

Tuition Fee Schedule: Effective July 1, 2019

12-Month Plan:

July 1, 2020 – June 30, 2021

Ages 2 to 3:

\$500 per month (\$6000 per year)

Diapers, wipes and creams must be provided by parent/guardian

Ages 3 and above:

\$460 per month (\$5520 per year)

A child **must** be 3 and potty trained prior to tuition be lowered

10-Month Plan:

August 1, 2020 – May 29, 2021

Ages 2 to 3:

\$500 per month (\$5000 per year)

Diapers, wipes and creams must be provided by parent/guardian

Ages 3 and above:

\$460 per month (\$4600 per year)

A child **must** be 3 and potty trained prior to tuition being lowered

Other Fees/Discounts:

Material Fee:

\$55.00 (for returning families, due with re-enrollment application)

Activity Fee:

\$55.00 (for returning families, due with re-enrollment application)

Second Child Discount:

\$40 discount for second child

Fees for older siblings:

Before School (Charges start at 7:00 AM & ends at 8:00 AM):

\$4.00 per morning per child

A.M. Half Day (Charges start at 8:01 AM & ends at 11:00 AM):

\$6.50 per child

P.M. Half Day (Charges start at 11:01 AM & ends at 2:45 PM):

\$6.50 per child

After School (Charges start at 2:46 PM & ends at 6:00 PM):

\$11 per afternoon per child

= Full Day: \$28.00 per child

Supply List:

For returning families, these items are due with your re-enrollment application. If not returned with re-enrollment application, a \$60 supply fee will be charged to your account).

- 3 boxes of facial tissue
- 4 packages of wipes (Wet Ones, baby wipes, etc.)
- 1 mesh laundry bag for nap linens
- 4 rolls of paper towels
- 1 box gallon bags
- 1 box sandwich bags
- 1 ream of 500 count copy paper
- 2 containers disinfectant wipes - 70 count (Lysol or Clorox)
- 1 can Lysol disinfectant spray

March 2nd, 2020

Dear WELL Center Parent(s)/Guardian(s):

It is that time of year once again! Attached you will find all the information needed to re-enroll your child for the upcoming 2020-2021 school year. **TUITION WILL NOT INCREASE THIS YEAR.** If you have any questions, please see Director, Heather Lawhorne.

In order to re-enroll your child, please follow the steps below:

1. **Application for Enrollment.** Complete and return. This is done annually to ensure that the WELL Center has the most up-to-date family information on file.
2. **Parent Guide.** Please read over the Parent Guide and sign/return the Guidebook Agreement, Photo Release Form, and Payment Agreement.
3. **Emergency Medical Authorization Form.** Complete and return.
4. **Copy of Child's Birth Certificate.** (Unless a copy is already on file).
5. **Supply List Items** (List attached). A \$60 supply fee will be billed to your account if supplies are not returned with re-enrollment application.
6. **Total Fees to Return with Enrollment Application: \$110**
 - Material Fee: \$55.00
 - Activity Fee: \$55.00 (The once year activity fee will cover any specials offered by the WELL Center. This fee is not refundable and will not be pro-rated).

The re-enrollment form and all the supplemental material and fees must be received by April 3rd, 2020 to guarantee your child's seat for the upcoming year. After April 3rd, any openings will be filled on a first-come-first served basis.

I've enjoyed working with your family this year and look forward to serving your family for the upcoming year. Please let me know if you have any questions.

Sincerely,

Heather Lawhorne; Director

Enclosures:

Application for Enrollment

Tuition Fee Schedule/Supply List

Emergency Medical Authorization Form

2020-2021 Parent Guide

Woodland Early Life Learning Center

Application for Enrollment

Please return completed application and non-refundable \$25.00 Application Fee to:

Woodland Early Life Learning Center
4434 Thomas Nelson Highway
Arrington, VA 22922
(434) - 263- 6811

Student Information:

Student Name: _____
Last First Middle Name Preference

Gender: Male Female Birthday: ___/___/_____ Social Security #: _____-_____-_____

Address: _____

Home Phone #: _____ Alternate #: _____

Student Emergency Information:

Food Allergies: _____

Medicine Allergies: _____

Other Allergies: _____

Child's Physician: _____ Phone #: _____

Parent/ Guardian Information:

Father's Name: _____ Cell Phone #: _____

Father's Employer: _____ Work Phone #: _____

Mother's Name: _____ Cell Phone #: _____

Mother's Employer: _____ Work Phone #: _____

Legal Guardian: _____ Cell Phone #: _____

Guardian Employer: _____ Work Phone #: _____

Authorized Pick- Up Persons:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Non-Authorized Pick-Up Persons:

Name: _____

Name: _____

Other Children:

Name:	Age:	Grade:	School Attending:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information:

Persons to be called in case of emergency, if parents cannot be reached:

1 Name: _____ Phone #: _____

2 Name: _____ Phone #: _____

Agreements:

- The WELL Center agrees to notify the parent/guardian whenever the child is ill. The Parent agrees to have the child picked up as soon as possible, if required.
- The parent/guardian authorizes the WELL Center to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be reached.
- The parent understands that payment of tuition occurs monthly and that the WELL Center utilizes the services of Kinderlime for the collection of tuition and fees. Parent/guardian agrees to complete Kinderlime agreement and select payment options as outlined. If payment is not received, the contract for services to the child may be terminated.
- I understand that it is my responsibility to sign my child in upon arrival and sign my child out before leaving. The WELL Center will NOT release minors to minors. The person picking up and signing children in/out **must** be at least 18 years of age.
- I understand that my child will not be allowed to leave the facility with an unauthorized person. Any person authorized to pick up my child **must** be listed. Authorization by telephone will not be accepted. If someone that is not listed as an authorized person is to pick

up my child, I will submit a written and signed request to the Children' Ministry Coordinator prior to the date of pick-up. A picture ID is required

- The parent agrees that a fee of one (1) dollar per minute may be charged for picking up the child after WELL Center closing time.
- Parents are requested to bring all questions and concerns to the teachers and Children's Ministry Coordinator so that they may be resolved.
- The teachers and Children's Ministry Coordinator are hereby given full discretion in matters of discipline. These include notes to the parents, conferences, redirection, positive reinforcement and/or time out.
- The Well Center reserves the right to dismiss any student who does not cooperate with the educational process or one whose parent does not abide by this Agreement.

Signature of Parent/Guardian: _____ **Date:** _____

Printed Name: _____

Signature of Parent/Guardian: _____ **Date:** _____

Printed Name: _____

Signature of Director: _____ **Date:** _____

Printed Name: _____

Woodland Early Life Learning Center

Parent Guide

2020-2021

Woodland Baptist Church
4434 Thomas Nelson Highway
Arrington, VA 22922
434-263-6811
www.woodlandchurch.org

Dear Parents,

Let us take this opportunity to welcome you to the Woodland Early Life Learning Center. We consider it a privilege to provide early Christian education for these children. Our Center is an educational ministry under the direction of Woodland Baptist Church and the WELL Committee. In compliance with the Code of Virginia, this Center is exempt from licensing and is classified as an “exempt” child care center.

Please take a few moments to read over this guidebook outlining policies and procedures of the Center. In order to give the best education and care to your child, certain policies and procedures must be followed. If you have any questions concerning your guidebook, please feel free to contact the WELL Committee.

The WELL Committee

Mission Statement

**The purpose of this ministry
Is to provide
Two to five-year-old children
With an excellent learning environment
In an atmosphere of consistent affectionate care,
And
To promote growth in all aspects of each child's
Spiritual, emotional, intellectual, social,
And physical development.**

Policies and Procedures

WELL Committee

The Woodland Early Life Learning Center (WELL Center) is an educational ministry under the supervision of the WELL Committee. The members of the committee are elected by the membership of Woodland Baptist Church and are responsible for all policy decisions.

Program Personnel

The staff members of the WELL Center are required to be professing Christians and are encouraged to be active in a local congregation. Teachers are required to have knowledge and experience in early childhood education.

Program Objectives

- A. To help each child adjust to his or her environment.
- B. To aid the child in learning to understand and live intelligently in God's world.
- C. To provide a daily routine to teach the children to be responsible.
- D. To facilitate social, emotional, spiritual, and intellectual growth while providing the child freedom of movement and appropriate equipment in an environment of Christian love and concern.
- E. To encourage each child to be creative.
- F. To help each child find a comfortable, contributing place in the group.
- G. To develop an awareness of safety and health precautions in each child.
- H. To encourage communications between parents and WELL Center staff.

Tuition and Fees

- A. Payment for your child's tuition must be paid monthly through Kinderlime. If your child is enrolled part time the WELL Center will bill you accordingly. Parents will receive information upon enrollment and re-enrollment in regards to payment instruction and options.
- B. A box is located on the outside of the office for part time payments, melody makers payments, before and aftercare payments for older siblings, etc.
- C. A \$25.00 non-refundable registration fee must accompany the initial application form.
- D. A materials fee of \$55 must be paid upon enrollment and re-enrollment each year. This fee is in addition to registration fee is not refundable or pro-rated.
- E. An activity fee of \$55 must be paid upon enrollment and re-enrollment each year. This fee covers the once-a-month "Special Lunch" and the year-end Fun day. This fee is in addition to the registration and material fee is not refundable or pro-rated.

Inclement Weather

In case of inclement weather and the WELL Center is unable to open, parents will be charged for no more than four days per calendar year (July 1 – June 30). Any additional days closed due to inclement weather will be tuition free and parents will be reimbursed accordingly. In the event of inclement weather, a Kinderlime message will be sent or parents can contact the WELL Center at 434-263-6811. If at all possible, the WELL Center will be open; However, the safety of our students and staff are a priority and will be taken into account when making the decision to close.

Withdrawals

Any child who withdraws or is dismissed from the Center must reapply and be accepted for re-admission. (\$25 Registration Fee must be paid at the time of re-registration)

Physical Examination and Immunization Certification

Each child is required to have a physician's check-up within twelve months prior to admission into the program.

Calendar

The WELL Center is open from 7:00am until 6:00pm Monday – Friday, with the exception of announced holidays and the week of July 4th. This fiscal year the WELL Center will be closed June 29th- July 3rd.

Annual holidays include:

New Year's Day, Memorial Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day.

When these holidays fall on the weekend, Monday or Friday will be observed.

Records

Records kept by the WELL Center are as follows:

- Daily attendance
- Copy of Birth Certificate
- Health reports
- Accident reports
- Medication forms
- Authorization for emergency medical care
- Name and telephone number of child's doctor
- Telephone number where parents can be reached at home and work
- Telephone number of an emergency contact person if parents cannot be located

Parents must notify the Center if there is a change in any of this information.

A medication form must be filled out by parents or guardian, giving permission to the staff to dispense all medication. All medication must be in the original container and labeled with the child's name and dosage. Medication will not be given for more than 10 consecutive days without written certification from a doctor. The WELL Center will NOT be able to administer prescription medication at this time, we can administer OTC medication.

Sick Children

Children with a fever over 100 degrees will not be allowed to stay at school and must be fever free, without the aid of medication, for at least 24 consecutive hours before coming back to school. Any child with two instances of either vomiting, diarrhea or with any contagious disease will also not be allowed to stay at school. The child may not return to school the day following said incident. Parents are responsible for arranging for the child to be picked up if the teacher tells them the child is sick. The teacher may require a note from the doctor that the child has recovered in order to return.

Head Lice

Parents will be called to come and get any child who has head lice or nits. All of the child's bedding must be taken home and thoroughly cleaned. The child will not be allowed to return to school until he or she is not only lice free, but nit free.

Sign-In Tablet

Parents must sign children in and out of the WELL Center. The sign-in/sign-out tablet is located in the entrance of the WELL Center. Children will be released only to individuals authorized to pick them up. A written note is necessary if someone else is picking up the child. The WELL Center will not release minors to minors. The person picking up must be at least 18 years of age.

Discipline

Children are expected to obey the staff for their own safety and the well-being of every child in the program. Positive reinforcement, redirection, loss of privileges and time-out will be used to modify behavior. Corporal punishment will not be used. Children will not be deprived of food, water, or other personal comforts. Discipline will be administered in a firm, but loving way. Examples of daily discipline strategies may include but are not limited to:

- **Positive Reinforcement:** special treat/stickers provided at the end of the day or certificate for maintaining appropriate school behavior throughout the day or during a specific point in the day.
- **Redirection:** suggesting alternate activities or friends to play with when a child seems unable to make positive and appropriate choices during lesson/play.

- **Loss of Privileges:** Children may be asked to sit out during special activities (such as movie day) if they are unable to make positive choices prior to or during that activity.
- **Time-Out:** Children may be asked to sit in a special place in the classroom under teacher supervision or be sent to the office to sit with the director when displaying inappropriate behavior (not listening to instructions given by teachers after multiple redirections, using inappropriate language, being aggressive towards teachers and/or friends, etc.). Children must remain quiet and not be disruptive while in a time-out area.

Parents may be asked to remove a child from the WELL Center in the event of excessive behavior problems. Excessive behavior is defined as (but not limited to) hitting/kicking (other students or teachers), spitting on other persons, throwing toys or furniture, profanity, biting (see below) or if it is felt that their behavior is causing danger to themselves and/or other children. A parent will be called to pick up their child after 3 documented acts of excessive behavior within a school day (7am-6pm). If a parent is asked to pick up the child, the child may NOT return to the WELL Center on the following day.

If the behavior continues beyond a week's time, parents will be asked to meet with the director, assistant director and the child's teacher to complete and sign a behavior plan. If the behavior plan is unsuccessful or the parent and/or child fail to comply with the plan, the director will discuss further action with the WELL Center Committee (possibly resulting in suspension or expulsion of the child).

Biting Policy- Staff at the WELL Center understands that biting can be an age-appropriate behavior, particularly for the toddler age group; However, after 3 bites in a 24 hour period resulting in injury (defined as red marks, bruising, skin-break or injury requiring medical assistance by staff- such as bandage or ice) a parent will be contacted and asked to pick up the child for removal from the center for the remainder of the day. Should the behavior continue, the Director reserves the right consult the WELL Center Committee for further action.

Lunch

Children are required to bring their own lunch each day. Due to health regulations, all classes will need to have lunches that do not require heating. Morning and afternoon snacks will be provided by the WELL Center. Parents must notify the Center of any allergies children may have.

Once a month, Special Lunch day will be observed. You will not need to bring lunch for your child on that day. The cost of this lunch is included in your Activity Fee.

Pre-Registration

To register your child yearly, you must pay the \$55 material fee, \$55 activity fee. Return a signed Kinderlime schedule, Medical Authorization Form, a signed policy agreement from the Parent Guidebook as well as the items on the Supply list. Accounts are required to be in good standing at

the time of re-enrollment. After the re-enrollment period, enrollment is offered on a first-come-first-served basis.

General Information

- Parent-teacher conferences will be scheduled from time to time. Parents may request a conference, but should not expect teachers to be available during the school day when the teacher is on duty.
- Toys may not be brought from home unless the teacher gives such permission.
- The Center is covered by public liability insurance.
- Two changes of clothing **must** be kept at the Center at all times. These clothes must be labeled with the child's name. Children in diapers or pull-ups must bring extra diapers and wipes.
- Except on rainy days, children will go outside twice per day. On extremely cold days this time will be short or spent in the fellowship hall above the WELL Center.
- Children should dress in comfortable clothes; **no sandals, clogs, dressy shoes, open-toe shoes or flip-flops** please. Bare feet are not allowed. Socks are encouraged.
- No play guns or other play weapons are allowed at the WELL Center. Children are strongly discouraged from engaging in violent play.
- The staff of the WELL Center is required by law to report any cases of suspected child abuse or neglect to the Nelson County Department of Social Services.

EMERGENCY MEDICAL CONSENT FORM

_____ has my permission to obtain
emergency medical treatment for my child, _____
when I cannot be reached or if a delay in reaching my child would be dangerous for him/her.

Mother/Guardian's Name _____

Home Phone _____ Cell Phone _____

E-mail Address: _____

Father/Guardian's Name _____

Home Phone _____ Cell Phone _____

E-mail Address: _____

My insurance provider is _____

My child's medical record number is _____

Preferred hospital/treatment center _____

My child is taking the following medications

My child has the following allergies

**I understand that I assume all financial responsibility for any treatment or injuries sustained
by my child while he/she is in child care.**

Signature of Parent or Guardian Date

Signature of Parent or Guardian Date