y for naptime) at home. These become a problem when they get lost or broken or when other children want to play with them.

Parking is provided in front of the sidewalk and along the edge of the lawn only. Buses must be able to come in and turn around without backing, so we must keep all areas clear. The speed limit in our parking lost is 10 mph. Smoking is not allowed anywhere on our premises, including the parking lot. Please do not leave any children unattended in your car at any time.

**Attendance**

It is important that your child arrives on time and attends every day that they are scheduled. Attendance is not required, but in order for your child to benefit from the services and instructions we offer, regular and prompt attendance is beneficial. Children respond well to daily structure and routine, and this allows them to perform at their optimal level. If there is an interruption in the child’s daily schedule, they may have a difficult time responding to the daily activities and routines that are provided in the classrooms. Please make sure that your child receives a good night’s sleep before attending school. Children who are tired do not respond well to our daily activities and routines and do not receive optimal benefits from the instruction provided.

If your child has more than 5 unexcused absences during any one month, your child’s enrollment at the center may be terminated.

**Drop off and Pick-up**

Children must be signed in and out of the center electronically on the time clock located on the big bulletin board outside the Preschool classroom. Children will only be released to their parents/ guardians and other people designated by the parents on the child’s application. Please inform the teachers or the director if a new person should be added to that list. Teachers will ask to see a Driver’s license of anyone they do not know before releasing the child.

**Release of children to anyone whose behavior may place the children at immediate risk**

If the parent or guardian picking up the child demonstrates behavior that is of concern (appears to be under the influence of drugs or alcohol, exhibits threatening behavior, or does not have a car seat in their vehicle), staff must try to talk to the parent about making other arrangements, but may not refuse to release the child to his parents or legal guardian. They must inform the person that they will immediately call the police because the child is at risk. If the person with questionable behavior is NOT the parent or guardian, staff must immediately call the police and notify the parent of the concern.

**Transition to New Classes**

As your child grows and matures, he or she will transition from one classroom to another. We strive to make these transitions as stress-free as possible for both you and your child. You will be notified in advance if your child will be transitioning to another room. Both classrooms will work together to devise a visitation schedule for your child so that they will not be a stranger when you officially move. You will also receive an information packet from the new teacher in advance for transitioning.

**Inclement Weather Policy**

Cedarbrook follows the Chimacum School District schedule for all weather related closures and delays. However, if Chimacum is closed and we feel that it is safe to open, we may open, so be sure to check our website or Facebook page. All closures and delays will be posted on www.CedarbrookELC.com or our Facebook page, Cedarbrook ELC.

**Birthday or Other Treats**

We love to celebrate birthdays and holidays. If you would like to provide a special birthday snack for your child’s class please schedule beforehand with your child’s teacher. All provided snacks or treats must be purchased at the store or bakery and include an ingredient list. You can also provide fruit that is fresh and uncut. Due to possible child allergies we cannot serve any homemade treats or snacks.

**Reports / Parent notes**

**Please check your child’s folders or cubbies DAILY**! Daily Reports, Incident Reports, art work, wet or soiled clothing and important information will be sent home daily.

**Proper Dress**

Children attending the program should dress appropriately, wearing comfortable, casual clothing they can freely play in. Following the belief that children learn best through active, involved play, our teachers plan instructional, play based learning activities using a variety of materials. In addition, we have outdoor play and gross motor play that requires free movement and may involve sand and water. During play, children sometimes get dirty, especially when playing outside or creating art. Please remember to bring clothes that can get dirty and extra clothes for children to change into if needed. Please be sure your child is dressed appropriately for the season. We will plan to have some outside time every day, weather permitting. Flip flops, and sandals should not be worn. Slip on shoes, tie shoes, and Velcro shoes with socks are encouraged. Please make sure your child has all necessary clothing items, such as coat, hat, gloves and snow pants as needed.

**Discipline**

Cedarbrook staff uses guidance and positive behavior management / reinforcement techniques in all classrooms. Positive discipline will help your child to manage inappropriate behavior while learning correct responses. The staff will always use positive reinforcement for behavior that is cooperative and considerate of others. Staff will never use any form of corporal punishment or belittlement with any child. Strict and immediate measures will be taken against staff member found to be using harsh, extreme, or physical methods of punishment.

If a child is in a situation in which he/she is causing self-injury, injury to others, or damage to equipment, recovery time may be used. When recovery time is implemented, it will be no longer than one minute for each year of age or developmental level of your child. The staff will explain to the child in terms they can understand why recovery is being used and that the behavior is unacceptable. They will also explain that there are consequences for unacceptable behavior. Children may also use recovery space if they need a place to calm down and control their emotions in which they can return to play as soon as they are ready. Our teachers are reminded to maintain a loving tone of voice and to be thoughtful of what each interaction communicates to the child.

If your child is unable to gain control and requires individual attention than cannot be given within the child to staff ratios, we may need to contact a parent. A child requiring one to one attention may have to leave the center temporarily for the safety of themselves or others. Repeated uncontrollable behavior can lead to discontinuation of childcare services.

**Behavior Plan**

If we find that a child continues to display inappropriate behavior we will, with your help and input, implement a behavior plan. A meeting may be required to prepare the plan together, and recommendations for referrals to a behavior specialist may be a result of the plan. To ensure effectiveness of the behavior plan, it should also be implemented in your home.

**Biting**

Biting occurs in most group settings involving children. While we as educators make every effort to prevent this from happening to your child, it is possible that your child will bite or be bitten while in our care. You will always be informed should this occur, whether your child is the victim or perpetrator. Wounds will always be washed with soap and water.

**Illness and Medication**

If your child is ill or has a temporary condition (such as recent surgery) for which he/she does not appear to function well throughout the day (is fussy, irritable, cannot participate and/or is in pain), we request that he/she remain at home for the duration of his/her illness or recovery. If your child has had surgery, they will need a release from the doctor to return back to school and to provide a list of limitations, if any.

CONDITIONS THAT REQUIRE TEMPORARY EXCLUSION:

* Illness or extreme tiredness which prevents the child from participating comfortably in activities as determined by this program
* Illness resulting in a greater need for care than the staff can provide without compromising the health and safety of other children
* Child appears severely ill
* 100 degree F temperature or higher and behavior changes or symptoms such as sore throat, rash, vomiting, or diarrhea
* Increased diarrhea (more than two instances) not associated with change in diet, blood in stools
* Vomiting in the previous 24 hours
* Abdominal pain that continues for more than 2 hours
* Mouth sores with drooling
* Rash with fever and behavioral changes
* Pink or red conjunctiva with white or yellow mucus drainage, matted eyelids
* Tuberculosis
* Impetigo until 24 hours after treatment
* STREP until 24 hours after treatment
* Head lice until after two treatments and no lice or nits present
* Scabies until treatment has begun

Please do not give your child medication to lower their fever and then send them to school. Their fever will come back before the school day is over, and they are still contagious.

**If your child has a fever of over 102 degrees or a low grade fever along with other symptoms, they must be fever, vomit, and diarrhea free for 24 hours before returning to the center, OR have a doctor’s note.**

CONDITIONS THAT DO NOT REQUIRE EXCLUSION

* Colds, runny noses (regardless of color or consistency of discharge) and coughs
* Fever under 102 degrees without any signs or symptom of illness in children who are older than four months
* Watery eye discharge without fever, eye pain, or eyelid redness
* Yellow or white drainage that is not associated with pink eye
* Rash without fever and behavioral changes
* Ringworm (may delay treatment until the end of the day, but MUST be kept covered while in care)
* Thrush
* Fifth Disease (unless child has immune problems)
* Cytomegalovirus infection
* Children with chronic infectious conditions that can be accommodated according to legal requirements (ADA)

**Maintaining a Safe, Healthy Environment**

1. All children must have a current health and immunization record on file in our office in order to attend. Records must be current and children must continue to have annual physicals.

2. Children must have at least one phone number in our records for emergencies. Addresses, phone numbers, and guardianship status must be updated in the event of any changes.

3. STAFF ARE REQUIRED BY LAW TO REPORT ALL SUSPECTED CASES OF ABUSE/NEGLECT TO THE DEPARTMENT OF CHILDREN’S SERVICES.

Each day your child attends, teachers will make a quick check of your child’s physical appearance. If your child had an injury overnight or over the weekend and they have bumps and bruises, or they ran a fever or had a bad night or weekend, please report this to your child's teacher.

During warmer months, sunscreen with UVA and UVB protection of at least SPF 15 or higher is provided and applied prior to each time a child goes outside. Parents are required to have a written request for sunscreen on file.

Cedarbrook takes pride in maintaining a safe and healthy environment. Each staff member is certified in Adult/Child/Infant CPR and First Aid. In addition, comprehensive training is required for all staff in the areas of fire safety, severe weather safety, national alert safety, and blood borne pathogens/infectious and contagious disease control. Monthly fire drills are performed and severe weather drills are practiced once a year. Smoke alarms and emergency lights are checked monthly. Washing hands is an important part of our routine. All children are required to wash their hands upon arrival, before meals, after meals, after outdoor play, and after diapering or potty use. Children are not allowed to walk around in the classroom with food, drink, Sippy cups, or bottles.

Staff wash and sanitize toys and all surfaces daily. Dishes are washed in the kitchen following Department of Health guidelines. Each classroom is professionally cleaned each night to prevent the spread of germs and to provide a healthy safe environment for your child. All potentially infectious or contagious diseases that may be an epidemic are reported to the County Health Department and parents are notified. Poison Control numbers are posted and 911 is used in the event of an emergency.

Children’s emergency contact numbers are kept readily available in the classrooms and central office. Parents will be notified immediately should a problem occur and an incident report is also completed should an incident occur involving a child. All information involving accidents or incidents is kept confidential.

**Confidentiality and HIPPA/ FERPA**

All children’s records are maintained in accordance with HIPPA and FERPA regulations and are destroyed after one year from the date the child withdraws from the program.

**Family Centered Approach**

Cedarbrook offers a “family centered” approach to services, meaning the family is viewed as "the expert" on their child's and family's needs. Families are active participants in all aspects of services and are the ultimate decision makers. Cedarbrook’s role as a team of professionals is to work together collaboratively with parents/legal guardians to enhance the strengths of the family and to support the child. In order to understand the “family centered” approach to services, it is necessary to define what strengths and needs are. All families have strengths that can be simply defined as abilities (things they know), capabilities (things they can do), and values (things that have significant meaning/worth). Strengths are what are used to get needs met. Needs are defined as something that is desired or lacking, but wanted or required in order to achieve a goal or outcome. Having needs is not perceived as a deficiency or weakness. It is being aware that something should or could be different, or knowing that there are resources that are available. With that being said, families truly are the experts in knowing what their strengths and needs are. We hope we can provide assistance to help locate resources that can assist families with their identified needs. If your child needs services that we do not have readily available, we will try to help you find these services. Simply stated, our goal is to help you meet the needs of your family.

We recognize and welcome the diverse community and world in which we live. In efforts to include all families who are served by our program, below are some of the ways Cedarbrook supports family cultures:

* Inviting families to come in to the program to share elements of their culture with the children and staff
* Preparing peers prior to enrollment with discussions about the new child and family enrolling and providing opportunities for the children to learn a few key words of the child’s native language or facts about the child’s culture
* Using the classroom visual schedule paired with the English word for activities and routines
* Utilizing peers to help promote familiarity with classroom routines
* Sharing with families some of the English songs that are sung in the classroom or books read in class so they can participate with their child in their home routine by singing their child’s favorite English songs or reading their favorite books
* Encouraging the English language learner to share their culture with the staff and children (e.g. counting to 5 or 10 in English and allowing the child to count to 5 or 10 in their home language)

**Staffing, Continued Training, and Enrichment**

Training is an on-going requirement of our staff. We regularly attend trainings and seminars on topics specifically related to the field of early childhood education and special needs and may, occasionally, close the Center so we can attend such trainings. Weekly lesson plans are submitted to the Director for review to ensure the appropriateness of all planned activities. Each child will receive a developmental profile each year. The first assessment will be conducted after 45 days of enrollment to ensure the child has had time to settle into a routine and become familiar with program staff. It is our program’s goal for all staff to work together as a team and be accommodating to the needs of you and your child.

Cedarbrook is comprised of a Director, Program Supervisor, lead classroom teachers, assistant teachers, and a cook. All staff are trained and experienced to work directly with your child in the classroom. Each staff person has a complete background check prior to employment including fingerprint, criminal, and sex offender’s registries. New hire orientation and extensive training sessions to prepare staff for their position in the program are also provided. Please talk to the Director for more information.

**Staff Changes**

When a teacher resigns her position or is moved to another classroom, we try to make the transition as smooth as possible for the children. Parents will be informed of any staffing changes before they take place. The new teacher visits the classroom before they begin their new position, and every attempt will be made to keep schedule changes to a minimum.

**Open Door Policy**

Our program has an open door policy. Parents are always welcome to visit and volunteer in their child’s classroom.

NOTE: Cedarbrook respects the rights of EVERY family and child enrolled. Whether observing, volunteering, or visiting your child's classroom, you will also observe other children as well as program staff. Should there be any concerns or questions that you have regarding the care or socialization that your child receives while attending, PLEASE DIRECT ANY CONCERNS TO THE PROGRAM ADMINISTRATOR, rather than in conversations with other parents, staff, or in the community. Please be aware that, due to our high regard for confidentiality, we cannot discuss other children with you.

**Tuition Policies**

A $50.00 enrollment fee is due on or before the child’s first day of attendance. This fee is non-refundable.

Tuition, fees, and conditions are subject to change and are reviewed every 6 months. Written notice of a change in tuition or fees will be provided by Cedarbrook at least 30 days before any change will take effect.

Payments for each month are due by 5:00 p.m. on or before the 5th of that month.

Delinquent accounts: Payments are due in full by the 5th of each month.

Any account that is two weeks past due may be subject to a charge of $10.00 for each week that the account is delinquent. If tuition is not paid by the end of the month, the child may be dismissed from the program, and her/his space will be forfeited. A child dismissed from the program for non-payment will be “waitlisted” and allowed to return to the program only after all account balances and all late fees have been paid in full and space is available. An exception may be made if approved by the Director for an account that is past due only when there is a current payment plan that includes automatic deductions every month to a credit card or checking account in the amount of at least new monthly charges plus 7% of the past due.

Methods of payment accepted: Checks, credit cards, money orders, or cash. Payment with credit cards can be made on the Procare check in consol. Checks and money orders should be made out to Cedarbrook ELC. Cash payments need to be for the exact amount (change will not be given; if change is due, it will be applied as a credit to the next month's tuition). Returned checks or declined credit card are subject to a returned check fee in the amount of the fee of $40. Two returned checks may result in the account being termed “cash only” and checks will no longer be accepted.

Tuition pays for enrollment, not attendance, so there is no refund, credit, or reduction in tuition costs for absences, vacations, snow days, illnesses, holidays or other instances that a child is not in attendance during her/his regularly scheduled days and times

Two week’s notice must be given if a child is to be withdrawn. If notice is not given, families are responsible for the regular tuition for those weeks.

Cedarbrook is unable to make changes to tuition invoice statements mid-invoice cycle. If a family wishes to change their child’s schedule, notice must be given before the end of the month preceding the planned change.

All tuition payments, enrollment fees, delinquent service charges, and returned check fees are the responsibility of the parent or legal guardian entering into this contract with Cedarbrook as evidenced by the signature on the next page.

**Additional Fees and Discounts**

**Registration and Supply Fees:** There is a $50 registration fee charged in January, as well as a $50 supply fee charged in the summer. Fundraising opportunities will be available to cover these fees.

**Activity Fees:** Activity fees of $15 per month will be charged for preschool and school age students to help pay for field trips and special activities. Infants and Toddlers will be charged a $5 per month fee for a baby wipes.

**Late Pick up Fees:** There is a late pick up charge for any child who is not picked up by their designated dismissal time. Out of consideration that things may happen beyond one's control, there will be a five minute grace period; beyond that, for every minute that a child is late being picked (e.g. after 6:05), there will be a $1.00 per minute fee.

**\*If a child has not been picked up by 6:30 p.m., and there has been no contact by a parent, guardian, or other designated person, and the closing person has been unable to reach anyone connected with the child who will come and pick them up, staff will notify the Director and CPS, and the local sheriff’s office will be called.**

**Multi- child Discount:** In the case of more than one child from one family attending Cedarbrook, special family discounts will be offered, as follows:

 Highest paying child is charged at the regular rate,

Each additional child from the same family receives a 10% discount from that child’s regular rate.

**Referral Discount:** We, at times, offer a $50 referral discount for families who refer a child who begins attending Cedarbrook, or refer an amazing teacher that we hire.

**DSHS Employment Daycare Program:** We participate in this program and accept applications for children whose parent/guardian is eligible for this program**.** If you are qualified through DSHS, you MUST reauthorize BEFORE the end of your last qualifying month in order to obtain uninterrupted care. If the Center has not had a confirming call or letter from DSHS by the last day of your qualifying month, you will need to find alternate care for your child/children until this is accomplished. Families eligible for DSHS will be responsible for paying your monthly co-pay, activity or baby wipe fees, and annual supply/curriculum fees.

**Over Program Charge:** If you are not sure you can be at the Center to pick up your child by a particular time, please allow a few more minutes when deciding on your schedule. This is for the purpose of scheduling teachers and other children. A charge of $5.00 per hour may be due when a child is not picked up at their scheduled time or dropped off before scheduled time. If the scheduled pickup time is at closing (6:00 p.m.) the Late Pick up Charge will apply.

**Reduction in Fees:** We are not able to reduce any fees without approval from the Board.

**School Age Full Days during the School Year:** During the school year, there are times when school age children need to come to the center for more than 5 hours, such as Spring Break, teacher in-service days, and holidays. These are considered full days. Parents will be charged the full day rate for these days and their bill will be adjusted.

**Laundry Fee:** Each time clothes are borrowed from Cedarbrook, they must be washed after they are returned. This has become expensive and time consuming for Cedarbrook. For these reasons, if the center provides clothing for your child, you will be charged the following per item: shirt $2, pants $2, underwear $1, socks $1, coat $5, shoes $5, swimsuit $5, towel $5, blanket $5. We also charge a $1 fee per diaper for all school diapers used.

Thank you again for your interest in and support of
Cedarbrook Early Learning Center!

**Things your child will need:**

Here is a checklist to help you remember the items you need to send with your child on the first day that he or she attends Cedarbrook Early Learning Center.

* Diapers (if not potty trained)
* Clothing appropriate for outside play (coat, boots, hat, mittens, snow pants, etc…)
* Change of clothing appropriate for the season (we recommend at least two outfits)
* Tube of child’s toothpaste and toothbrush in a labeled Ziploc bag
* Blankets (one swaddler or sleep sack for an infant, one blanket for a toddler, or two blankets for a preschool student)
* You may provide a ‘love-y’ if your child needs one to assist with falling asleep (teddy bear, etc..)
* Infants also need bottles and breastmilk or formula

PLEASE LABEL ALL YOUR CHILD’S BELONGINGS