



Parent Handbook January 2021-December 2021

SMART START LLC

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Social Media

Instagram: [smartstart.younglearners](https://www.instagram.com/smartstart.younglearners)

Facebook: [SMART START Young Learners](https://www.facebook.com/SMARTSTARTYoungLearners)

Blog: smartstartyounglearners.blogspot.com

Our Philosophy:

SMART START LLC is a MA licensed in-home educational facility. We believe in nurturing young learners through creative, interactive play with peers. We provide a loving and safe environment and are committed to providing quality education, enrichment and care.

Educate:

We educate your child in the basics of literacy, math and Spanish in addition to introduction of problem solving, science and discovery and social and emotional development.

Enrich:

We aim to enrich your child's early learning educational experience through a focus on art, music and practical lifelong 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.

SMART START LCC's handbook outlines our policies and procedures that relate to the care and education of your child(ren). We encourage you to maintain an open dialogue with SMART START LLC, as communication between parents and educators is the foundation for a solid working relationship.

Progress Reports/Parent Teacher Conferences:

Progress reports are provided once per year. A scheduled annual meeting is encouraged and offered. Parents are welcome at any time to arrange additional meetings to discuss their child(ren). Please arrange child care for your child(ren) for all meetings.

SMART START LLC has an open door policy. However, a courtesy text or call prior to arrival is required to not disrupt our students' learning.

Use of Assistants:

SMART START LLC assistants/volunteers are approved by EEC (Early Education and Care).

Sick Policy:

Children need to be kept home or picked up from school if symptoms: fever, unknown rash, diarrhea, vomiting or any symptoms that affect normal mood/behavior are exhibited. Children should be kept out of school until symptom free for 24 hours. If symptoms arise prior to school or if ever in doubt, please contact SMART START LLC.

Medication Administration:

- Children that are exhibiting symptoms prior to coming to SMART START LLC, please do not administer tylenol or motrin or any fever reducing medication as these often mask symptoms of an underlying illness.

- SMART START LLC requires a signed permission page included in the enrollment packet to administer any of these Non Prescription Medications: topical creams, tylenol, motrin, diaper rash ointment and sunscreen.
- Prescription medication: must be brought in the original container which includes the child's name, type of medication and dosage.

Oral Health:

SMART START LLC will be reinforcing good oral health practices with your child(ren) by assisting with toothbrushing at school. Toothbrush & toothpaste are provided by Andover Pediatric Dentistry and are stored in a safe, sanitary manner.

Parent Notification: SMART START LLC will notify parents of any situations below:

- Injury to your child
- Allegations of abuse and/or neglect regarding your child(ren)
- Alternate educators in the classroom
- Administering of first aid or CPR to your child(ren)
- Communicable disease identified in the program
- Children leaving the premises i.e field trip
- Changes in household composition
- Added pets

Enrollment Requirements:

SMART START LLC requires on or before the 1st day of school:

1. Completed registration packet
2. Signed Parent contract
3. \$100 Registration fee
4. \$1,200 non- refundable Enrollment Deposit
5. Signed tuition contract, monthly tuition and activity fee paid.
6. Handbook read and signed
7. Signed photo/video release (**optional**) - enables SMART START LLC to provide families with pictures/videos of their child(ren) at school.
8. Completed Food Program form-SMART START LLC partners with a nutrition program to ensure healthy eating habits.

9. “Sharing Snack” brought by each student at the start of your child(ren)’s week to be shared with friends. Please send snacks individually packaged 10 count.

Medical Information:

This pertinent information must be given on or before your child(ren)’s first day at SMART START LLC.

1. Statement from a physician or healthcare provider confirming your child received a physical exam in the past 12 months.
2. Evidence that your child(ren) has up to date immunization records as recommended by the Department of Public Health.
3. Confirmation from your physician or healthcare provider that your child has been screened for lead poisoning. children 3 years of age and above may be exempt with a written note from a physician or health care provider.

Pandemic Protocol:

- Pick up/Drop off - Front Door.
- Parents & Students must be masked.
- Parents are not allowed in the building during drop off/pick up
- Parents are required to sanitize and sign off on a health screening at drop off:

COVID-19 Screening

Today or in the past 24 hours, have you or any household members had any of the following symptoms?:

- **Fever (temperature of 100.0F or above),**
- **Felt feverish, or had chills?**
- **Cough?**
- **Sore throat?**
- **Difficulty breathing?**
- **Gastrointestinal symptoms (diarrhea, nausea, vomiting)?**
- **Fatigue?**
- **Headache?**
- **New loss of smell/taste?**
- **New muscle aches?**
- **Any other signs of illness?**

- **In the past 14 days, have you or anyone in your household had close contact with a person known to be infected with the novel coronavirus (COVID-19)?**
- **Have you given your child(ren) medicine to lower a fever?**

If any of the above questions are answered with “yes”, the child(ren) will not be allowed to enter SMART START LLC and the child(ren) will return home with their parent or caregiver. Staff will also be doing a visual screening of each child at drop off for any visible symptom of illness.

If the above questions are answered with “no”, parents will sign below and the child(ren) will be allowed into SMART START LLC.

Preschool/Pre-Kindergarten/Kindergarten Learning and Enrichment Sessions:

Tuesday- Thursday 8:00am-4:00pm

Tuition- includes 2 nutritious meals, 2 snacks, activities and projects.

On-site field trips are offered throughout the year. Monthly Newsletter and Calendar provided.

STREAM To LEARN

Virtual School. Inquire within.

Before & After School Program, Private Tutoring & Half Day Sessions:

Inquire Within

Tuition Schedule:

- Tuition for all programs is \$14,400 per calendar year.
- A \$1,200 non-refundable enrollment deposit is **due on May 1st and/or upon enrollment**. This deposit enrolls students for the upcoming year and is applied towards tuition.
- A non-refundable \$300 activity fee is **due on May 1st and/or upon enrollment**. These funds will be applied to field trips and supplies.
- Payment Schedule: \$1,100 per month

Payment Methods:

Tuition is paid monthly. Invoices are emailed on or before the **5th** of each month. There is no charge for an ACH transaction. 2.9% fee is applied when paying by credit card &/or debit card. Invoices are to be paid on or before the **20th** of each month. Cash, check or

venmo (SMART-START-1) are other acceptable methods of payment. Checks must be written out to SMART START LLC.

Funds must be cleared on or before the 1st of the month.

Tuition prepayment discount:

6 months paid in full- **15%** discount

12 months paid in full- **20%** discount.

***Discount applies to only students/families attending 3 full days.**

Late Payment/Late Pick Up Fees:

SMART START LLC relies on timely tuition payments to meet expenses and to maintain our commitment of quality education, enrichment and care.

- \$25 per day late tuition fee
- \$35 returned check fee
- \$10 Late pick up fee until 4:10pm.
\$25 4:15 pickup.
Thereafter, \$25 per 15 minutes.

Destruction of Property:

Property of SMART START LLC damaged by your child(ren) due to outside of normal activity will be deducted from their two week deposit.

Change in Schedule/Termination Policy:

SMART START LLC requires a **two month written notice** prior to your child(ren)'s departure. **One month written** notice for any change to their schedule.

SMART START LLC can at any time terminate your child(ren)'s enrollment. No refunds given.

Decrease to your child(ren)'s schedule during the year will be filled by waitlisted students. SMART START LLC cannot hold or guarantee space.

Refund/Policies:

SMART START LLC does not provide any type of refund.

Additional 2020 Schedule Information:

SMART START LLC will be closed for two weeks during summer. Parents will be notified of these weeks on or before **April 15th. Payment is required**

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

- Thursday, May 20th
- Wednesday, July 7th
- Thursday, September 2nd
- Tuesday, September 7th
- Tuesday, October 12th
- Thursday, November 11th
- Tuesday, November 23rd-Thursday, November 25th
- Tuesday, December 21st- Thursday, December 30th

Sick and/or Personal Days:

Payment is required for six days.

Weather and Town Closings:

SMART START LLC will be closed/dismissed early when weather conditions are unsafe. SMART START LLC will close for town related issues, communicable diseases and low enrollment. **Payment is Required.**

Please Note:

You are responsible for payment when your child(ren) are absent on any of their scheduled days.

By Signing, you are documenting that we are in agreement about your child(ren)'s enrollment at SMART START LLC. You are signing that you understand our policies, fees, termination and other requirements and any other issues explained in the above SMART START LLC handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____