

SMART START

nurturing young learners

Mary and Francesca Zucco

65 Elm Street

North Andover, MA 01845

Phone: 978-382-6146

Email: contact@smartstartandover.

Parent Handbook January 2019-December 2019

Our Philosophy:

SMART START is a MA state licensed in-home educational facility. We believe in nurturing young learners through creative, interactive play with peers. The time your child spends with us is designed to be a nurturing, loving and safe environment committed to providing quality education, enrichment and care. We partner with parents to ensure you always feel confident in your child's safety, learning, happiness and well being.

Educate:

We educate your child in the basics literacy, math and Spanish as well as introduce problem solving, science and nature discovery, and social and emotional development.

Enrich:

We aim to enrich your child's early learning experience through a focus on art, music and basic life skills.

Enhance:

Your child's daily routine will be enhanced by emphasizing healthy eating, fresh air and plenty of physical movement and exercise.

Mission Statement:

The time your child spends with us provides a SMART START to lifelong learning. Our goal is to nurture and develop the whole child while respecting each child's individual gifts and talents. In all that we do, we demonstrate and instill the importance of S.M.A.R.T character building blocks: Service, Mindfulness, Achievement, Respect and Trust.

This parent handbook outlines our policies and procedures that relate to the care of your child as well as the information needed to enroll your child at SMART START. I encourage you to maintain an open dialogue with SMART START, as communication between parents and educators is the foundation for a solid working relationship, and a positive child care experience. Before completing the enrollment packet, please read through the information provided.

Progress Reports/Parent Teacher Conferences:

Progress reports are given twice per year. An annual meeting is encouraged and offered at a scheduled time. **These reports/conferences only apply to full and part-time care.**

Parents are welcome to arrange meetings to discuss their child's development at any time.

Please arrange child care for your child/children for all meetings.

SMART START has an open door policy. However, we would appreciate a courtesy text before arrival due to some children having anxiety of strange faces and/or could be napping.

Use of Assistants:

SMART START will have a licensed assistant to help care for the children. All are approved by EEC (Early Education and Care). We may also use volunteers from time to time. Although they will not be directly responsible for the care of the children in the program, they will be on the premises and assisting. All will be EEC certified or will be Early Education or Elementary Education majors.

Sick Policy:

SMART START can care for mildly sick children. However, there will be times when you need to pick up/keep your child home due to illness. If your child has a fever, unknown rash, diarrhea, vomiting or any symptoms that affect normal mood/behavior you should keep them out of care until such symptoms have resolved for 24 hours. If any

symptoms arise at home prior to medication being administered or if ever in doubt, please contact SMART START so a well informed decision can be made.

Medication Administration:

- Prescription medication: must be brought in in the original container which includes the child's name, name of the medication and dosage. This prescription label will be accepted as the written authorization from the physician. The program will not administer any medication contrary to the directions on the label unless by written order of the physician. The parent must fill out an Authorization for Medication Form before the medication can be administered. The First dose must be given by the parent.
- Non Prescription Medication such as topical creams, tylenol, motrin, diaper rash ointment, sunscreen. SMART START will need signed permission to administer. If child is exhibiting symptoms prior to coming to SMART START, please do not administer tylenol or motrin as these medications can often mask symptoms of an underlying illness.

Oral Health:

Oral Health begins at home. SMART START will be reinforcing good oral health practices with your child each day. If your child is in SMART START's care for more than 4 hours per day or is receiving at least one meal, SMART START is required to assist your child with tooth brushing at this facility. Please provide a toothbrush and toothpaste for your child which will be stored in a safe and sanitary manner.

Parent Notification: SMART START is required by EEC regulations to notify you of certain information about my family child care program. These notifications include, but are not limited to:

- An injury to your child
- Allegations of abuse or neglect regarding your child
- If another educator will be caring for your child

- The administering of first aid to your child
- Whenever a communicable disease has been identified in the program
- Children being taken off the premises
- If there any changes in my household composition
- Prior to any new pets in my home
- Whenever special problems or developments arises

Enrollment Requirements:

Two weeks prior to your child attending SMART START, we will need:

1. Completed registration packet
2. Parent contract
3. \$100 Registration fee
4. Handbook read and signed
5. Completed emergency transportation form
6. Signed photo release (optional)
7. Completed medication authorization form
8. Non-refundable two week deposit. These funds will apply to the last two weeks of care. **Please make any checks out to SMART START.**

Medical Information:

This information must be given two weeks prior to your child attending SMART START.
Information needed:

1. Statement from a physician or healthcare professional that confirms your child has received a physical exam this year.
2. Evidence that your child has been immunized as recommended by the Department of Public Health.
3. A statement from your physician or healthcare professional confirming that your child has been screened for lead poisoning. If your child is 3 years of age or older, The child's physician can write a note exempting them from a lead test.
4. **Please Note:** Your child's immunization record must be updated and given to SMART START in accordance with the department of public health regulations.

Child Care Sessions/Fee Schedule:

Below are SMART START's child care offerings, rates, as well as any policies regarding late fees and termination.

Learning and Enrichment Child Care:

Full-time child care - 2- 4 days.

7:30am-4:30pm or 8am-5pm. Fee is \$85 per day which includes 3 nutritious meals, 2 snacks, activities and projects.

Preschool/Pre-Kindergarten Learning and Enrichment Sessions:

Tuesday- Friday 8:30am-11:30am or 2-5pm

Fee is \$40 per session which includes 2 nutritious meals, 1 snack, activities and projects. Before or after care is offered for \$10 per hour.

Before and After School Care:

Before School: 7:30am- bus arrival. \$15 Breakfast included.

After School: Bus arrival-5:00pm. \$25 Snack and homework assistance included

Payment Methods:

The preferred method of payment is monthly due on or before the first of the month. Cash or check is accepted. Please write checks out to SMART START. We are now accepting all major credit cards on site. There will be a minimal charge for this service. We also accept ACH payments and E-check with no added cost.

Full tuition payment option: 6 months offering a **15%** and 12 months offering a **20%** discount. ***Applies only to students/families attending 3 full days or more.**

Late Payment/Late Pick Up Fees:

Because we are dependent on tuition payments to meet our own expenses and maintain our commitment to quality education and care, it is essential that payments are made timely.

- For monthly payment there will be a \$25 fee per day that payment is late.
- Returned check fee is \$35.
- Late pick up will be \$1 for each minute that a parent is late to pick up their child.

Destruction of Property:

Normal wear and tear of equipment is expected at SMART START. However, if property is ruined due to outside of normal activity or behavior parents are responsible to replace or reimburse.

Termination Policy:

SMART START requires a one month written notice prior to departure or any change in schedule. Two week deposit will be used towards your child(ren)'s last two weeks of care and/or any monies owed to SMART START. **Applies to full or part-time childcare.**

Any decrease to your child(ren)'s schedule during the year will be filled by other students. SMART START cannot guarantee space available.

Refund/Policies:

There are no money refunds. Funds can apply to child care and/or sessions.

Additional 2019 Schedule Information:

SMART START will be closed two weeks during the Summer. Parents will be notified of these weeks on or before **April 1st**.

SMART START will be closed on the following days. Payment is required.

February 1st

March 15th

April 19th

May 24th

July 4th

August 30th

September 3rd

October 11th

November 27th

Thanksgiving

November 29th

December 24th-January 1st

Sick and/or Personal Days:

Payment is required for six days.

Weather and Town Closings:

SMART START will be closed/dismissed early when weather conditions are poor enough to endanger the safety of children and families. SMART START may also need to close in the case of town related issues, communicable diseases and low enrollment. Payment is Required.

Please Note:

You are responsible for payment for your child(ren) on any of their scheduled days. This includes when your child is home due to illness or is absent for any reason on their day of care.

SMART START offers make up days as a courtesy to accommodate our families when enrollment allows.

Please feel free to set up a time to discuss any questions or concerns you may have.

By Signing this, you are documenting that we are in agreement about the hours your child will receive care, and the rates you will be paying for that care. You are stating that you understand our policies regarding late fees, termination and any other issues documented above.

Parent Signature _____ Date _____

Parent Signature _____ Date _____