

MIDWAY LEARNING CENTER, INC

8682 State Road 21
Melrose, Florida 32666
352-475-2132

Dear Parent(s):

The staff and management of Midway Learning Center welcomes you! We want you to know that we are very concerned about your child's welfare, growth and development. Through a cooperative effort with you, we feel a positive partnership can be maintained to enhance the growth and development of your child.

The policies in this manual are established so we at Midway can provide your child, as well as other children at the center, a well-rounded curriculum and a safe environment to grow physically, emotionally, socially and intellectually.

Philosophy

The philosophy of Midway Learning Center is to provide each child who enters our center the opportunity to develop and grow in their self-esteem, personality, cognitive, motor and language usage. We believe ALL children deserve love and respect each and every day.

Curriculum

Midway uses the High Scope method of "teaching" young children. The morning program includes a developmental curriculum built around age appropriate readiness concepts. This program is presented in a format involving play and the building of your child's self esteem. The afternoon program provides a time for rest, outside play, craft and art activities. This means that each child at our center is given the opportunity through the play process to increase their knowledge and skills with communication, motor, cognitive and social skills. At all age levels, each teacher and assistant will provide activities, at the appropriate developmental level of your child. Each teacher provides a safe, organized play area in the center and outside in our play yards. The teacher provides your child with an appropriate learning environment through the use of interest centers; provides for quiet and active learning activities; and, provide at least 30 minutes of reading time each day. Through the use of monthly themes within the play activities, your child will acquire, developmentally appropriate cognitive and communication skills. Your child is encouraged to choose their own activities and materials. They are taught to make choices. The teachers at Midway accept mistakes as learning experiences. We try to let each child know how special they are and help children learn to identify and express their feelings. Midway helps children learn to respect themselves, classmates and teachers.

STUDENT POLICIES AND PROCEDURES

HOURS OF OPERATION

Midway will be open between the hours of **6:00 AM** and **6:00 PM** for the convenience of working parents. The center will close **PROMPTLY** at 6:00 PM. There will be a late charge of \$3.00 per quarter hour (every 15 minutes or part of) per child after 6:00 PM. This charge is payable when you pick up your child. Midway understands that on rare occasions an emergency may occur. Therefore, exceptions **MAY** be granted if the center is contacted in advance.

Midway requests that preschool children and school age children staying for a full day arrive at the center by 9:00 AM unless arrangements are made ahead of time with the director.

REGISTRATION AND TUITION FEES:

PLEASE READ CAREFULLY

FEES AND WEEKLY TUITION

Midway wants to provide the best developmental program, love and attention possible for your child. To provide your child the attention he/she deserves, it is important that Midway provide its staff with the best possible working conditions. To do this Midway must operate in a business like manner and work with its parents to assure that fees and tuition come in on a regular basis to cover all operating expenses. Registration fees are due by the first day of attendance at Midway. Any special arrangements must be finalized with the director of the center before the first day of the child's attendance. All yearly registration fees are non-refundable.

Weekly tuition is due on **THE FRIDAY BEFORE** the week of attendance. A \$15.00 late fee will be added to each child's tuition if fees are not paid by 6 PM Monday. Midway's employees salaries are paid directly from weekly tuition. It is extremely important that tuition fees are paid promptly. If a family needs special consideration of this policy, please contact the director immediately. Midway will work with each family to make sure child care is available to families during difficult times. Special assistance is given on an individual basis only if the director is aware of the need and is informed of this before Monday of the week of attendance.

RETURNED CHECK POLICY

A service charge of \$20.00 will be collected for all returned checks. If a second check is returned, Midway will require all fees and tuition to be paid in cash.

FOOD SERVICE

Full time tuition includes breakfast, a balanced lunch and one nutritious snack each day. Food service is USDA inspected and approved.

Breakfast and lunch menus are posted weekly on the bulletin board. If your child is allergic to a food product, NOTIFY THE DIRECTOR IMMEDIATELY.

HOLIDAYS, VACATION AND SICK DAYS:

Midway Learning Center is closed on the following holidays.

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day AND the following Friday, Christmas Eve Day and Christmas Day.

Weekly and monthly tuition remain the same every week even though some weeks may contain a holiday. All children who attend Midway on a **full time** basis will earn 1 ½ days a month to use towards sick leave or vacation. This time is posted at the end of a full month of attendance and is not available for use until the end of the full month of attendance. This leave will run from September to September each year. Each child can carry over three days of unused time from the previous year. There are NO exceptions to this rule.

Midway will NOT credit a child with leave time unless the center is contacted. Any child who is absent for more than 15 days will be dropped from the rolls. A new registration fee will be required to re-enroll the child. Please notify the center the day your child is sick. Also, please notify the center of your vacation plans or any family emergencies that may keep your child from attending classes for any extended time.

SICK POLICY

Midway reserves the right to send home a child who is judged by the staff to create a health hazard in the Center. If your child becomes ill and you are called to pick up your child early, please come immediately. Proper care at the beginning of an illness can often shorten its duration. Any child with a temperature of at least 100 degrees Fahrenheit cannot stay at the Center. If your child displays any of the following symptoms, please do not bring him/her to the Center.

- Vomiting
- Acute diarrhea
- Severe pain or discomfort
- Sore throat or severe coughing
- Fever greater than 100 degrees
- Red eyes with any type of discharge
- Yellow eyes or jaundiced skin
- Infected, untreated skin sores
- Difficult or rapid breathing
- Stiff neck

If your Doctor diagnoses your child's illness as a communicable disease, your child must remain at home until he/she is fully recovered. We may require a written doctor's note stating your child is able to return to the Center.

CHILD SECURITY

For your child's safety and security, parents must sign their child in every morning and sign them out each evening. Your child will NOT BE RELEASED TO ANYONE WHO IS NOT LISTED ON YOUR APPLICATION. Please remember that if your child is at the center after 6:00 PM, late fees will be charged.

HEALTH RECORDS:

The law requires that every child enrolled at Midway Learning Center have a current, up-to-date health certificate. We can keep your child only a few days without this certificate signed by your doctor. Please do not be upset with your child's teacher when greeted at the door and told that Midway cannot take your child until the certificate is brought into the center.

MEDICATION:

Midway will administer medication to your child ONLY when the parent fills out a Medication Authorization Form as required by Florida law. Parents must include the following information:

Name of the medication; time medication is to be given to the child; amount of medication to be given; and, how many days your child is to receive the medication.

By law, Midway can only dispense medications that are brought in the original container.

AND FINALLY

The owners and staff at Midway Learning Center believe that communication is the key to a successful relationship between the Center and parents. We encourage you to get to know your child's teacher and speak with them freely. The director has an open door policy to listen to any concerns. Misunderstandings will occur occasionally and the sooner you discuss them with us the sooner we can all work toward a solution. We can always set up a conference at a time convenient for you at your request. If you have any questions about anything, please contact the director.

Thank you.

AFTER READING THIS PAGE, PLEASE SIGN AND RETURN

CHILD'S NAME _____

I, _____ have read the policies and procedures of Midway Learning Center, Inc. and agree to follow the policies and procedures within. I understand the policies for when fees are due, immediately paying the late fee if I do not pick my child up by 6:00, and the need to follow all procedures about the health of my child.

In case of a medical emergency, if the center is unable to contact either my spouse or myself, I authorize Midway Learning Center to secure the service of the nearest emergency facility for my child.

The Three (3) and four (4) year olds at Midway Learning Center are administered the Ages to Stages Prereadiness Screen. Your signature indicates that you give permission for this screening. If you would like further information concerning this screening, please talk to our director.

I further give permission for my child to attend, participate in, and to be transported on all field trips sponsored by Midway Learning Center.

I have read the disciplinary procedure sheet and agree with the practice of using "Time Out" as the form of discipline used at Midway Learning Center. I also understand that as the parent I will be contacted if the staff feels that the procedure of time out is not effective in changing the inappropriate behavior my child is currently demonstrating.

If I have any questions or concerns about the policies and procedures or operation of the Midway Learning Center, I will contact the director at the first convenient moment. I understand that Midway wants the care of my child to be a cooperative effort between the center staff and myself.

Signature of Parent or Guardian _____

DATE _____