



Growing Tree
Learning Center
304.821.4635

PARENT HANDBOOK

Site 2

Growing Tree Learning Center, LLC DBA Growing Tree Learning Center prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, marital status of the parents and any other class of individuals protected from discrimination under state or federal law, except insofar as the child's needs cannot be met by the facility/center.



304-821-4635



growingtreekids9@gmail.com



**9 Tuscawilla Drive Charles
Town, WV 25414**



Welcome to Growing Tree Learning Center, LLC, Site 2!

Our hours of operation on Site 2 are Monday through Friday 6:30 am - 6:00 pm. All parents have access to the center during business hours.

The staff understands that children learn about their world through play. By providing the children with entertaining and intellectually stimulating activities, we hope to inspire a lifelong love of learning, while assisting the children to develop positive self-esteem and the self-confidence to meet life's future challenges.

As required by Federal Laws and regulations, Growing Tree Learning Center, LLC, does not discriminate on the basis of sex, race, color, creed, sexual orientation, religion, disability, age, marital status, or national origin in the employment or administration of any of its educational programs or activities.

This handbook was developed to describe some of the expectations of our students and to outline the policies and procedures we would like you and your child or children to follow. Parents should familiarize themselves with the contents of the parent handbook for it will answer many questions you may have.

No parent handbook can anticipate every circumstance or question about policy. As the center(s) continue to grow, the need may arise and the center reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Parents will be notified of such changes to the handbook as they occur.

Growing Tree Learning Center, LLC, provides education to your child and we hope you will take pride in the center as you help your child with their academic preparation. Together we shall build the reputation as one of the best centers in the community.

Sincerely,
Doug and Wes Keefer,
Owners

Ashley Mitchell,
Director

Hours of Operation

Growing Tree Learning Center, LLC, is open daily with the exception of the following holidays: Memorial Day, Labor Day, Independence Day, Thanksgiving and Day after Thanksgiving, Christmas Eve and Christmas Day, and New Year's Day. If the holiday happens to fall on Saturday or Sunday, the holiday will be observed according to the government holiday. One-week notice will be posted on the sign in/out book and on the front door. Normal tuition will still apply for the day that we are closed due to it being a holiday.



Non-Refundable Registration Fee due at time of application

\$100.00 per child

Site 2 Rates

6 weeks to 12 months
(INFANTS)

\$650.00 semi-
monthly

13 months to 24 months
(TODDLERS)

\$650.00 semi-
monthly

25 months to 36 months
(TWO'S)

\$600.00 semi-
monthly



Initial payment of registration fee and two week's tuition are due prior to the child attending. Childcare payments are due the Friday before each new two week's of care. If your child is not here on that Friday, a payment will be expected on the next day the child attends the center. Payments left later than the following Tuesday morning will be assessed a \$30.00 late fee.

**ACCEPTABLE FORMS OF PAYMENT ARE
ACH DEBIT OR MONEY ORDER ONLY**

Policies And Procedures

Enrollment Policy

Prior to enrollment a parent shall do an onsite visit. At this time information will be exchanged about the child and all necessary applications and fees will be submitted.

Open Door Policy/ Access Policy

After your child is enrolled at the center, the center has an open-door policy for parents to come and visit the center at any time.

If your child will be arriving after 9:00 a.m. due to medical, dental, events or other appointments, the parent should contact the center and explain the circumstances.

However, no child will be permitted to attend the center after 11:00 a.m.

Out of courtesy, the center would appreciate knowing when a student will be absent for any reason as this will inform the student's teacher and will assist them in planning their classes. If your child is out sick for more than 3 days, a physician's note is required to attend the center.

Payment Policy

Initial payment of registration fee and two week's tuition are due prior to the child attending. Childcare payments are due the Friday before each new two weeks of care. If your child is not here on that Friday, a payment will be expected on the next day the child attends the center. Payments left later than the following Tuesday morning will be assessed a \$30.00 late fee.

ACCEPTABLE FORMS OF PAYMENT ARE ACH DEBIT OR MONEY ORDER ONLY

Mountain Heart Participants

Initial payment of registration fee and signed Mountain Heart certificate specifying days, hours, and times needed for care are due prior to the child attending. Participants must attend a minimum of 13-days in order to keep their slot each month. Over usage of the per day hours assigned to you by Mountain Heart will result in a late fee of \$5.00 per hour per child will be assessed. Mountain Heart Participants are not exempt from late fees, transportation fees or registration fees.

Late Payment Policy

If you are unable to pay your bill by the due date, a late payment fee of \$30.00 will be added to your account and your account must be paid in full before your child returns unless payment arrangements have been made by speaking with the director. A payment agreement will be established and kept on file.



Mountain Heart Participants

if the fees are not paid by their due date, care will be suspended until account is brought current and Mountain Heart will be notified which could lead to case closed if unpaid. After your account is outstanding for thirty days, civil court charges will be brought against you in Magistrate court and you will be responsible for all court costs and an additional late fee of \$100.00.

Bad Weather Policy

In the event of a weather or emergency delay or closing, the center will send a message out on brightwheel 2 hours prior to opening or the night before. In the event of an early closure we will contact each family via phone and brightwheel message, so please make sure we have the correct phone and email information on file.

Normal tuition applies when the center is closed, closes early or is delayed.

Vacation Policy

The parental vacation policy is as follows if your child is enrolled as a full time student: Subject to the center receiving at least a week's advance notice your child may have one week's absence at one-half your regular rate during a 12- month period from January through December. This pertains to a continuous week, not isolated, single days of vacation. This does not apply to parents that are teachers and have off during the summer or the summer School-Age program. Your child must be enrolled year around to use the vacation.





Late Pick-up Policy

If you pick-up your child after 6:00 p.m, you will be assessed a late fee of one dollar (\$1.00) per minute per child. Mountain Heart does not cover late fees.

Staffing Policy

All staff are educationally qualified to work with the children of the center and complete 16 hours of continuing education yearly. Staff have completed the necessary background checks and passed the WV State Child Protective Service Agency, WV Criminal Investigation Background, WV Child Sexual Predator Registry. They are CPR, First Aid, MAT and Food Handler certified.

Employee Hiring for Childcare Policy

Employees are prohibited from providing childcare services outside of business hours. If a parent chooses to hire an employee to provide childcare, the parent and staff member must sign a Hold Harmless Policy Form that you agree not to hold the center responsible.



Child Abuse and Neglect Policy

As a child care center, staff members are mandated to report to Child protective Services any forms of suspected child abuse or neglect in any form such as verbal, emotional, mental abuse or neglect. Parents are not permitted to use corporal punishment on the premises of Growing Tree Learning Center, LLC nor are you allowed to use corporal punishment if you are volunteering or chaperoning an event off-site.

Shot Records and Physical Exam Policy

All children regardless of age are required upon submission of application to provide a copy of the most recent shot record and are required to have physical health examination, by a licensed physician. You must provide a new physical/shot record each time your child gets new shots or every two years. There are no exemptions for immunization due to religious beliefs.

Sick Child Care Policy

The center does not have on-site sick child care facilities. If a child begins to exhibit signs of a communicable illness while at the center the parent will be notified and must pick up the child immediately. In the event your child is sent home early due to fever, vomiting, diarrhea or any contagious virus, lice or rash, your child cannot return to the center until they have been treated, or fever for 24 hours. If a child develops a communicable or contagious illness outside the center the center must be notified immediately.

Prescription And Non-Prescription Medications Policy

The center has designated staff that will only dispense medication prescribed by a physician and over the counter medication as needed for shots, teething, ear infections, etc. Medical Administration forms must be completed in full and signed in order for medicine to be provided for your child. All medication is stored in a locked box out of reach of children.

Emergency Or Urgent Care

Parents are required to sign a consent form for the staff to transport or secure any and all necessary medical treatment for their child at the closest local facility. All possible attempts will be made to contact the parent immediately regarding any health related issues. If a parent refuses medical treatment, any injury or illness that is perceived to be disabling or life threatening the child will be transported to the nearest facility and the parent will be responsible for the cost.





Liability Insurance

The center does maintain a Liability Insurance policy. The liability insurance covers the business and the children.



Hand-Washing Policy

All children must wash their hands upon arriving at the center in the mornings and arriving from public school in the afternoons. It is also practiced frequently throughout the day.



Dental Policy

Children are encouraged and provided the opportunity to brush their teeth daily. Children are to provide their own toothbrushes and toothpaste.



Potty Training Policy

If your child is in diapers or pull-ups, you must provide them. We make an effort to see that your child remains dry at all times and parents can plan on a large bag of diapers lasting 7-9 days. You may send daily supplies or send in a whole bag. Please write your child's name on the bag. If your child uses special powder or wipes, please include these. The teachers will remind you when your bag is running low on diapers or pull-ups, but please make sure you also check. We ask that you provide the easy open pull-ups.

Generally your child is physically ready to be trained when he or she can stay dry for at least two hours at a time or when they awake from a nap or night's sleep and they are dry. These happens at different ages for different children, but usually from age two to three. Attempting to toilet-train before the child is physically ready generally proves frustrating for all concerned and sometimes prolongs the process.



Being in a daycare setting will sometimes facilitate, as it becomes "socially acceptable" to use the toilet like the older children. When your child is ready to be potty trained the center has a potty training form that must be completed and signed before the staff can help with the potty training process. All children must be fully potty trained entering three/Pre-k class. You are required to sign a potty training form.



Rest/Nap Time Policy

Each child will be allowed a rest/naptime from 12:30-2:30 everyday. It is a requirement by licensing that a child be allowed a minimum of 1 hour rest/nap time when in the care of our center for more than four hours. We do ask that you provide a lightweight blanket and crib sheet. For infants only a sleep sack and crib sheet. Please place your child name on both with a permanent marker for identification purposes. At the end of each week we will return the items to the parent for washing purposes.

Personal Item Policy

Children need an extra set of clothing (shirt, pants, underwear, and socks) to be left in their cubbies for your child in case of an accident. Please make sure to label your child's clothing. We will not be responsible if your child's clothing comes up missing. Please do not allow your child to bring toys, crayons, etc, to the center. We have plenty of toys for the children to use at the center. Toys brought from home become a source of contention, and they might get lost or broken. The center does not accept responsibility for any child's toy or toys brought from a home against damage, theft or loss, including for "Show and Tell".

Meal Policy

Families will provide formula and baby food. Breakfast is served from 7:30am until 8:20 am. Your child must be at the center by 8:00 am to receive breakfast. menus are planned and posted for each month. Your child will receive meals that consist of breakfast, lunch, and an afternoon snack. If you are providing formula and are using cereal or baby food products, you are responsible to supply the center with these items on a daily basis or as needed routine. Please remember to mark your child's items with their and last name and date that you bring the items to the center. Food and cereal must be sealed; we cannot accept open items. When your child is old enough to start eating table foods, the staff will be glad to help your child revert from jar food to table food.



Field Trips and Transportation

The center may take walking or in an authorized vehicle field trip. In event of bad weather the trip will be cancelled. Field trips are planned to coordinate and enhance the curriculum being used in the classroom. A minimum of two staff members will accompany the children whenever they are on a field trip. Prior written parental consent must be given for your child to attend. accompany the children whenever they are on a field trip.

Fire Drill and Safe Room Policy

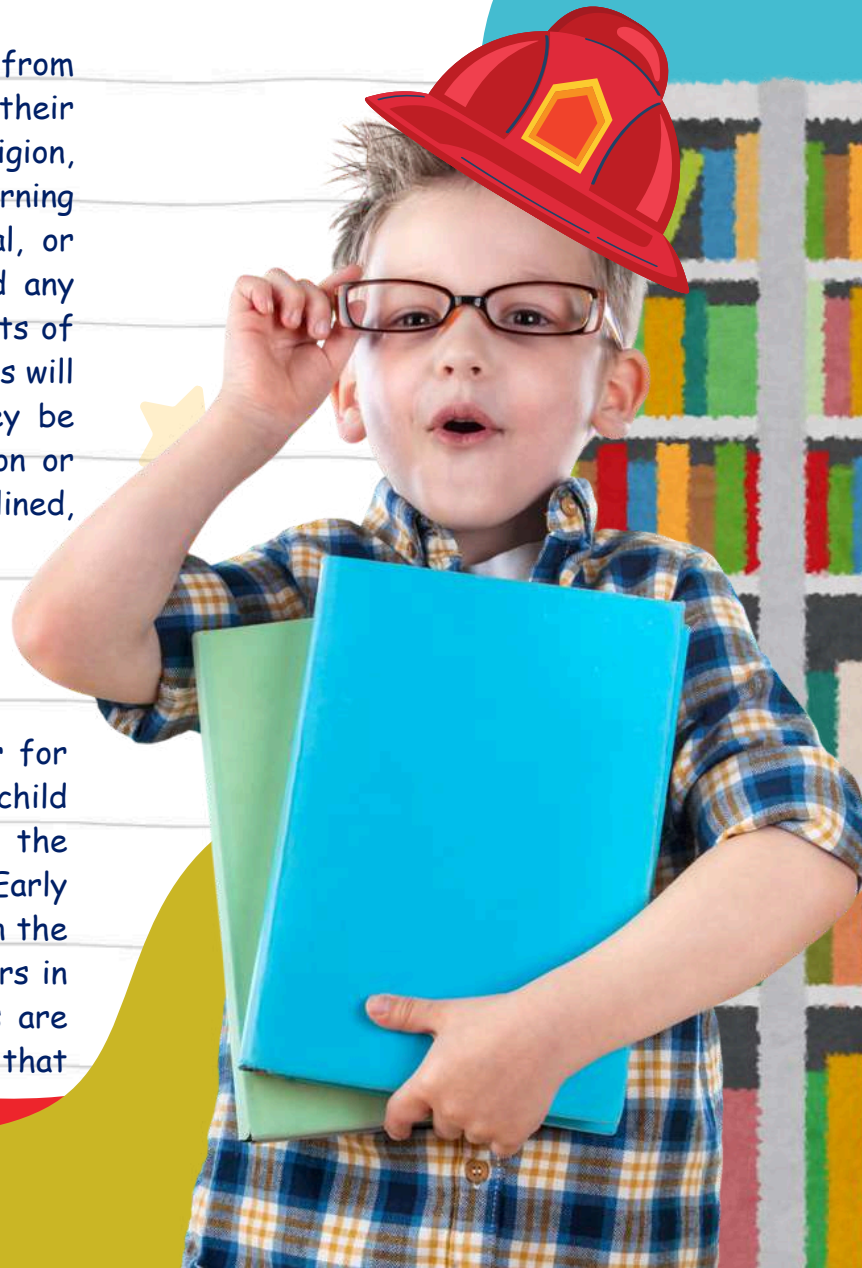
Fire drills are conducted and recorded twice a month according to fire code Regulations. Emergency Evacuation plans are posted throughout the center showing all the exits. In the event of a tornado the children at site 1 are taken into our designated safe room of the main bathroom. In the event of an emergency evacuation the children at site 1 will be taken to 71 Kiskadee dr Bunker Hill ,WV (Neighbor Lou Ann Welsh).

Harassment Policy

Students shall have an environment free from intimidation and harassment because of their race, age, sex, sexual orientation, religion, handicap, or ethnic origin. Growing Tree Learning Center LLC prohibited any physical, verbal, or visual harassment by any employee toward any student. A parent is to report any complaints of this nature to the director. These complaints will be thoroughly investigated and should they be found to have any basis in fact, the person or persons involved will be appropriately disciplined, which may include immediate discharge.

Confidentiality Policy

Written permission must be given in order for information to be released about the child except when disclosing information to the licensing specialist or secretary of Early Childhood Education. A center shall maintain the confidentiality of all records for three years in a safe, secure location. Staff and parents are not allowed to discuss other children that attend the center.



Sexual Harassment Policy

The center does not tolerate sexual harassment and must be reported to owner or director immediately.

Termination Policy

Not all children adjust to being in a childcare center, therefore, the center will allow a minimum of two week's for your child to adjust to being at the center. If we feel your child is not adjusting in the two weeks period, the director may suggest other options.

Any parent that uses severe verbal threats or physical action towards a staff member are grounds for your child to be terminated immediately.

Behavior/Discipline Policy

Children will be taught rules to be followed in the classroom and on the playground. These rules have been developed and implemented for the safety and well being of all present.

Staff shall not use punishment that is humiliating, shaming, frightening, or otherwise physically or emotionally damaging to the child. Punishment that is humiliating, shaming, frightening, or otherwise physically or emotionally damaging to the child. Punishment will not be associated with food, rest, toileting, isolation for illness or excessive exercise.

In the event discipline is needed the staff shall carry out the disciplinary measures in such a way as to help the child develop self-control and to assume responsibility for his or her actions. If redirection does not work then time out may be used for recurring behavior and only for children ages 3 and up. Time out is based on 1 minute per age of child.

Behavior problems shall be treated individually and privately. If there is an assessment of a child's pattern of unacceptable behavior, the entire staff will be made aware of it and cooperate in developing and carrying out a specific plan to correct the behavior. The plan will include a parent/teacher conference. Plans will have an ongoing assessment and will give feedback to parents. All disciplinary events will be documented and the parents for the child's records must sign a copy. A copy is provided to the parent as well. Children with severe behavior that are beyond control may be required to be picked up. Together with the parent a plan will be developed. Any behaviors that become uncontrollable and that cause bodily harm to themselves, staff, and other children may lead to dismissal of students.

At any time, Parents may terminate care and must give a written two week's notice or pay two weeks of care. All outstanding balances will be due and no child's property will be returned until balance is paid in full.



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Please Complete Upon Issuance and Review of Parent Handbook Growing Tree Learning Center, LLC Student Handbook Certification

I have read the information and policies contained in the Parent Handbook. I understand the contents and agree to abide by the policies stated as long as my child(ren) is/are enrolled at Growing Tree Learning Center, LLC.

I have met with the director or designated staff member and discussed the Center's statement of purpose including the center's policy on attendance, hours of operation, late pick up ,potty training policy, emergency or urgent care policy, personal item policy, meal policy, field trips and transportation policy, class place policy, fire drill and safe room policy, harassment policy, behavior and discipline policy, reporting of abuse and neglect, discharge policies and grievance procedure. I have received a copy of the center's policies. I am aware of my rights to grieve without retaliation against my child and myself.

I have been informed of my rights to make a complaint to the State related to the center's compliance with the provisions of the WV Code 49-2B-1 et.seq. And the requirements of the Child Care Center Licensing Regulations. I have been provided a copy of the Rates and Fees Schedule and agree to the amounts charged. I further understand that thirty- (30) days notice will be given in the event rates are raised.

Parent Signature

Date

Parent Signature

Date