

SALEM EARLY CHILDHOOD WEEKDAY MINISTRIES

PARENT AGREEMENT

1. Annual registration is typically held in late winter or early spring. The first week of registration is reserved for those families already enrolled in the program. The second week, registration opens to those families who are members of Salem Lutheran Church or who are currently enrolled at Salem Lutheran School. Open registration begins after the two-week preregistration period as stated above. Classes are filled on a first-come first-served basis. Registration during the school year is based on availability. At the time of registration, one half of the annual registration fee is due, the other half is due when the fall semester begins. There is an additional registration fee for all summer programs. All registration fees are non-refundable.
2. Tuition is due and payable according to your financial agreement. A child can be dropped from enrollment after fees are two weeks delinquent. The child will not be re-admitted until fees are paid in full. There will be no deductions for absence or holidays. Special circumstances must be discussed with the program director or administrative assistant.
3. We value your child being here and we want them to receive as much as they can during their time with us each day. Being here on time allows children to settle into their daily routine and will give them more opportunities to participate in class activities. It can be disruptive to the class when children are entering and leaving during the structured learning time of the day. We understand that special circumstances and occasional appointments are sometimes necessary and we are happy to work with you. Please try to plan your day the best you can to accommodate your child and their classmates as we respect their time together. We appreciate your cooperation as we work together to make our classroom environments the best they can be for the children. The early childhood program hours are as follows:

Part time program hours for the two or three day per week program are 9:00am until 2:30pm. Please have children here no later than 9:15am, class ends at 2:30pm. Part time program hours for the 5 day per week preschool or prekindergarten program are 8am-3:30pm. Please have your child here no later than 8:30am, class ends at 3:30pm. Times other than regular program hours need to be discussed in advance with your child's teacher. (If you are enrolled in Playcare the hours will be as scheduled.) Playcare (extended hours for the part time program) is available ONLY to those who have pre-registered. Playcare is available on a drop-in basis only if space has been reserved at least 24 hours in advance and space is available. Playcare is billed per hour only. (Playcare is available for ages three and four only, unless otherwise stated.)

Fulltime program hours are 7:15am until 5:30pm please have children here no later than 8:30am. Times other than regular program hours need to be discussed in advance with your child's teacher. General pick-up is from 3:00 - 5:30 pm. (If you are enrolled in extended care the hours will be as scheduled.) Extended Care (extended hours for the fulltime program) is available ONLY to those who have pre-registered.

Late pick-up fees will be assessed if children are picked-up after the scheduled time. Please see the current fee schedule addressing the issue of "late pick-up."

4. Multi-child discount: families with more than one child enrolled at Salem Early Childhood receive a 10% discount on tuition fees for the second and subsequent children. Tuition discounts will be applied to the lesser tuition amounts. Registration fees are not discounted.

5. Additional charges:

- extended hours beyond normal program hours
- Playcare and extended care fees
- August tuition as applicable for full-time classes
- summer program registration and tuition
- special events fee (to cover special classroom luncheons and parties throughout the year)
- returned checks will result in an additional charge of \$29.00
- hot lunches or special meals not included in the regular program will be charged if the service is provided
- T-shirts, special visitors, testing, or other additional activities not included in the regular programming

6. The center will be closed during major holidays and/or in-service days as noted on the calendar. There is no adjustment in the regular fee for holidays and/or in-service days since they are already figured into the pricing schedule. However, each child enrolled 5 days per week in the fulltime program and paying full tuition rates will be given a one week vacation credit to be used when the center is closed for Christmas break.

7. We understand that occasionally special circumstances occur due to illness, hospitalization, death in the family, or other situations which may result in a lengthy absence from the program. If such a circumstance arises, please contact the director. If a child is absent for more than two weeks without notification, his or her space will no longer be reserved and a new registration fee will be required.

8. An adult (person 18 years or older) must escort the child from the vehicle into the classroom and vice versa. Children may not enter or leave the center unescorted. Adults must sign their full name upon arrival and dismissal on the appropriate form, along with the correct time.

9. Children will be released only to those adults who have been designated on the student registration form. Our policy is to ask for a driver's license if the child's teacher does not recognize the adult.

10. Licensing requires that all medication be administered to the child with written parental permission and as stated on the label directions, or as amended by the physician. Prescription medication must be brought in the original container, labeled with the child's name, the date, include directions to administer the medication and include the name of the physician and the expiration date. Medication may be dispensed only when a medication form is completed. All medications must be turned into the teacher.

11. Sick children cannot be admitted to the center. Children exhibiting any signs of a contagious disease, vomiting, rash, temperature, or other symptoms must remain home until symptom-clear for a minimum of 24-hours without medication. If a child becomes ill or is injured at the center, he or she will be separated from classmates and the parents will be contacted to pick up the child immediately. If the illness or injury requires immediate medical

attention, emergency personnel will be contacted and the parent notified immediately. It may be necessary for a previously ill child to present a doctor's approval before being re-admitted. A previously ill child will not be re-admitted even with a doctor's approval until the child is symptom-clear for a minimum of 24 hours. If a child is sent home due to illness they will not be readmitted the next day.

12. Salem Early Childhood adheres to the guidelines of local, state and government health departments. The center will notify parents of any special problems, reportable diseases or occurrences that could affect their child.

13. Care for children with special needs will be dependent on approval from the program director. Placement will be on a conditional basis with the understanding that the child be able to participate and benefit from the program without threatening his/her own safety or the safety of the other children.

14. Should the program director determine that a child cannot adjust to the program or the center is not meeting the child's needs, the center reserves the right to withdraw the child from the program after giving the parents a one week notice.

15. A written two-week notice is required upon withdrawing a child from the program. If notice is not given, parents are responsible for the monthly tuition.

16. A rest time following lunch is required for all children. According to section 746.4503, of Texas Minimum Standards for Day Care Centers and the Harris County Fire Marshall's Office, mats must be one inch thick, waterproof and flame retardant. Your child may bring a small blanket and crib sheet from home for his or her mat. All bedding must fit inside your child's designated storage tub (11x13x5). Bedding that does not meet this criteria will need to be replaced. Blankets/crib sheets will be sent home for laundering.

17. To insure that children will not be disappointed with lost or broken toys, we ask they not bring toys from home to use in the classroom.

18. In the event classes are canceled due to weather conditions (hurricane, freezing rain, flooding, etc.) families should check the following: Salem Lutheran School website at www.salemlutheran.com, KHOU channel 11, or KSBJ 89.3FM or KSBJ.org. The rule of thumb Salem Lutheran School follows: If Tomball ISD cancels classes, Salem will follow suit. The school office will also contact local TV and radio stations (but this usually occurs after TISD has already announced its closing).

19. Monthly snack menus are posted for your information.

20. Lunches are provided by the parents and brought from home. Staff cannot microwave, cook or heat lunches due to Health Department regulations. Please send lunches pre-cut and ready to serve. Salem Early Childhood is not responsible for the nutritional value of the lunch or for meeting the child's daily nutritional needs. Parents are encouraged to plan and provide a healthy lunch that helps to meet your child's daily nutritional needs. Parents may breast feed and/or provide breast milk for their child.

21. Please send your child in comfortable play clothes that he/she can remove easily for toileting. Shoes must have rubber soles and be closed-toe and closed-back. Sandals, cowboy boots, Uggs, flip flops, crocs, etc. are not safe for the playground, gym play or physical education classes. Tennis shoes or athletic shoes are recommended.

22. For those enrolled in the Preschool Threes program, your child must be potty trained by the first day of school. Please dress your child in clothes that they can easily manage for toileting and active play.
23. Conferences and/or observations of your child's classroom can be arranged with the classroom teacher. Formal parent - teacher conferences occur in the early spring for all children. Conferences can also be requested at any time by contacting your child's teacher.
24. Difficulties and/or differences that arise should first be discussed with the teacher or staff member involved. If not resolved, then the parties involved discuss the difficulty with the Early Childhood director. If difficulty is still not resolved, then it is discussed with the Director of Educational Ministries. The Director of Educational Ministries has the final say in the matter with input, as necessary, from the Salem School Commission.
25. Parents are expected to refrain from destructive criticism of the staff or school. If a problem arises, contact the teacher or early childhood director to resolve the problem.
26. Discipline and guidance will be based upon the understanding and developmental needs of the child. Positive reinforcement and redirection are combined with Conscious Discipline techniques and used in the classroom. If needed, a brief separation from the group may be used as appropriate to the child's age and development. Children will not be subjected to harsh or cruel punishment, humiliation, abusive language or punishment associated with naps, food or toileting. The center's goal for the child is that they become responsible and caring individuals, self-motivated and self-controlled.
27. Vision and hearing screenings will be performed annually on all children four years of age and older. Required documentation is submitted to the Texas Department of Health.
28. Parents are encouraged to be involved in our program through our PARTNERS volunteer group.
29. The center encourages an "open door policy." The teachers and staff are available to answer your questions and help to alleviate any concerns you might have.
30. Questionnaires and surveys requesting your input and ideas about policies, procedures and programming are sent out at least annually. You are encouraged to discuss any questions or concerns about the policies and procedures with the program director. Your input and experience is valuable to us. When changes are implemented, parents will be notified either by letter, email, newsletter or an updated "Parent Agreement".
31. Copies of the annual Childcare Facility Inspection Form, Harris County Fire Marshals' Inspection form, and the Harris County Health Departments' report are on file and available for your inspection. The Texas Minimum Standards and Guidelines for Daycare Centers is available in the office for your review.
32. Parents may reach the Texas Department of Family and Protective Services licensing office by calling 713-940-5276 or by visiting their website at www.dfps.state.tx.us. The child abuse hotline can be reached by calling 1-800-252-5400.
33. No child shall, on the basis of color, race, religious belief, national origin or sex, be excluded from participation within the program.
34. Any area within 1000 feet of this childcare center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsh penalties.

35. The use of tobacco products is prohibited at the childcare center, on the premises and on the playground.

36. A hanging file is assigned to each student/family and is located by their classroom. Please be sure to check the file each day your child attends school. Items in this file are only to be viewed by that specific family.

37. Anything, including party invitations, must be given to the teacher for approval and distribution. If invitations are not being sent home to the entire class you may obtain a mailing list from the office.

38. If you have any questions or concerns please contact the program director, Sheri Losoya, at 281.351.8223 or slosoya@salem4u.com.

I CERTIFY THAT I AM A LEGAL GUARDIAN OF THE CHILD enrolled in Salem Early Childhood Program. I acknowledge that it is my responsibility to keep all information and authorization pertaining to the above child current. I further acknowledge that I have read, understand, and agree to the conditions and criteria outlined in the Salem Early Childhood Weekday Ministries Parent Agreement and I will abide by the same.