

# ASPIRE EARLY EDUCATION CENTER Parent Handbook



**"ASPIRE TO GREATNESS"**

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Open 7:30 am to 5:00 pm

Monday thru Friday

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# LINES OF SUPERVISION

Department of Early Education and Care

Aspire Board of Directors

Agency Executive Director

Preschool Director

Lead Preschool Teacher

Lead Toddler Teacher

Teacher

Teacher

## **SECTION 1: ASPIRE EARLY EDUCATION CENTER**

Aspire Early Education Center is an early childhood educational program serving children Aged 15 months - 7 years of age. We are a program of Aspire Developmental Services, Inc., a multi-service agency serving the needs of children and families of the North Shore for more than 25 years. Our goal is to recognize each child as an individual, and enhance that child's development based on the child's interests and abilities. Our curriculum and daily activities will address the social, cognitive, language, and motor development needs of each child, and will be adapted to meet the needs of the individual. We believe that children learn through play, and that children are active learners. The discoveries children make through play and daily activities are most meaningful to them, and so we strive to provide stimulating opportunities for children to make their own discoveries in a supportive and nurturing environment.

### **Program Goals**

Our primary goal at Aspire Early Education is to encourage a child to perform to the best of his/her ability. Through daily activities, curriculum units, storybook studies, and special events, the program upholds the following goals throughout the year:

- ❖ To improve overall development to meet age appropriate expectations.
- ❖ To create strong home/school/community relationships through special events, as well as daily written and/or verbal communication.
- ❖ To develop self-identity and promote positive self-esteem.
- ❖ To encourage creativity, imaginative play, and respect for others.
- ❖ To be positive role models in interactions with others and in conflict resolutions.

- ❖ To provide a positive and stimulating learning environment where children are constantly encouraged and challenged.
- ❖ To have fun!

### **ENROLLING**

Prior to admitting a child to the program, the director or a designee will meet with the child's parent/guardian. Parent/guardian (s) will be given a tour of the facility including the program's classrooms and an introduction to program policies will be provided. Additional meetings can be scheduled to review paperwork, plan for transitioning a child to the program and for the child to visit and meet with classroom staff. A plan can be developed during the initial meeting between the parent and program director or designee.

### **Non-Discrimination Policy**

Aspire does not discriminate in providing services to children and their families, or in hiring staff on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability. Toilet training is not a prerequisite for enrollment in the preschool program. We are excited to serve such a diverse community, and provide a classroom environment that is respectful of children and people of all backgrounds. The children in our program can begin attending the toddler group at 15 months and the preschool program at age 2.9, and can stay until they are eligible for Kindergarten.

### **Parental/Guardian Rights**

The General Laws of the Commonwealth of Massachusetts mandates to the Mass. Dept. of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of child care centers including preschools.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group child care and school age child care programs in the

Commonwealth. The regulations require the licensee inform all parents, when admitting their child to a center, of specific information including their rights and responsibilities.

**Parental Input**-The licensee must appropriately involve parents of children in care, in visiting the program, meeting with the staff and receiving reports on their child's progress. The program must have a procedure for allowing your suggestions and input, but it is up to the program to decide whether the suggestions and input will be implemented.

**Meeting with parents**-In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child.

**Parent Conferences**-The licensee must make staff available for individual conferences with parents at your request.

**Parent Information**-The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program's philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy, the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and illness exclusion policy; the program's

transportation plan; the procedure for administration of medication, and upon request, a copy of the complete health care policy; a copy of the fee schedule, and the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

**Parental Visits**-You have the right to visit the center and your child's room at any time while your child is present.

**Progress Reports**-At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

**Children's Records**-Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

**Access to your child's record**-You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's records and must maintain a permanent,



written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

**Amending your child's record**-You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

**Transfer of Records**-When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

**Charge for Copies**-The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

## **PROGRAM RESPONSIBILITIES**

**Providing Information to the Department**-The program must make available any information requested by the Department to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff and references.

**Reporting abuse or neglect**-All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

**Notification of Injury**-The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

**Availability of EEC Regulations**-The program must maintain a copy of the regulations, 102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you. You may contact EEC for information regarding Aspire Early Education Center, Formerly Little Explorer's Preschool's regulatory compliance history.

Contact EEC in writing at: Department of Early Education and Care  
360 Merrimack St.  
Building 9, 3<sup>rd</sup> Floor  
Lawrence, MA 01843

Or Phoned: 978-681-9684

## **SECTION 2: POLICIES AND PROCEDURES**

### **Parent/Teacher Conferences and Communication**

Children who have consistent support from home and school are most successful in their learning opportunities. Therefore, Aspire Early Education Center provides a multi-tiered approach to the developmental assessment of enrolled children. Our approach to assessment emphasizes collaboration between teachers and parents. Thus, the assessment processes involve both the teaching staff and parents. Teachers and parents will work in conjunction to support developmental progress by establishing goals and through the sharing of information. In the classroom, developmental assessment is an ongoing process.

The center uses screening and formative assessment tools to capture information on children's developmental progress. ("Ages and Stages" and "Teaching Strategies Gold") "Ages and Stages" is used as both a screening tool and to show progress over time. The "Ages & Stages" assessment tool is approved by The Department of Early Education and Care and was chosen for its accuracy as a parent-completed child monitoring system. Teaching Strategies Gold is an assessment system for children birth through kindergarten designed to help teachers: observe and document children's development and learning over time; support, guide and inform planning and instruction; identify children who might benefit from special help, and report/communicate with family members.

Parents will be asked to perform an intake screening using the "Ages & Stages" tool. This first assessment should be completed within forty five days of enrollment. This assessment can be done collaboratively with help from the staff. Therefore, the child's lead teacher will be available by appointment to help parents with completing the "Ages and Stages" assessment tool as needed.

In addition to the parentally completed "Ages & Stages" tool, parents of preschool age children will receive two written assessments annually. Toddlers and children diagnosed with a disability will be assessed 4 times annually. In addition, parent/teacher conferences will be offered twice a year and parents can be provided with a written report assessing progress. These parent/teacher conferences are held in the fall and spring. This is an opportunity to review your child's progress and discuss any concerns or questions you may have.

As part of the fall parent-teacher conference process, parents provide the teachers with an assessment for each child, the "Ages & Stages" screening/assessment tool. This assessment will be finished during the conference so that parents and teachers work collaboratively on establishing goals for the

child's progress in multiple developmental domains keeping in mind the age appropriateness of the goal and the child's current skills and abilities. The spring parent/teacher conference will include teacher observational notes and samples of work. During the meeting goals may be reviewed for progress and reauthorized or adjusted based on progress. The final annual written report will be sent home.

All Educators, specialists and consultants working with the child in the program will be offered an opportunity to contribute to the progress report of the child. Educators shall use progress reports to adapt the program to the children's individual strengths, interests, and needs; to maintain ongoing communication with the child's family, and; with parental permission, to facilitate the child's transition to other educational programs.

## COMMUNICATION

We are always available to meet with parents throughout the year whenever they request it. Also, we communicate daily with each family regarding their child's day. It is important that teachers understand how your child's morning has progressed so they can help your child successfully integrate into the classroom. Thus verbal communication typically occurs between teachers and families at drop off and pick up times. At pick up teachers will share with you some information regarding your child's day. But, please keep in mind that teachers are still responsible for the other children in care. At drop off or pick up time a conversation with your child's teacher may be limited to only a few minutes due to the needs of others. A parent/teacher meeting should be scheduled to discuss a topic in depth.

In addition, each classroom will post information regarding the theme, activities and daily story or topics. The center and each individual class will maintain a bulletin board with pertinent information for the classroom and center. Teachers will provide the parents of toddlers with a brief description of the routine care provided to the toddler while at the center. This will be done on a daily report and the information will include information regarding meals,

toileting/diaper changes, time spent napping and at least one event or activity the child participated in. Parents are asked to provide the teachers with some brief information regarding the toddler's morning/home routine on the same daily report.

Other forms of communication are also used to keep families informed and engaged in the programs offered by Aspire. These include but are not limited to our web site, a facebook page, email messages, monthly classroom newsletters including interesting articles on child development and other material.

If you call the school and receive the voicemail service please leave a message including a contact number. The director and teachers are working with your children and cannot always immediately respond to a phone call. However, we check the voicemail periodically during the day and will reply to your call as soon as possible. (In most cases within 24 hours.)

We value parents as part of our classroom community, and encourage you to visit at any time without notice. We call this an "open-door" policy, and it is important for parents to feel comfortable dropping in to visit the center. We want you to feel comfortable with where your child is spending his/her days.

We do ask that you use the following guidelines when visiting:

1. Always say good-bye to your child. Your child needs to know that you are leaving, and will become distressed if you suddenly disappear. He or she may cry, but classroom staff is familiar with handling these transitions.
2. Remember that information heard in the classroom is confidential. We will ask that you not discuss any other child's behavior besides that of your own child's. We ask that all parents respect each child and family's privacy.
3. Your child will want to be close to you, but encourage your child to join the group and participate in classroom activities. We suggest if a child asks you to participate that you explain you are only watching.
4. For the safety of all children, including your own. Only staff will be permitted to help children in the classroom bathrooms. Private staff bathrooms are available if you need to help your child.

## MEALS

The center participates in the Child and Adult Care Food Program. This program is funded by the federal government and overseen by the Massachusetts Department of Education. CACFP enrollment paperwork is included in the forms section of this informational packet. Through the CACFP the center provides healthy snacks to children in care. CACFP participant programs follow the meal patterns established by the USDA. The center will provide a morning and afternoon snack daily to all children. Snacks include two different servings of the five components: milk, fruits, vegetables, grains or bread or meat or meat alternate. The morning snack is typically 3 components consisting of breakfast foods. Toddlers will be offered an additional morning snack, as needed determined by the classroom staff. Morning snack will be served at 8:30 AM. It will not be held over nor will outside foods except lunch be served at an alternate time. So, finish eating any outside foods prior to entering the classroom and please have your child who will be eating a nutritious breakfast at the center arrive on time for morning snack. Meal menus will be posted weekly on the Parent Information Board or emailed. **YOU MUST REPORT ANY FOOD, MEDICAL, OR OTHER ALLERGIES AT TIME OF ENROLLMENT.** Any allergies will be clearly posted in the classroom and alternative food choices will be available for any child with allergies. **YOU WILL NEED TO PROVIDE A NUTRITIOUS LUNCH FOR YOUR CHILD EVERY DAY.** Lunches should be sent in an insulated lunch bag with an ice pack if needed. Refrigeration space is not available. Thus, we cannot refrigerate lunches. In addition, a lunch that does not need heating is required. Some suggestions for lunches include: Yogurt, Cottage Cheese, Cheese Sticks, Sandwiches with deli meats, Cheese or Vegetables and dip, Crackers, Fresh Fruits: such as cantaloupe, bananas, apples, oranges, grapes. {Any food that could be a choking hazard, such as grapes must be cut into small pieces.} Soda, candy, Dunkin donuts, sugary snacks and drinks will not be allowed.

## REST TIME

Some children of this age still require a nap and some do not. We encourage quiet time during this part of the day, where each child either needs to rest, sleep, read stories or other quiet activities on their mats. Mats are provided. Parents will need to provide a crib sheet (optional), blanket, small travel size pillow, and any comfort objects needed for rest. Due to limited storage space full size bed pillows

will not be accepted. These items may remain at school during the week but should be taken home weekly to be cleaned. Mats will be disinfected weekly.

### Transitional Objects

Transitional objects are items which children use to self regulate or comfort. Examples include blankets, small stuffed animals, pictures, pillows, etc. Children are allowed to bring these items to school. As long as the item does not have tears or other damage that may be deemed harmful to a child.

However, we request toys not be brought to the center. We have chosen our equipment for its educational and skill building value and have an adequate supply for the children's use, enjoyment and stimulation. Further more, anything the staff considers to be of a violent or unsafe nature will not be allowed (i.e., toy guns, swords, etc.). If a child brings a toy from home, the staff will confiscate the toy and will return it to the child or family at the end of the day. I recommend any item(s) being sent to school with a child be labeled with the child's name. Finally, the center cannot be held responsible for any objects brought to the school by the parent or child that become lost, broken or stolen.

### Transportation

Aspire DOES NOT PROVIDE TRANSPORTATION. Parent(s) or Guardian(s) are solely responsible for their child's safety and transportation to and from the program. However, EEC regulation 606 CMR 7.13 requires the childcare program to maintain a written plan addressing each child's safety and transportation accommodations. Therefore, a Transportation Form which meets the regulation requirements has been provided in the forms registration packet.

The following transportation related guidelines are mentioned for your child's safety at drop off and pick up times and because all agency staff in regards to the safety and well being of children are mandated reporters. Please hold your child's hand while in or crossing the parking lot. Massachusetts law requires children to ride in a car seat until 8 years of age or 57 inches tall. Unattended children should not be left in the car even if just running in the building to drop off or pick up.

## ARRIVAL AND DEPARTURE POLICY

You must accompany your child into the classroom and make sure a staff member knows that your child has arrived for the day. Transition can be difficult for children and we want you and your child to be comfortable and happy. Therefore, you are welcome to stay until your child is settled. However, it is sometimes better to say "good-bye" and make a quick exit.

A child will only be released to his/her parents or guardians. If there are other family members or friends you would like them to be released to, you **MUST INDICATE SO ON THE TRANSPORTATION FORMS**. Children will not be released to anyone not on this form. Prior notice must be provided if you need someone not listed on the transportation form to pick up your child and staff will ask for a picture ID. We will not release any child to a sibling or babysitter younger than 16. This is to ensure your child's safety.

The hours of operation are 7:30 a.m. – 5:00 p.m. The time before and after school is needed for staff preparation and classroom set-up and clean-up. **Your child can not be left before 7:30 a.m.** If you arrive early you must stay with your child until school begins.

**Your child must be picked up at a time no later than 5:00 p.m.** Parents who arrive after 5:00 p.m. will be charged a late fee of \$1.00 per minute for every minute they are late. Unpaid late fees will be added to your amount due and if left unpaid could result in termination from the program and notification to child care circuit in the case of voucher recipients. If a problem persists with late pick-ups, it may result in termination from the program.

Children not picked up by 5:30 pm and a parent/guardian or emergency contact cannot be reached, will be considered abandoned and the Department of Social Services will be called.

Children should arrive at school between 7:30 a.m. – 8:00 a.m. Snack will be served at 8:30 and it is important for the children to have time to get comfortable before the start of the structured day. However, occasionally situations or appointments arise and result in the need for a later drop off. If there are times your child needs to arrive after 8:30 a.m., please make prior arrangements or call to inform the staff so arrangements can be made to accommodate your child's late arrival and ensure a smooth transition into the ongoing activity. The 8:00 to 9:00 a.m. time frame has been reserved for EI drop off only.



## **YOUR CHILD'S RECORDS**

Your child's records are completely private, and will not be released to anyone without signed consent of the parent. Parents have a right to view what is in the child's record at any time. All signed consent forms are included with the child's record. Parents also have the right to delete, add or change any information in the child's file relevant to the child's record.

## **WHAT TO BRING:**

### **DAILY:**

1. You must provide diapers/pull ups for your child. Send 3 - 4 diapers daily, and several pairs of undergarments if child is potty training. You do not have to send wipes unless your child requires a specific brand.
2. Send one change of clothes (including socks) that is appropriate for the season. Spills and messes can occur so regardless of your child's bathroom abilities, at least one complete change of clothes should be available. This can be sent in daily in a back pack or left in the cubby.
3. Appropriate clothes for outdoor play. During the winter this includes a warm jacket, gloves, hat, and boots.
4. A nutritious lunch.

### **OTHER:**

5. 1 crib sheet (optional), blanket, small pillow, and any comfort objects needed for rest. These can remain at school and be brought home weekly to be cleaned.
6. Please do not bring any toys from home.

NOTE: (Items sent to school should be labeled with your child's name.)

## **Dressing for School**

When choosing clothing or dressing your child for preschool, please make sure the child can put the article of clothing on by themselves. Also, please send your child in comfortable clothes. Please do not send toddlers or preschooler in anything expensive or anything you don't wish to get dirty. Learning can get messy

sometimes! We discourage sending your child to school with jewelry. During play some jewelry can be a safety hazard and we cannot ensure that jewelry won't be lost or broken. Please dress your child appropriately for the weather because regulations require one hour (minimum) of daily outdoor activity. Thus, if your child does not have weather appropriate clothing to participate in outdoor activities, we reserve the right to require you bring your child home to get the articles of clothing necessary for your child to participate in outdoor school activities.

### **PHOTOGRAPH POLICY**

From time to time, photographs will be taken of your child for classroom use only. When completing your enrollment packet, we will ask for your consent. These pictures are used at circle time, in our scrapbook, or for holiday gifts. Occasionally the agency will seek photographs for publicity. You have the right to refuse your child's picture being used for publicity. If you object to the use of your child's photo, please indicate so on your enrollment forms.

### **Transitions**

Aspire's Early Education Center will make every effort to work with the parent/guardian when transitioning a child to or from the center and between classrooms. A plan for assisting the child with the transition in a manner consistent with the child's ability to understand will be developed in conjunction with the parent. Opportunities to visit the center prior to enrollment will be offered. Collaboration and the sharing of information between the EI program and preschool will occur upon parent/guardian approval. Children transitioning from the toddler classroom to a preschool classroom will be given several opportunities to visit their new classroom prior to officially moving. In all circumstances, the center encourages parental/guardian input and involvement to ensure a smooth transitional process.

## **GUIDANCE POLICY**

Our primary concern is to keep all children in our classroom safe. Children in early childhood are still learning to control their bodies and take responsibility for their actions. Our goal is to provide preventative measures to reduce the amount of opportunities for their behavior problems to occur. These include:

- ❖ Using our knowledge of child development to anticipate difficult situations for children.
- ❖ Planning activities that promote sharing and cooperation.
- ❖ Using proper planning and reminders of rules during transitions.
- ❖ Positive reinforcement: giving children praise for positive behavior.
- ❖ Modeling positive social skills and interactions.
- ❖ Setting clear rules and limits and being consistent about applying them.

In situations where there is a conflict between children they will be encouraged to:

- ❖ Brainstorm with the staff member about solving problems and consequences. This assists children in developing conflict resolution skills and promotes positive self-esteem.
- ❖ Learn about natural consequences, i.e. "When I do this, this is what happens".

If a child becomes so upset that he or she is a danger to themselves or others, staff will work with the child using these objectives:

- ❖ Staff will move closer to the child, removing anything possibly damaging, and calmly talk to the child to calm him or her down.
- ❖ If necessary, a staff member will remove a child from the immediate situation to a quiet place in the classroom to cool down, regain self-control, and eventually re-join the group.
- ❖ If time out is deemed necessary, the time out may not exceed one minute for each year of the child's age and must take place within an educator's view.

If all of the previously mentioned guidance approaches have been attempted and consistent behavior problems persists, parents will be contacted and a specific behavior management plan will be created for that individual child for the classroom and at home. If necessary or recommended, staff can provide information about additional resources available to families for addressing behavior problems.

NO CHILD WILL EVER BE SUBJECT TO PHYSICAL DISCIPLINE, NEGLECT, HUMILIATION, OR DEPRIVING OF MEALS. NOR WILL CHILDREN BE FORCED TO EAT. IN ADDITION, NO CHILD SHALL EVER BE DISCIPLINED FOR SOILING, WETTING OR ANY TOILETING ACCIDENTS. CHILDREN WILL NOT BE CONFINED TO ANY PIECE OF EQUIPMENT FOR AN EXTENDED PERIOD OF TIME IN LIEU OF SUPERVISION.

### **GROUND FOR DISMISSAL**

We reserve the right to dismiss a child from the program under certain conditions. If a situation arises that is a condition for dismissal, we will make every reasonable effort to alleviate the situation. If conditions do not improve, we will proceed with dismissal. These conditions may include but are not limited to:

1. Late or non-payment of tuition (more than two weeks).
2. Non-compliance by parents to the policies agreed to in the parent handbook.
3. Extreme lack of attendance
4. Inability to insure the child's safety, or the safety of others

While Aspire reserves the right to suspend or terminate a child from the program, every reasonable effort will be made to avoid such an outcome. Our goal is to work with families to satisfactorily resolve any problems which may arise during a child's time in the program. However, if termination is deemed necessary, for reasons other than late or non-payment of tuition, a meeting will be held between the preschool director or lead teacher and the child's parent(s)/guardian(s). During the meeting a ten day written notice of termination will be provided documenting the reason for termination. A copy of the documentation will be provided to the family. In the event of a termination from the program, the child will be prepared in a manner that is consistent with the child's level of understanding and the parental/guardian wishes. Referrals for other services can also be provided to the parent/guardian if the staff feels a referral is warranted.

A family, at any time, may also choose to terminate their child from the program. In the event that this happens, the parent/guardian is required to submit in writing, to the director two weeks prior, the reason(s) they are taking their child out of the centers program. Even if this is not possible, parents are to pay the remaining two weeks worth of tuition fees, plus any additional monies owed to the center. Tuition for services and any outstanding balance is to be paid regardless of the reasons given for the termination.

### **Staff Supervision**

Supervision of educators is provided by the preschool Director on an ongoing basis. In addition, educators will be observed at least monthly while working with children by a staff member with at least lead teacher credentials. Consultation with the classroom educators regarding children's needs, observations and communication with families will be reviewed at a staff meeting or in a private meeting between the educator and the observing staff member. Documentation of the observation and consultations will be maintained by the center.

### **Plan for Volunteers**

Anyone offering their volunteer service to the preschool will adhere to EEC Background Record check regulations. All volunteers will be under the direct supervision of an EEC qualified educator at all times and will never be left alone with children enrolled in the early education center. Volunteers will not be considered a part of the regular teaching staff. Therefore they will not be used to comply with EEC staffing ratios and regulations. All volunteers will attend an orientation meeting with the preschool director or lead teacher prior to spending time in the classroom. The orientation will include a review of the preschool policies, procedures, and volunteer responsibilities. Volunteers will not be allowed to provide children help with toileting or change children who have soiled items. Service dates and hours of any volunteers will be scheduled with the Director and if documentation of hours served is required the volunteer will document their hours of service on an agency provided volunteer time sheet.

### **SECTION 3: SCHEDULES, CURRICULUM, AND CALENDAR**

Children of this age function best within a set routine, and out of respect for that we will follow this general schedule daily. Occasionally we may adapt the schedule to accommodate a special event, such as a guest, field trip or other unforeseen event. In addition, the needs of individuals can be accommodated within reason and with minimum interruption to the remaining group members.

#### **PRESCHOOL 1**

7:30	Arrival
7:35	Table activities
8:25	Bathroom/Hand washing
8:30	Circle time/story
8:45	Am snack
8:50	Tooth brushing/Bathroom
9:00	Learning activity choice & free play
10:20	Clean up
10:25	Bathroom/Hand washing
10:45	Outdoor/Gross Motor & Movement Time
12:00	Bathroom/Hand washing
12:15	Lunch Time
12:55	Bathroom/Transition to Rest Time
1:00	Rest Time/Quiet Activity Time
2:45	Clean Up Nap Things/Bathroom
3:00	Snack Time
3:15	Afternoon Activity Time
5:00	Closed
	Dismissal

## PRESCHOOL 2

7:30	Arrival
7:35	Table activities
8:25	Bathroom/Hand washing
8:30	Am snack
8:45	Tooth brushing/bathroom
9:00	Circle time/story
9:55	Learning Activity Choice & Free Play
11:25	Clean up
11:30	Outdoor/Gross Motor & Movement Time
12:15	Bathroom/Hand washing
12:20	Lunch Time
12:55	Bathroom/Transition to Rest Time
1:00	Rest Time/Quiet Activity Time
2:45	Clean Up Nap Things/Bathroom
3:00	Snack Time
3:15	Afternoon Activity Time
5:00	Closed
	Dismissal

## TODDLER GROUP

7:30	Arrival
7:35	Table activities
8:25	Diapering/Bathroom/Hand washing
8:30	AM Snack
8:45	Tooth brushing/bathroom
9:00	Motor Room
10:00	Bathroom/Hand washing
10:15	Snack(if needed)
10:30	Bathroom/Hand washing
10:40	Activity time
11:45	Circle Time
12:00	Bathroom/Hand washing
12:15	Lunch Time
12:55	Bathroom/Transition to Rest Time
1:00	Rest Time/Quiet Activity Time
2:45	Clean Up Nap Things/Bathroom
3:00	Snack Time
3:15	Afternoon Activity Time
5:00	Closed
	Dismissal



## **CURRICULUM**

Curriculum which adheres to the Massachusetts Guidelines for Preschool Learning and Toddler experiences is developed by the respective classroom teachers.

Taking into account the developmental needs of the whole child, planned activities will encompass a variety of developmental areas including social-emotional, language, communication, problem solving, fine and gross motor development and self-help skills. Planned activities and explorations will adhere to a theme based format.

Curriculum plans that address many areas of development will be informed by information gathered from teacher observations, samples of work and formative assessments. Also, when developing curriculum, classroom teachers consider the children's interests, abilities and developmental goals. Curriculum plans are required to be submitted to the director for review and approval two weeks prior to implementation. Although plans are a requirement, flexibility and modification is allowed to address the needs of individuals and if an unexpected learning opportunity arises.

This approach to the development of curriculum provides a system with checks and balances to ensure the classroom curriculum meets Massachusetts curriculum guidelines.

## **HOLIDAY CELEBRATIONS**

Throughout the year, we will celebrate several holidays through art projects, decorating, songs, and special activities. If all or any of these specific holidays go against your cultural or religious beliefs, please inform the staff. We make an effort to observe a variety of holidays out of respect for all religions and cultures. If you do not want your child to take part in any activity, an alternative activity can be arranged. If your family has a special time of the year that you would like to share with the classroom, please let us know and we will incorporate it into the weekly curriculum.

### **BIRTHDAYS**

In school birthday celebrations should be limited to sending in a small snack to share with all of the children in your child's classroom. Suggestions include healthy snacks or frozen juice pops. Cakes and cupcakes should be reserved for home parties. We will not distribute party treat bags or use themed party paper goods and favors. But, if you would like us to distribute invitations to your child's private party we are happy to help families.

### **SNOW DAYS/CANCELLATION OF SCHOOL**

The preschool will not close unless the safety of the children, staff, or parents is at risk. In case of inclement weather, **WE MAY NOT BE CLOSED JUST BECAUSE THE LYNN PUBLIC SCHOOLS ARE CLOSED.** If inclement weather is predicted and we close, a message will be posted to the centers phone answering system by 6:30 a.m. It is parental responsibility to check by phone with the center. There are no refunds for snow days.

### **HOLIDAYS AND VACATIONS**

Aspire's Early Ed Center is a year-round program. But throughout the year, there are several holidays that we observe and the center will be closed. In addition to being closed for certain holidays, the center will close for QRIS and staff development days. You will be given a school calendar and reminded of these holiday closings in the weeks prior. **Holidays, QRIS and staff development days are not tuition free days. Tuition is due weekly for all days scheduled by contract.**

## **SECTION 4: HEALTH/SAFETY AND EMERGENCY PROCEDURES**

### **Referral Services**

Our staff is extremely knowledgeable in child development as well as children with special needs. Any concerns about a child's language, hearing, vision, cognitive, sensory, motor, or behavior development will be addressed discreetly with the parent. If the parent shares these concerns, a referral can be made to the public school system for evaluation or other appropriate specialties. Before a

referral is made, the parent's written consent must be obtained. In addition, our staff has knowledge of community resources available for children and families in the area, and will assist with any referrals requested by the family

### **Toileting and Diapering**

No child will EVER be disciplined for wetting their diaper or clothing, nor shall any child be disciplined for not using the toilet. Toileting is a different experience for each child, and takes some children longer than others to get the hang of. Potty training is encouraged BUT NOT REQUIRED for entrance to the preschool. Our experience has been that once children begin the program and observe that other children are not wearing diapers, they are more interested in using the potty themselves. When your child is potty training, please send extra changes of undergarments and clothes. Each child's diaper is changed every 2-3 hours, or more frequently due to a bowel movement. You will provide your child's diapers. A fee of \$1.00 per diaper will be charged should the center have to provide diapers for any reason. The fee will be added to your bill and continued enrollment requires prompt payment of any incurred fees. Each child is cleaned and hands are washed with warm soapy water following diaper changes and toileting. Disposable rubber gloves are worn by staff for ALL diaper changes and toileting. If a changing table is used, it will be disinfected following EACH diaper change.

### **Toothbrushing**

In January 2010, EEC issued new regulations for child care programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)]. This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

EEC licensed programs must comply with this regulation. However, parents may choose that their child (ren) not participate in tooth brushing while present at the child care

program. An Oral Health Non-Participation Form is included with the registration forms. You do not need to fill out the form to have your child (ren) participate in tooth brushing while they are in child care. **You just need to send in a toothbrush free of any characters.** However, if you do not want your child to brush his or her teeth while s/he is attending the child care program, please fill out the required information on the Oral Health Non-Participation Form. Further, if you choose not to send in a toothbrush we will assume you do not want your child to participate in tooth brushing while in attendance. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file.

### Health Care Policy

In order to prevent children coming to the program ill, the following guidelines have been established for keeping children home. Upon returning to the classroom, every child who saw a physician should have a brief note stating the following:

- the nature of the illness
- the treatment indicated
- when the child is no longer contagious

If a child becomes ill while at school (running a temperature above 100 degrees, diarrhea, vomiting) they will be sent home. The staff will notify the parent or guardian immediately to ensure timely evaluation and treatment to decrease inter-classroom spread of illness. If the child cannot participate in the daily classroom activities, the child will be offered a quiet place to rest within view of the educators until a parent/guardian arrives to pick up the child. Sick days are not tuition free days. Payment must be made for these scheduled days.

ANTIBIOTICS: A child with a contagious condition for which antibiotics have been prescribed may not attend the program until he/she has had at least 24 to 48 hours of medication, feels and acts well, and no longer has a fever.

CHICKEN POX: Children who have chicken pox must stay at home until the fever has passed and all pox have scabbed over - usually 5-7 days after the rash begins.

CONJUNCTIVITIS: A pink or red eye with white or yellow discharge, often with matted eye lids after sleep, and eye pain or redness of the eyelids or skin

surrounding the eye. The child should not be in class until 24 hours after treatment has begun.

COUGH: Any cough accompanied by a fever or lasting more than a week must be evaluated by a physician before the child can return to school.

DIARRHEA: More than the child's normal number of stools, with increased stool water or decreased form that is not contained by diapers or controlled by toilet use, or stools that contain blood or mucus. Child should not be in class until 24 hours after last episode of diarrhea.

FEVER: When a child has a fever over 100 degrees orally or above 101 rectally, he/she must stay home until the child has been without fever for 24 hours.

HEAD LICE: Must remain home for 24 hours after treatment was begun.

HEPATITIS A: A viral infection, for one week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to the appropriate child and staff in the program within two weeks of exposure, as directed by the health department.

IMPETIGO: Child must stay at home for 24 hours after treatment was begun.

MEASLES: Child must stay home for 4 days after the rash appears.

MOUTH SORES: A child who cannot control his/her own saliva must remain at home, unless the child's physician or local health department states that the child is non-infectious.

MUMPS: Child may not return to class for 9 days after onset of gland swelling.

PERTUSSIS: Child may not return to class until 5 days of appropriate antibiotic therapy has been completed.

PINWORM: Child must not return to school for 24 hours after treatment was begun. Symptoms are intense itching and scratching around the anus, especially at night. You may see tiny, white worms in the stool.

RASH: If accompanied by fever or behavior changes, the child should remain at home until a physician has determined that the illness is not a communicable disease.

RINGWORM: Must remain at home until treatment is begun.

RUBELLA: Child must not return to class for 7 days after the rash appears.

RUNNY NOSES: Generally, a clear discharge is acceptable, but a thick or yellow-greenish discharge may be a sign of a more serious infection. In this case, the child should stay home until the condition is resolved or until a physician approves the return.

SCABIES: This is a contagious infection of the skin, characterized by very itchy red spots. It takes approximately 4 weeks from the time of contact for the symptoms to appear. A

child with scabies may not attend the program until his/her doctor is notified and appropriate treatment is given.

STREP THROAT: The child must be checked if he/she has a sore throat accompanied by a fever, swollen glands, and/or rash. The child must remain at home for 24 hours after treatment was begun. The child must also have a normal temperature for 24 hours and be feeling well.

TUBERCULOSIS: A child must remain at home until the child's physician or local health department authority states the child is non-infectious.

VOMITTING: A child must remain at home if he/she vomits twice in the previous 24 hours, unless vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

In addition to the above list, the program reserves the right to ask parents or guardians to take the child back home if it is determined that the child is not well enough to remain in the program. This would include children who are too sick to participate comfortably in program activities; children who need more care than staffing allows; children who have unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible illness.

A physician's statement indicating the child's ability to return to the classroom may be required after an illness of more than five consecutive days, or in other circumstances, at the discretion of the program director or Health Consultant. However, regardless of a doctor's note, the director reserves the right to determine if it is in the best interest of the school to allow a child who exhibits any of the previously listed ailments to participate.

### **Administration of Medication**

If your child will require medication during school hours a doctor's order is required for both over the counter and prescription medication. In addition to doctor's prescriptions, all children with ongoing medical conditions, but not limited to, asthma, allergies or special medical conditions will have an individual health care plan completed annually by a physician. As per EEC regulation, no child will be administered medication without all of the appropriately completed EEC documentation. A parent/guardian must bring in the completed forms and the medication in the original medication bottle or container from the pharmacy. The container must have the child's name, name of the medication and the proper dose

on it. This must be provided to program staff. If during school hours, your child requires the administration of a medication and documentation is incomplete, a parent/guardian or emergency contact will be called to come administer the medication or take the child home.

Authorized staff only may administer prescription or non-prescription medication to a child with written parental and physician authorization. Forms can be provided for this. For non-prescription medication, a yearly consent authorized by the parent and physician will be accepted. The center will keep written records of the administration of any over the counter and prescription medication to each child. Medication will be stored in the director's office in the labelled cabinet, except for emergency medications that require direct access, for example epi-pens.

Any staff member that may be eligible for the administration of medication must be trained by the state's Medication Administering Training Program on a yearly basis. A certificate of completion must be obtained and kept on file for the duration of each staff member's employment.

If a child has an Individual Health Care Plan and there is a need for training on a particular kind of medication, the child's health care professional, or with the parent's written consent a designee including the programs health care consultant or parent can provide the medication training to the center staff responsible for administration of medication.

All expired medications will be given back to the parent/guardian. The parent/guardian will be responsible for the proper disposal of the medication. If the child has left the center but the medication remains, it will be disposed of in a proper manner as determined by the appropriate healthcare officials.

### **Emergency/Illness Procedures**

Aspire EEC has developed an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations. Emergencies vary widely from loss of heat or water to naturally occurring severe weather, and threats to safety from outside intruders. Staff meetings regularly include a review of the agency's emergency procedures and parents can request a detailed copy of the agencies

emergency plan. But the following procedures are intended to provide parents with the center's basic guidelines in the event any emergency occurs. Generally, if any emergency arises, parents will be notified by agency of private cell phone as soon as it is safe to do so. Staff will follow the directives given by emergency authorities and the director will adhere to the notification policies established by the Massachusetts Department of Early Education and Care in the event of any emergency. Complete copies of the health care and emergency plans are available in the program director's office.

### **Injury Procedures**

**All staff are trained and re-certified in First Aid and Child Cardiopulmonary Resuscitation (CPR) according to EEC regulations.**

1. Person closest to child administers first aid as indicated.
2. Other staff person contacts parents (or emergency contact if parents cannot be reached)

Phone numbers are in child's enrollment forms and on emergency cards in the classroom.

3. If the child needs to go to the hospital, as determined by the person administering first aid, other staff person will call 911.
4. Staff member accompanies child to hospital and brings child's whole file.
5. For field trips and walks the teacher or designated staff will take the following.

- ❖ First Aid Kit
- ❖ Emergency contact cards and treatment releases for each child.
- ❖ Extra diapers, wipes, gloves, and plastic bags.
- ❖ An extra change of clothes.
- ❖ Cell phone

6. Injuries requiring first aid will be documented and a staff member will notify a parent/guardian by phone. Three copies of the injury report will be created. One for the parent, one will be kept in the child's file and one for the injury log. All injury reports will be reviewed by the director and an injury log will be maintained. It is the responsibility of the Director to review the injury log, assess injury circumstances and make changes as warranted.



## **Emergency Evacuation Procedures**

1. Classroom teacher leads children out of the building. He/she takes attendance list and checks off children after they arrive on the initial meeting destination in the parking lot in front of the playground against the fence.

In classroom teacher's absence, the substitute or Teacher Assistant goes ahead with attendance log. Attendance list along with an allergy list, emergency contact documents and the children's emergency release forms are readily accessible in the classroom binder.

2. All other staff carries or coordinates taking the children out. The staff are to take the closest children and if equally close, the least mobile child.

3. The Program Director will make a visual inspection of the program's classroom(s) before exiting the building.

4. All classrooms, once evacuated, will meet on the (Johnson Street) sidewalk (on the far side of the strip mall)(outside the parking lot fence) and wait for the go ahead by the Program Director before reentering the building.

Fire Drills/Practice Evacuations shall be conducted monthly. Drills will be conducted every month at varying times of the program day as determined by the lead teacher or program director. Children and staff will practice using different evacuation routes so everyone will be familiar with the options available in the event of an emergency.

The program director will be responsible for conducting, evaluating and documenting the evacuation drill. An additional member of the staff will confirm the completion of monthly drills by signing the evacuation practice form.

Emergency Evacuation Plans will be posted at all exits.

The center will maintain a daily attendance list that is current. The staff are responsible for signing children in and out of the center by arrival and departure times. The attendance list will be readily accessible in case of an emergency evacuation.

If a child is found to be missing while class is outside, one teacher will gather all the children together while the other teacher uses the cell phone to call 911 and then the office to have staff help search the area. The child's parent/guardian will be called immediately.

### **Emergency/Disaster Contingency Plan**

In the event of a disaster or other emergency, the program will follow the directives provided by the local emergency authorities. The program director will contact the Lynn Police or Fire @ 911 and determine if the children should shelter in place or evacuate. If instructed to evacuate, the teachers and staff will walk children to the Lynn Public Library, N. Common St. (Tel. 781-595-0567). Teachers will take attendance list and outside bag. Teachers will take attendance before and after leaving the facility. Teachers will maintain contact with emergency services through the use of a cell phone. Parents will be notified by cell phone immediately of exact room location. Staff will remain with children until parents are able to pick up their child.

If the emergency is so widespread that it requires evacuation of an entire neighborhood due to a gas leak or chemical spill, staff will be transported with the children to the nearest Red Cross Shelter by emergency or personal vehicles. Staff will remain with children until parents have been contacted and have come to pick up their child.

In the event of an emergency including a hazardous materials accident or any other airborne threat, public safety officials may recommend that the program take Shelter-In-Place. Public Safety officials and the Emergency Alert System will determine if this is necessary and how long it is necessary to remain there. Parents will be notified by phone.

In the event of these disasters, staff will be prepared with a kit, in the outside bag to take with the children for transport. This will include emergency contact cards, attendance list, first aid kit, diapers, wipes and a change of clothes. In the case of Shelter In Place, staff will be prepared with these materials on site to calm the children and meet their needs.

LOSS OF HEAT, WATER, OR ELECTRICITY: Parents will be notified immediately, by public phone or private cell phone, to return to the program to pick up their children.

### **Child Abuse and Neglect Statement**

All staff are mandated reporters and shall report suspected neglect or abuse to the Director of the Department of Social Services. M.G.L. c. 119, 51A.

The Director of Aspire Early Education Center will notify the Department of Early Education and Care immediately after filing a 51A report or learning that a 51A report has been filed. Staff will cooperate in all investigations of abuse or neglect. Failure to do so may be grounds for suspension, revocation, or refusal to renew a license. In addition, any staff member being investigated for alleged abuse upon a child will be removed from the classroom while the matter is being addressed.

### **SECTION 5: ENROLLMENT, TUITION AND HANDBOOK AGREEMENT**

If you are interested in enrolling your child in the Early Education Center, please contact our Program Director at 781-593-2727 X2230. At that time you should set up an appointment to come and tour the facility. If there is immediate space available, you will be provided with an enrollment packet including medical forms to be completed by the child's pediatrician. Through this paperwork, we hope to gain a better sense of how we can best accommodate the needs of your child and family. If there is not immediate space available, your child will be placed on a waiting list and you will be contacted when an opening is available.

### **Tuition and Payments**

Tuition for preschoolers aged 2.9 -5 is \$45.00 per day for 9 hours of care. Tuition for toddlers 15 months to 2.9 is \$63.00 per day for 9 hours of care. Additional time in attendance over the 9 hours allowed daily will result in a per hour charge at a rate of \$10.00 regardless of partial hours until closing time at which time a late pick up rate of \$1.00 per minute will be charged. Children may attend a 2 day (Tuesday - Thursday), 3 day (Monday-Wednesday-Friday) or 5 day per week schedule depending on availability. We accept vouchers from the Child Care Circuit, which can be reached at 800-660-2868. **TUITION PAYMENTS MUST BE MADE WEEKLY AND ARE DUE IN ADVANCE. PAYMENTS ARE DUE ON FRIDAY FOR THE UPCOMING WEEK.** This includes parent fees for

children with Child Care Circuit vouchers. You can make special arrangements to pay bi-weekly or monthly. However payments must be made in advance. Payments should be made to the program director and can be made by credit card, cash, check, or money order. Bank fees plus an additional agency processing fee will be assigned for any returned checks. In addition, tuition payments from private pay clients can be made with a mastercard or visa for an additional fee of 3.5% of the total charge. It is not an option to pay for voucher co-payments by credit card.

1. Payment for the first and last week's tuition is required upon enrollment.
2. Tuition payments must be made in advance every Friday.
3. Payment is expected on time. If payment is not received by the Friday of the due date, you will be charged a late fee equal to 10% of your weekly tuition and your child may not be allowed admittance until all fees are paid including late fees. The following will apply if payments are consistently late:
  - ❖ One week late = oral warning, late fee charged, and you will be required to authorize a credit card form for the payment of tuition.
  - ❖ Two weeks late and/or non-authorization of credit card processing = late fee charge and written warning - this will include information regarding termination from the program and your child will no longer be permitted to attend. There will be no additional warning.
  - ❖ Week three = your child may not attend the program and their space will not be held. You will receive a formal notice of termination from the program.
  - ❖ Late or non-payment of fees may result in the loss of your voucher.

If tuition payments are received late twice in any 6 month period, a credit card will be required for future tuition payments.

Should you encounter difficulty making payments weekly, speak to the center director immediately to see if an alternative payment schedule is possible.

4. Aspire Early Education Center requires two weeks' notice when your child leaves the program.

\* Full tuition is due for the notification period and your deposit will be used towards the second week of notification.

5. Tuition payments are not reimbursed if a student withdraws from the school.
6. Cash payments are accepted by the preschool director but it must be for the exact amount owed. We do not keep cash on hand to make change.
7. A cash receipt will be given. It is the sole responsibility of the parent/guardian to retain your copy of the receipt in case of a payment discrepancy.
8. Bank fees plus a \$20.00 agency processing fee will be charged for returned checks.
9. Any extra charges that accrue will be billed separately.
10. You must adhere to the schedule as stated on the tuition agreement. Further, two weeks' notice is required to alter the child's schedule on the tuition agreement and schedule changes are at the director's discretion, contingent upon availability.
11. We do not provide drop in service. Prior arrangements for the accommodation of extra hours, early drop off or a later pick up, when available will incur additional tuition charges which could result in a late fee if not paid in advance.
12. Substitutions in schedules cannot be made for illness or holidays. Credit is never given for absences due to illness, holiday, vacation, inclement weather, or any unforeseen situation.
13. Daily Tuition covers 9 hours of care. If your child attends more than 9 hours you will be charged a per hour rate of \$10.00 regardless of partial hours until closing at which point the late pick up rate of \$1.00 per minute will be charged. Continued enrollment is contingent on full payment of all accrued tuition and fees.
14. Master card and Visa will be accepted for the payment of tuition and additional fees. There is a service fee of 3.5% of the charge for the use of this payment option.

A two week notification will be provided if changes are made to the tuition agreement. It will be assumed that the changes are accepted unless you submit a two week notification of termination form. In addition, a new tuition agreement reflecting the changes will not need to be signed for the changes to take effect until the next enrollment year which is historically every September.

**Voucher Recipients:**

15. Child Care voucher recipients are expected to attend the program in accordance with the terms of the child care authorizations. Excessive absences will result in a reassessment of the family's need for child care. If your child will be absent, the center must be notified in advance. Please call and leave a message on the answering machine 781-593-2727 x2230. Absences are considered explained absences by child care circuit, only when notified in advance.

16. Co-payment for services is required regardless of absences due to illness, holiday, vacation, inclement weather or any unforeseen situation.

17. If a voucher contract terminates for any reason, a payment equal to two weeks current rate of tuition will be required to continue enrollment beyond the end date of the voucher. If the two week tuition payment is not received in advance of the termination of a voucher contract, the child's enrollment will be terminated. The space will not be held.

Child's Name: \_\_\_\_\_

### PARENT HANDBOOK AGREEMENT

The contents of the parent handbook have been reviewed with me, and I agree to comply with the policies and procedures in the handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TUITION AGREEMENT

Tuition is \$45.00 per day for preschooler and \$63.00 per day for toddler. **THIS IS THE STANDARD RATE REGARDLESS OF ABSENCES, HOLIDAYS OR SNOW EMERGENCIES.** Tuition payments are due in advance and should be made on Friday for the upcoming week. Payments can be made in cash, check or money order in the business office of Aspire Developmental Services, Inc. Bank fees will be addressed for any returned checks.

I UNDERSTAND THAT LATE PAYMENT AND/OR NON-PAYMENT OF TUITION WILL RESULT IN ADDITIONAL LATE FEE CHARGES AND MAY RESULT IN TERMINATION FROM THE PROGRAM.

I agree to pay \$\_\_\_\_\_ per day, for a (number) \_\_\_\_\_ day program (a total of \$\_\_\_\_\_ per week), for my child \_\_\_\_\_ to attend Aspire Early Education Center. I have read the tuition contract and agree to the terms.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled to Attend the following day(s)/hours

Monday

Tuesday

Wednesday

Thursday

Friday