**Hilltop Kids**

**Learning Center**

**Parent Handbook**

**2024**

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**Ministry Purpose, Goal & Services**



***The PURPOSE of Hilltop Kids and KidZ Landing is to support and be an extension of Christ Community Lutheran Church.***



 ***It is our MISSION to stimulate the love of learning in children in a safe, caring, and fun environment that instills Christian values and encourages positive development.***



 ***It is our GOAL to provide a Christ-centered, quality early childhood program where each child is recognized as a child of God and is affirmed for her / his uniqueness.***

**One of our core beliefs about the early childhood classroom** is that the learning that takes place should be child-centered and age-appropriate. Teachers will be involved in the child’s play/work with a variety of activities for children to be engaged in.

**One of our core beliefs about the way children learn** is that it needs to be hands-on and fun. Here at Hilltop Kids Learning Center and KidZ Landing School Age Programs, we strive to keep each child engaged and interested in the day’s play/work, and in return, the child will learn much more.

**Ownership / Operation**

Hilltop Kids Learning Center and KidZ Landing School Age Programs are owned and operated by Christ Community Lutheran Church, located at #1 Christchurch Way, Columbia, IL 62236. Finances and budgeting are under the direction of the congregation, church council, and the Learning Center Board. This team of parents, educators, and church representatives overseas policies, curriculum, and program planning. The center director provides immediate supervision to all staff and curriculum development. All classes are under the direction of state-qualified teachers and teacher assistants. The Pastor, as approved in the constitution, has ultimate responsibility for all school and programs of the church.

 Director: Amy Harmon

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# 1 Christchurch Way

 P O Box 234

 Columbia, IL 62236

Pastor: Jared Parker

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 jparker@christclc.org

 # 1 Christchurch Way

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Billing: Penny Madlinger

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**Insurance**

Hilltop Kids and Christ Community carry liability insurance in accordance with Illinois DCFS Licensing Standards. Primary insurance is the responsibility of the parents.

Hearing Impaired: The Learning Center will utilize the Illinois Relay Center for the Hearing Impaired. Voice: 1-800-826-0867 TTY: 1-800-526-0844. Furniture and equipment shall be adapted, when necessary, for individual children’s use.

 Hilltop Kids Learning is licensed through the Illinois Department of Children and Family Services (DCFS) and serves ages 6 weeks – to 6 years of age.

**Days of Operation**

**Regular Hours of Operation**

 Hilltop Kids Learning Center is open from 6:30 a.m. to 5:30 p.m., Monday - Friday.

 **Holiday Closures**

The Center will be closed on the following holidays:

* New Year’s Day: 01/01
* Presidents’ Day: 02/19
* Good Friday: 03/29
* Memorial Day: 05/27
* Independence Day: 07/04
* Labor Day: 09/02
* Thanksgiving Day/ Day after Thanksgiving: 11/28-11/29
* In observance of Christmas Eve: 12/24
* In observance of Christmas Day: 12/25
* In observance of New Year’s Eve: 12/31 **(closing @ 3:00)**

**\*\*Parents will be notified of additional closing days.\*\***

**Severe Weather Closures**

 Parents will be through Classroom Dojo if it is necessary to close because of **severe weather.** We are typically open even when public schools have been canceled. There will be no tuition refunds made for such closures.

**Registration, Enrollment, and Fees**

**Enrollment Fees**

**Hilltop**

A non-refundable registration fee of $75 for one child, and $100 a family is due upon enrollment.

**Kidz Landing School Year**

A non-refundable registration fee of $50 for one child or $75 for a family is due upon enrollment.

**Kidz Landing Summer Program**

Registration fees for the Summer program are sent out with the Summer camp packet.

**Materials Fees**

For Hilltop Kids Learning Center, an annual fee for materials of $45 per year is due upon initial registration and every August thereafter per student.

**Release of Personal Information**

Only the Director or Office Administrator will have access to all personal information that is given at the time of enrollment. If parents deny the release of this information then it will not be shared. The confidentiality policy is found on the child’s forms and is kept in their file.

**Tuition**

Weekly tuition is due by **Friday in advance**. If tuition is not paid by Monday, an automatic late fee of $15 will be added to your current balance. Full tuition is due weekly regardless of holidays or absences. If the balance is unpaid for 3 weeks, the Director will initiate a payment plan to get the account to a current status. The amount due weekly must be equal to the current tuition and a portion of the outstanding balance. Families will be given up to 8 weeks to pay the overdue balance amount. Failure to maintain the payment plan will result in an additional $15 late fee charge and will require full payment of the complete balance within 14 days or child care services for the family will be terminated. If the full balance is paid and the family remains at the Center, parents will need to maintain weekly payments from that time, and moving forward for the timeframe they remain at the Center or services will be terminated 14 days from the first non-payment.

 **Vacation week**

Each child enrolled in either Hilltop is eligible to receive a one-week vacation period per calendar year and tuition will not be charged if your child is not in attendance. Vacation weeks must be used for a full week, not for individual days. We cannot for any reason, reimburse your tuition for times that your child is not present. A vacation request must be submitted in writing to the director before the week that they will not be in attendance.

**Arrival, Departure, and Pick-Up Policy**

**Arrival**

The Center opens at 6:30 a.m., Monday through Friday. Your child must be present by ***9:00 a.m****.* for the beginning of the center’s daily schedule. This assures your child will receive the greatest benefit from the program, and other children and staff will not be interrupted by their late arrival. We ask that you accompany your child into his/her room after signing him/her in.

 **Departure**

The Center closes at 5:30 p.m. Monday through Friday. Parents should notify the center immediately if they are going to be late. If the parent is late more than 15 minutes, a late fee of $10.00 will be expected at the time of pick-up. After 15 minutes, a $1.00 per minute will be added to the $10.00 late fee. Parents will be called after the first 15 minutes if the child is not picked up. If the parent is not reached, then emergency contacts listed on the enrollment form will be called in order, until someone is notified. By State Law, authorities will be called if the parent or emergency contact has not been reached after one hour.

We will not allow your child to leave with anyone who is **NOT** on your pick-up list. For this reason, a pick-up list must be filled out, listing all persons approved to pick up your child. Please advise your child’s teacher of any changes in pick-up. The person picking up must have a valid form of identification.

 **Contacting Staff**

You may call the Center at any time concerning your child. The use of voicemail is encouraged so that the teaching staff’s attention is not drawn from your child or other children. If it is necessary to directly contact the room, please make this request to the receptionist. It is important to inform the program of a child's absence. Please notify the center no later than 8:00 am stating the reason for the absence.

* Bumblebee’s 106
* Caterpillar’s 103
* Butterflies 105
* Dragonflies 104
* Ladybug’s 107
* Kidz Landing 114
* Amy Harmon – Director 110

**Communication**

The following modes of communication with parents are provided. Phone Calls, E-mail, Texts, Classroom Bulletin Boards, Teachers Bulletin Boards, Director’s Newsletters, Notes Home, Face to Face, Parent/ Teacher Conferences, Parent Satisfaction Surveys, and Dojo.

**Health and Safety**

**Child Illness**

If your child becomes sick and cannot attend the Center, please call by 8:00 am. When you call, please tell us the nature of the illness, and how long you think your child will be absent. If your child should contract a contagious illness, (strep, chickenpox, COVID, etc.) we will notify all parents who have a child attending the Center and ask them to be watchful of symptoms. If your child should be sent home, they must be picked up within 1 hour or an emergency contact will be called. The Director reserves the right to refuse admittance to any child who arrives and is suspected of being contagious. When a child becomes ill at Hilltop, the parent will be notified immediately to make arrangements to have the child picked up. To protect your child and the other children at the Center, we must insist that no child will be allowed in the Center that has experienced the following in the past 24 hours:

* **Fever of 100 or more (must be fever-free without medication)**
* **24 hours symptom-free**
* **Rash**
	+ **Spots that look like Hand, Foot, and Mouth**
* **Diarrhea**
* **Vomiting**
* **Actively running nose**
* **Persistent cough**
* **Red draining eyes**
* **Impetigo**
* **Lice (nit free after treatment)**

**Accidents**

In the event, your child has a minor accident while at the Center, the staff will fill out an accident report. The form must be signed by the parent, the teacher, and the director. Provisions will be made to prevent recurring accidents.

**Emergency Procedures**

In the event of an emergency, the family physician and/or ambulance service will be called. The director will accompany the ambulance to the hospital as stated on the enrollment form unless otherwise directed by the emergency personnel. The parent will be notified immediately of the course of action taken.

**Sickness Policy**

**\*The sickness policy is meant to keep all children safe and healthy.\***

* Must be 24 hours fever-free without fever-reducing medicine.
* If a child tests positive for Covid, or is in contact with someone who has tested positive for Covid, talk to the Director on a return date and/or steps that need to be taken.
* If a child has goopy eyes, they must be sent home. The child must have a doctor’s note to return.
* If a child vomits, they get sent home and have to be symptom-free with no medication for 24 hours before returning.
* If a child has diarrhea, they will get sent home and have to be symptom-free for 24 hours. (The child must have 2 diarrheas within 2 hours.)
* If a child has 2 or more of the below symptoms, they must be sent home and can return after symptom free for 24 hours or has a doctor’s note stating what the child has and when they are no longer contagious before returning.
	+ - Rash
		- Fever
		- Loss of appetite
		- Diarrhea
		- Actively runny nose with a fever
		- Persistent cough
		- Impetigo
* If a child has lice, they will get sent home and can return after they are nit free for 24 hours

**Learning Center Program**

Our program is geared towards helping children develop habits of observation, questioning, and listening. This approach gives them an awareness of their feelings and their right to express those feelings by channeling them into other means of expression. Children are free to make choices within the limits of consideration of people and things. Our programs prepare children to use their intellectual and creative abilities in future learning tasks. “Play” is an important role in a child’s early development.

 **Daily Program:**

* Curriculum-based centers where each child chooses his/her activities with developmental growth support from teachers.
* Daily “talks with Jesus”: bible-center curriculum, prayer before meals & snacks, weekly chapel
* A structured group time of instruction focuses on language development
* Music period.
* Outdoor/indoor playtime to develop large motor skills
* Rest period/quiet time
* Nutritious meals, including a morning snack, hot lunch, and late afternoon snack

**Personal Belongings:**

Each child has a space for personal belongings. Toys, candy, and videos are not allowed. If your child arrives with any of these items, the items will be placed in his/her cubby until it is time to leave. The center is not responsible for missing or damaged or broken personal items including toys and technology. \*Technology only refers to school-age children.

Please bring in a full change of clothes for your child. If your child is in diapers or is toilet training, please bring in additional clothing. Parents are responsible for maintaining supplies needed for day-to-day routines. The staff will remind you of the supplies needed.

The laundering of all personal belongings is the responsibility of the parents. Soiled items will be sent home at the time of pick-up. Children must wear footwear with backs that fit securely. Flip-flop style footwear is NOT to be worn at any time.

 Please dress your child appropriately. Outdoor play is important in the daily routine. Please include weather-appropriate clothing.

**Meals**

 **Breakfast**

The Center offers breakfast from 7:00 a.m. until 8:00 a.m. If your child arrives after 8:00 a.m., you must provide breakfast before arriving at the Center. No food is to be brought into the Center.

**\*\*On school days the school-age children will be provided breakfast from arrival until the bus arrives.\*\***

 **Snacks**

The Center has two scheduled snack times, a mid-morning snack and a late afternoon snack. These snacks are based on the four food groups.

 **Lunch**

The Center serves a catered lunch by a licensed food service caterer. All meals and snacks are served family-style. A prayer is said before each snack and meal.

 **Outside Food**

All food consumed by the children in the Center shall be provided by the Center, except as follows:

 Upon agreement of the staff, commercially prepared foods may be brought in occasionally by parents as part of holiday or birthday celebrations. Food brought in for this purpose must arrive unopened as packaged by the bakery or manufacturer, or it shall not be accepted. Food that is brought in must be peanut-free and tree nut-free. Food for dietary restrictions is permitted with a doctor’s order.

**Discipline Policy**

Hilltop Kids Learning Center believes in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in the world. Our program is designed to develop in children a sense of independence and confidence in themselves. Hilltop Kids Learning Center believes that praise and encouragement are more effective in modeling appropriate behavior in children than negative techniques. The discipline policy used at Hilltop Kids Learning Center complies with the Illinois Department of Children and Family Services Licensing Standards. It includes positive reinforcement and redirection for all age groups. Physical punishment, physical restraint, or humiliation is never used in our center.

 **Aggressive Behavior Policy**

Biting, hitting, pushing, foul language, pinching, scratching, kicking, and punching are considered aggressive behavior. If the discipline techniques are not effective in controlling a child’s behavior, the teacher can call upon the Director or Assistant Director to assist in teaching the class while the teacher works with the child in his/her classroom to help resolve the child’s behavior issues. If this is not effective in, the parent or guardian will be contacted and asked to remove the child from the facility for the remainder of the day.

 **Discharge Policy**

The policy at Hilltop Kids Learning Center is that children enrolling be able to function in a group setting. If a child is having or causing disruptive behavior, a conference will be held with the parents.

 Suggestions and various discipline procedures will be discussed with the parents and the staff. An initial meeting will be held with the parents of the student to discuss various corrective strategies. After one month, another conference will be held to re-evaluate the situation and if all parties involved feel the situation has improved, the plan of action will continue. If the situation has not improved, the parents will be asked to remove their child from the Center. Hilltop Kids reserves the right to dismiss immediately any child exhibiting the intent of harming other children or teachers or displaying destructive, damaging behavior to the property of the Center. The Center will identify resources and alternatives for the child/family involved.

 **Termination Procedures:** Either parent or provider may terminate this contract by ***giving 2 weeks’ written notice in advance of the ending date***.

**Transition**

When a child is ready to move to the next classroom, you will be provided with a transition letter. The letter will introduce teachers, give the new tuition rate, dates that your child will begin transitioning, what it involves, and when they will be in the room permanently.

* Bumblebee’s (6 weeks-15 months): Must be walking and off a bottle to transition.
* Caterpillar’s (15 months-2 years): Must get rid of any pacifiers to transition.
* Butterflies (2 years-3 years): Must be fully potty trained to transition.
* Dragonflies (3 years- 4 years): Must be fully potty trained without assistance to transition.
* Ladybug’s (4 years- 5 years): Kindergarten readiness will be followed
* Kindergarten

At the time your child is ready to enter Kindergarten, we will work with the local Eagleview Elementary school to help with the transition. We maintain communication and work together with the school district to strategize and attempt to make the transition easier for your child. We will communicate all information with parents to help everyone stay informed.

**Family Resources**

* We accept Child Care Support. The Director will support families in completing the Child Care Support application and Redetermination.
* There is a community event bulletin board located at the entrance of the center.
* Documents such as our Parent Handbook, IDCFS Child Care Laws, Child Care Support applications, and other necessary documentation are freely accessible at the entrance of the center.
* We communicate in a variety of ways including phone calls, Dojo, email, texting, face-to-face, classroom newsletters, Director’s newsletters, bulletin boards, daily notes, and classroom folders.
* We host several family nights throughout the year including Trunk-or-treat, Thanksgiving Feast, Christmas Program, Muffins with Mommy, Donuts with Daddy, Open House, Scholastic Book Fair, Fall Event, Spring Event, and Parents Night out.
* Referrals to outside resources if necessary or requested.
* Visiting Nurse.

**Parent/Teacher Conferences**

Parent/staff conferences will be held in the fall and spring to inform parents of their child’s development. Conferences may be requested by the parent or staff as needed.

 This information is confidential and will not be released without parental consent. All information about your child’s daily welfare will be limited to the staff, teacher, director, and pastor directly involved with your child.

**Enrollment Forms**

The following forms MUST be completed before admission:

1) Enrollment Form

2) Birth Certificate

3) Fee Contract

4) Consent for Daycare Providers Agreement Form

5) Emergency Medical Form

6) Child Release Information

7) Parent Handbook Form

8) Confidentiality Release

9) Photo Release

10) Sun Block Release

11) Late Departure Form

12) Discipline Policy-Signed by Parent/s

13) Verification Slip- Standards- Signed by Parent/s

14) Pest Policy

15) Health Certificate (less than 2 years old and including)

a) TB and Lead test assessments completed by a physician.

b) Complete list of Immunizations.

\* All signatures and dates on the required forms must be filled out. \*

Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Admission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Discharge Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hilltop Kids Learning Center**

**Kidz Landing**

**Christ Community Church, ELCA**

**Enrollment Form**

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (First) (Middle) (Last)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: M F

Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth date (Due Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: M F

Days per week: M T W Th F Hours of Care: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church/temple/synagogue membership/in which active: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any Christian holy days that you wish your child not to observe?

**Parent Information**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relation to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Working Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relation to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Working Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Physician to call if the child becomes ill or injured**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hospital or Clinic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Additional emergency contacts to be phoned; three names are required. (These people also act as other approved pick-up people)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program**

If the child has any of the following, please explain:

Restrictions for play- outdoors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restrictions for play - indoors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fears\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the child regularly take medication?\_\_\_\_\_ If so, what kind and directions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other information/comments that will help in caring for your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hilltop Kids Ministries

Learning Center Tuition Guide

**Bumblebee Classroom** (Infants) Tuition   $304/Week *(Sibling Rate - $274)\**

   $268/4 days

   $225/3 days

   $154/2 days

**Caterpillar Classroom** (Toddler) Tuition   $304/Week *(Sibling Rate - $274)\**

 $268/4 days

   $225/3 days

   $154/2 days

**Butterfly Classroom** (2-year-olds) Tuition   $265/Week *(Sibling Rate=$239)\**

   $233/4 days

   $199/3 days

   $140/2 days

**Dragonfly Classroom** (Pre-School) Tuition   $224/Week *(Sibling Rate=$202)\**

   $199/4 days

   $173/3 days

   $132/2 days

**Ladybug Classroom** (Pre –K) Tuition   $224/Week *(Sibling Rate=$202)\**

   $199/4 days

   $173/3 days

   $132/2 days

\*Sibling Discount of 10% is applied to oldest child tuition only

 **Hilltop Kids Learning Center Fee Agreement**

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_ D/O/B\_\_\_\_\_\_\_

Additional Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_ D/O/B\_\_\_\_\_\_\_

Parent(s) Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We as parents or legal guardians of above stated child(ren) agree to pay Hilltop Kids Learning Center/KidZ Landing:

Child 1:

Tuition: $\_\_\_\_\_\_\_\_\_\_

 Discounts (if applicable) \* $\_\_\_\_\_\_\_\_\_\_

 Total: $\_\_\_\_\_\_\_\_\_\_

Child 2 (if applicable):

Tuition: $\_\_\_\_\_\_\_\_\_\_

 Discounts (if applicable)\* $\_\_\_\_\_\_\_\_\_\_

 Total: $\_\_\_\_\_\_\_\_\_\_

Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign/date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent/Legal Guardian*

\*Sibling Discount of 10% is applied to oldest child tuition only

**Late fees and Returned Check fee**: If the weekly fee is not paid by Monday, there will be a **$15.00** late payment fee. An additional **$15.00** per week late fee will continue to accrue until the amount is paid in full and any court or collection costs incurred by the center. There will be a **$25.00** charge for any returned check. ***The provider may terminate the contract without any notice if the parent does not make payments when due.***

**Discipline Policy**

The staff of Hilltop Kids Learning Center will use disciplinary procedures which are designed and carried out in such a way to help the children develop self-control and to assume responsibility for their actions.

 The discipline will be directly related to the act, and the child shall be made aware of the relationship between the act and the consequences. Children will always be warned and given the chance to correct their behavior before a staff member takes action unless it is aggressive behavior. When a child’s behavior is inappropriate, the staff will use encouragement and positive redirection to help the child gain control over his or her actions.

 No corporal punishment will be used at any time or for any reason. A safe calming space away from other children will be provided in each classroom if the child would need a break to calm themselves down should the need arise. Firm positive statements and redirection shall be used.

 We believe that it is important that children enrolling be able to function in a group setting if the child is having or causing disturbing behavior to him/her or the rest of the class, a conference will be held with the teacher/director, and the parents. Suggestions and various discipline procedures will be discussed with the parents and staff. After a pre-agreed time, another conference will be held to evaluate the situation and if all parties involved feel the situation has improved, the plan of action will continue. If the situation has not improved, the parents will be requested to remove their child from the center.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Parents Handbook**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have been given a copy of the **Hilltop Kids Learning Center** handbook and I have read and gone over the handbook with my child/children and understand that if I do have any questions that the Director of **Hilltop Kids Learning Center** is happy to answer any questions that I may have.

Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Late Departure Policy**

The Center closes at 5:30 p.m. Monday through Friday. Parents should notify the center immediately if they are going to be late. If the parent is late more than 15 minutes, a late fee of $10.00 will be expected at the time of pick-up. After 15 minutes, $1.00 per minute will be added to the $10.00 late fee. Parents will be called after the first 15 minutes the child is not picked up. If the parent is not reached, then emergency contacts listed on the enrollment form will be called in order, until someone is notified. In accordance with State Law, authorities will be called if the parent or emergency contact has not been reached after one hour.

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

**Pest Management Policy**

**Policy Statement:**

The management of Hilltop Kids Learning Center and KidZ Landing is committed to providing a safe environment for the children in our care. We seek to prevent children from being exposed to pests and pesticides, and therefore we have adopted the Integrated Pest Management (IMP) approach to pest control. The IPM approach minimizes the exposure of the children and staff to pesticides and includes a variety of non-chemical and chemical methods to prevent and eradicate pests. While pesticides may be used to remediate infestations of pests (such as insects, weeds, and rodents) that may be found in the facility and its surrounding ground, only the least toxic products will be considered and combined with non-chemical methods.

 **Definition of Integrated Pest Management:**

“An ecologically based management strategy that provides long term solutions to pest problems with minimum impact on human health and the environment. Programs are heavily reliant upon pest prevention through good sanitation and mechanical means such as pest proofing buildings.”

 **Commitment:**

Our center takes the responsibility to notify students’ parents or guardians and the school staff of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home with students.

 **Record-keeping:**

Records of pesticide use shall be maintained on-site to meet the requirements of the state regulatory agency and School Board. Records must be current and accurate if IPM is to work. Additionally, pest surveillance data sheets, which record the number of pests or other indicators of pest populations, are to be maintained to verify the need for treatments.

 Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photography Release**

I permit the staff of **Hilltop Kids Learning Center** to have my child photographed for PR purposes in their program. For example, bulletin boards, newsletters, newspaper articles, webpage, Facebook, etc.

Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 \_\_\_\_\_ I do not consent to my child’s photograph being used for the above.

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

**Confidentiality Release**

DCFS Licensing Standards state that no information will be released about the student enrolled or the student’s family without written consent. Our church needs to keep statistics about our enrollment and we request your permission to do so.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for the following information

about my child/family \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To be released to Christ Community Church/Evangelical Lutheran Church in America.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Form Requirement**

**To know before you go….**

v Please make sure your doctor fills out the lead assessment and signs it.

v The TB Skin Test portion of the attached physical.

v It is also necessary that the physician signs both sides of the physical.

v Be sure that the shot record is filled out or is attached.

**Things the kids should bring**:

**All Children:**

1. Tennis Shoes or closed-toe shoes.

2. Comfortable clothes to be active in.

3. Coats, Gloves, etc. to go outside

4. Change of Clothes

 **Infants- 6 weeks through 15 months**- in addition to the items above:

1. Bag

2. Bottles

3. Diapers and Ointment

4. Wipes

5. Formula or breast milk

6. Baby Food

 **Toddlers- 16 Months through 23 months**- in addition to the items above

1. Bag

2. Blanket

3. Diapers and Ointment

4. Wipes

 **Two-Six-Year olds**- in addition to the items above:

1. Bag with blanket and sleeping item

 **Please make sure your child’s name is on ALL items brought from home**

**Hilltop is not responsible for missing, broken, or damaged items.**