



Parent Handbook

The Learning Cottage
4965 Ringwood Mdw.
Sarasota, FL 34235
941-343-2102

www.SarasotaLearningCottage.com

Contracted Hours

The Learning Cottage shall provide child care services and the parent for the pay for such services as follows;

Monday Tuesday Wednesday Thursday Friday (Circle All That Apply)

Hours: _____

1. Students must be in attendance no later than 10am. Students will not be permitted to attend, current day, should the child not be in attendance by 10am.
2. It is highly encouraged that children age 3+ are in attendance no later than 8:30am.
3. This schedule shall be in effect unless terminated sooner by one of the parties in accordance with this contract.
4. The Parent shall pay childcare fees based on the above schedule at the rates specified below. Childcare fees will not be adjusted for late arrival, early pick-up, school closures or missed days unless specified by this contract.
5. Tuition rates are subject to change. The Learning Cottage agrees to notify parents of such change with 30 day notice via email and/or school memo.

Fees for Child care

1. Child care fees for "Full Time" pre-scheduled childcare are \$_____ per week or \$_____ per month.
2. Child care fees for "Part Time" pre-scheduled child care are \$_____ per week or \$_____ per month.

Timing and Method of Payment

1. The Parent(s) shall pay childcare fees on Fridays for the following week or the last Friday for the following month; weekly or monthly. Payments may be made by check or money order or by auto draft via checking/ savings account or credit card. An auto draft form must be filled out for auto payments to occur.
2. Parent(s) agree to pay a \$10 late fee for each day a tuition payment is late.
3. If fees are not paid within three days the child will not be allowed to attend the facility until payment is received in full.
4. The parent(s) agrees to pay a \$30 for all checks/ Credit card charges returned unpaid.

Registration, Supply fee & Deposit

1. The Parent(s) shall pay a Registration Fee in the amount of **\$200** due each August or upon enrollment; per child. Registration Fees are non refundable and used towards Business Administration and building safety/ upkeep.
2. The parent(s) shall pay an annual Supply Fee in the amount of **\$75** due each July or upon enrollment; per child. Supply fees are non refundable and used towards curriculum and specialty supplies.
3. A Deposit equal to each child's first week of tuition is due at time of enrollment. The Deposit is non refundable and will be applied to your child's first week.
4. A re-registration period will take place each Jan- Feb for the following school year. Should you intend to continue enrollment, you must fill out and return the "Child Care Application" by the last Friday in Feb. Enrollment for the following school year will become open to the public the first week in March each year. If you do not turn in your Child Care Application for re enrollment, your child's space will be filled for the following school year.

Overtime Fees

1. The parent(s) agree to pay \$1.00/ minute if the child(ren) is not picked up by the scheduled time as noted above. The per minute overtime fee will begin accruing from the scheduled pickup time. This overtime fee shall be paid with the next scheduled payment.

Termination of Child Care

1. Childcare may be terminated by the parent(s) ONLY by providing The Learning Cottage with two weeks advance written notice. If the parent(s) fails to provide two weeks advance written notice, the parent(s) agrees to pay the regular scheduled fees for the two weeks or portion of such two weeks immediately after such notice.

Expulsion Policy

1. The Learning Cottage retains the right to terminate child care services without notice for, but not limited to the following reasons:
 - a. The Child(ren)'s behavior is destructive, uncontrollable, violent or threatening to the safety of other children and/ or staff at The Learning Cottage.
 - i. This determination is made in the sole discretion of The Learning Cottage
 - b. A parent's behavior is threatening, or abusive or inappropriate to the children or providers at The Learning Cottage
 - c. Family, excessively, does not follow The Learning Cottage Policies and/or state/

- county regulations.
- d. Tuition is more than 5 days delinquent.
 - e. All terminations of this type can be made effective immediately and without reimbursement of paid tuition.

Disciplinary Policy

1. The Learning Cottage is Dedicated to serving children with Behavioral Health and Social/ Emotional development at the forefront in regards to discipline. The following are the intervention procedures in which staff at The Learning Cottage train and model to prevent and respond to Challenging behavior:
 - a. FLIP - IT
 - i. **Feelings** - recognize, help identify or acknowledge with child.
 - ii. **Limits** - Set boundaries that are safe for the child and accomplish a healthy goal for the child and the class.
 - iii. **Inquiries** - Giving the child an opportunity to make a safe choice
 - iv. **Prompts** - Teacher encourages a positive choice
 - b. Additional Intervention
 - i. In the event FLIP - IT has not aided in redirecting challenging behaviors, The Learning Cottage will use an ASQ assessment tool for growth and development upon request by the parents and/or as needed and requested by the staff or director of the school. If assessed, a copy will be shared with the parent(s) of child(ren).

Smoking On Premises

1. Smoking is prohibited on or within 500 ft of the school property. This includes e-cigarettes or “vapes.”
 - a. *Violation of this state policy will result in termination of childcare.*

Authority to pick up child(ren)

1. Emergency Contacts listed on the Application for Enrollment have permission to pick up your child(ren).
2. Persons listed on Emergency contact list MUST provide proper photo Identification. Children will NOT be released should proper identification not be presented.
3. Parent(s) agree to keep the door code private. Persons on the Emergency Contact list should NOT be provided the door code.
4. All visitors MUST report to the main office. A Learning Cottage staff member will check their Identification and escort them to the proper classroom.
5. Parents should inform The Learning Cottage in advance if someone other than the parent(s) will pick up the child(ren).

6. ANY changes to the Emergency Contact list MUST be made in person by the enrolling parent(s). Changes will not be accepted over the phone or via email.

Sick Child Policy

1. If the Child(ren) exhibits any of the symptoms listed below, the child(ren) shall not attend The Learning Cottage until the symptoms are no longer exhibited or unless the parent(s) has obtained a statement from the child's doctor stating that the child is not contagious. The final decision as to whether a child will be admitted to The Learning Cottage will be made in the sole discretion of The Learning Cottage.
 - a. Fever of 100.0 F or above
 - b. Diarrhea more than two times in 24 hours
 - c. Irregular breathing
 - d. Unusual rashes
 - e. Vomiting
 - f. Yellowish color to eyes or skin
 - g. Discharge from eyes or ears
 - h. Lice
 - i. Communicable diseases
2. If the child(ren) exhibits any of these symptoms while present at The Learning Cottage, the parent(s) will be notified and should immediately pick up the child(ren) from The Learning Cottage. The child(ren) may be isolated from other children at the school until the parent(s) arrives.
3. The Learning Cottage agrees to notify the parent(s) of any contagious diseases about which the provider has knowledge that the child(ren) may have been exposed to while at The Learning Cottage.
4. The parent(s) agrees to inform The Learning Cottage of any illness or problem of the child(ren) that might affect other children at The Learning Cottage.
5. The parent(s) shall be responsible to arrange for alternate care if the child(ren) is unable to attend as provided in this contract. Childcare fees will not be adjusted for the days a sick child does not attend The Learning Cottage.

Items Supplied by the Parents

1. The parent(s) shall provide the following items to The Learning Cottage for the benefit of the child(ren) whenever reasonably requested by The Learning Cottage:
 - a. Diapers
 - b. Wipes

- c. Sippy Cup/ Water Bottle- *Milk/ Juice should not come in water bottle (cups must go home each day for cleaning)
 - d. Two Complete Changes of Clothing to include an extra pair of close-toed shoes
 - e. Small Blanket for Nap Time (weekly)
 - f. A Cold (With Ice Pack) box/ bagged Lunch
 - g. Backpack for children ages 3+
2. The Learning Cottage is a NUT FREE facility. Nuts of any kind should not come to The Learning Cottage and will not be served to children.
3. The Learning Cottage strives to provide a healthy environment. Candy and sweets will not be served and should NOT be packed in your child(s)'s lunch (fruit snacks, cookies candy etc). Processed foods such as lunchables are discouraged.
4. INFANT parent(s) MUST supply ALL FOODS for child(ren) in the Infant program
5. Please avoid the following choking hazards for children under 3yrs :
 - a. Hotdogs
 - b. Whole grapes
 - c. Popcorn
 - d. Whole cherry tomatoes

Items Supplied by The Learning Cottage

1. The Learning Cottage shall provide a mid-morning snack and a mid-afternoon snack as well as all curriculum and specialty supplies.
2. Parents should be aware The Learning Cottage uses Essential Oils located in classroom and office area diffusers. Parents should make The Learning Cottage aware should the child have any environmental allergies

Proper School Attire

1. Child(ren) must come to school wearing closed-toed shoes.
2. Parents should be aware child(ren) are in a active and involved environment. The Learning Cottage asks that you take this into consideration when dressing your child for school. The Learning Cottage asks that you are aware child(ren)'s attire may get materials on them.
3. Jewelry is highly discouraged for safety reasons

Uniform Policy

1. Students who are enrolled in the Private Pre-K (Fusion) Program (red, green and blue home rooms) MUST wear a uniform shirt to school, daily.
2. Uniforms shirts are available in 3 colors. Your child may wear any of the color choices any day of the week!
3. Children may wear any bottoms of choice with the school shirt.
4. The Learning Cottage will provide each student, already enrolled in the program or newly in coming students with 3 free shirts.
5. Families can utilize the web site below to order additional shirts
6. Please remember - extra clothing is the responsibility of the parent. Don't forget to pack an extra uniform shirt in your child's backpack.

Birthday Celebrations

1. The Learning Cottage enjoys celebrating your child(ren)'s special day. Celebrations, if desired, will take place during the mid-afternoon snack; in your child(ren)'s classroom.
2. The Learning Cottage requests that you bring a healthy snack to celebrate and should be store bought.

Substitute Child Care

1. If The Learning Cottage is temporarily unable to provide child care services due to reasons beyond its reasonable control, The Learning Cottage will use its best efforts to provide the parent(s) with reasonable advance notice of the need for substitute care
2. The Learning Cottage will follow emergency procedures, as it pertains to closures, with either Sarasota or Manatee County Schools. Final decision is that of The Learning Cottage.

Emergency Preparedness

1. Should The Learning Cottage be forced to evacuate the premises for any reasons other than a fire drill, The Learning Cottage should bring your children to the following safe place:
 - Fruitville Library
 - 100 Coburn Rd, Sarasota, FL 34240
2. Emergency Contact Binders, Child Medications and First Aid supplies will be brought to the location above. Teachers have been trained in this area. An Emergency Preparedness Plan hangs in each classroom. Located by the classroom door

Holidays/ Vacations

1. The Learning Cottage will not provide child care on the following days:
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving & the day after
 - Christmas Eve thru January 1st
 - Two Staff inservice Days- To be Announced
2. The Learning Cottage will close for staff training/ lesson planning on the LAST FRIDAY of each month; September thru May. Students, Infant thru Pre-K, must be picked up no later than 3pm.
3. The Parent(s) is responsible for arranging alternate care for the dates above and for emergency closings due to weather.

Tuition Vacation Credit

1. After one full year of consecutive enrollment, each family earns a "Tuition Vacation" for one consecutive week and must turn in a "Tuition Vacation Request form".
2. Tuition vacation is limited to one per year and must be used within 12 months. Tuition vacations will NOT "roll over" into the following year.

Assessments and Child Growth and Development

1. The Learning Cottage will use an ASQ assessment tool for growth and development upon request by the parents and/or as needed and requested by the staff or director of the school. If assessed, a copy will be shared with the parent(s) of child(ren).
2. Pre-Kindergarten students (students in their last year at The Learning Cottage) will be give an academic and social assessment between the months of Sept- Oct and again between the months of April- May; after which, a parent/ teacher conference can be scheduled.

MEDICAL TREATMENT (This form MUST be NOTARIZED)

In the case of medical emergency, The Learning Cottage shall obtain the necessary emergency medical care for the child, _____, included but not limited to transportation to an emergency room and/ or medical facility for proper medical treatment.

I _____ authorize The Learning Cottage to provide the above stated child with medical treatment as needed. The Learning Cottage is authorized to provide the physician or a representative of the physician with the following medical information:

Hospital Preference _____
Insurance Company _____
Policy number _____
Name of Policyholder _____

The Parent agrees to pay all costs and expenses incurred in connection with any medical care provided to the child(ren), including the cost of transportation.

Printed name

Date

Signature

Sworn to and subscribed before me this _____ day of _____, 20 _____.

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(print, type or stamp commissioned name of notary public)

(Check one)

- Persons personally known to notary
- Persons produced identification

(Type of Identification Produced)

Modification of Terms

THE LEARNING COTTAGE SHALL BE ENTITLED TO CHANGE ANY OF THE TERMS IN THIS CONTRACT, INCLUDING BUT NOT LIMITED TO FEES, BY PROVIDING THE PARENT(S) WITH 30 DAYS ADVANCE WRITTEN NOTICE OF SUCH CHANGES.

Damaged Property

CHILDREN ARE EXPECTED TO TREAT ALL PROPERTY LOCATED AT THE FACILITY WITH RESPECT, INCLUDING BUT NOT LIMITED TO TOYS AND FURNITURE.

Discipline

DISCIPLINE CONSISTS OF:
REDIRECTION AND/ OR REDEFINING LIMITS AS WELL AS POSITIVE REINFORCEMENT.
TIME-OUT MAY BE USED WITH CHILDREN AGES TWO AND OLDER ONLY AFTER WRITTEN APPROVAL FROM THE PARENT/ GUARDIAN AND AS A LAST RESORT, ONLY.

Construction

WORDS AND PHRASES IN THIS CONTRACT SHALL BE CONSTRUCTED AS IN THE SINGULAR OR PLURAL NUMBER, AND AS MASCULINE, FEMININE OR NEUTER GENDER, ACCORDING TO THE CONTEXT.

Severability

IF ANY PROVISION OF THIS CONTRACT IS FOUND INVALID, THE PARTIES AGREE TO SEVER THE INVALID PORTION OF THE CONTRACT WHILE THE REMAINDER OF THE CONTRACT REMAINS VALID AND ENFORCEABLE.

Binding Effect

THIS CONTRACT SHALL BE BINDING ON AND SHALL INURE TO THE BENEFIT OF THE PARTIES AND TO THE EXECUTORS, PERSONAL REPRESENTATIVES, HEIRS AND SUCCESSORS OF THE PARTIES.

By signing this contract, the undersigned represents that the undersigned has understood and agreed to the terms and conditions of this contract and The Parent Handbook. Breach of this contract in any way by the parent(s) may result in immediate termination of child care services. I understand that a copy of this handbook is available to me at www.sarasotalearningcottage.com.

The Learning Cottage Director/Owner Date

Printed Name of Parent/Guardian Date

Parent/Guardian Signature Date