

## FAQ

Paradise Learning Center - **Frequently asked questions (FAQ).**

### **ALLERGIES**

**Allergies are common among young children.**

**If your child has an allergy, please discuss this with the director, so we can take appropriate precautions to protect your child's health.**

### **CLOTHING**

**Your child's comfort is an important concern to us. We urge you to provide sufficient changes of clothes especially if your child is in the process of being toilet trained. Please label all your child's clothing and belongings.**

### **MEDICATION**

**Prescriptions and non-medications are given when medication form has been completed, signed and dated by parent or guardian. See Director for more instructions.**

### **HOURS OF OPERATION**

**We are open MONDAY thru FRIDAY (From 6:30 until 6:00 P.M.) We appreciate you being on time to pick up your child.**

Note: A late pick up fee of \$1.00 per child will be charged for every minute after 6:00 P.M.

### **FEES AND FINANCES**

**After one year of enrollment, your child will be allowed to get two weeks of vacation.** Should your child be absent for any amount of time you still must pay the weekly tuition in order to reserve your child's place at the center.

Payments must be made on MONDAY of the week that services are rendered.

A charge of \$3.00 will be assessed for each day thereafter.

**An annual registration fee of \$55.00 non-refundable which begins each January or when the child first starts in the program.**

**No sufficient funds checks will be charged \$35.00 for each instance.**

Note: Its very important to keep your personal information updated.

### **DISCIPLINE**

**The method of discipline used by our Centers is offering the child another activity in order to give them the opportunity to calm down**

**We are not responsible for any items that your child brings to the center such as; jewelry, money, toys, etc.**

**We have an open door policy and parents are welcome to visit our centers at any time during hours of operation, see the Director first.**

**You must sign the Discipline Procedures and frequently asked questions forms.]**

### **BIRTHDAY'S**

**Birthday's are precious events in a child's life.**

Arrange with the Director if you wish to offer a "treat" for your child's group.

### **HOLIDAYS**

**Paradise Leaning Centers will be closed on the following holidays: New Year's Day - Memorial Day - 4th of July - Labor Day -Thanksgiving Day and Christmas Day. We will close in case of a mayor emergency or when mandated by law.]**

### **ILLNESS/ACCIDENT/EMERGENCY**

**Sick children may not be brought to the center for care. Should your child become ill while at the center you will be called to pick up your child. Please be prompt in picking up your child.**

**Also, you must be 18 year's or older and must sign in and sign out the attendance sheet found in the front office counter every time you bring in or pick up your child.]**

#### **PARENT FEEDBACK**

**Please feel free to let us know when you are particularly pleased with the care your child is receiving as well as when you are displeased, this way you will help us bring any changes to implement our services toward a commitment of excellence.]**

**We encourage parent's participation and involvement in the children's activities at the center.]**

**If you need to talk to a teacher about your child, please see the Director first and be brief.]**

**SIGNATURE:]**

**PRINT NAME:]**

**Original copy will be kept in the child's folder**