



Parent Handbook and Admission Agreement

We would like to take a moment to thank you for choosing Happy Hearts Learning Center. As parents of six, we truly understand the importance of finding childcare providers you can trust. We recognize that maintaining a clean and safe environment is essential for children's health and well-being, and we strive to make our center a welcoming place where your little ones can thrive every day. Happy Hearts Learning Center exists to provide a safe, developmentally appropriate environment for toddlers and preschool-aged children. Our focus is on nurturing early care, physical growth, and cognitive development. Our goal is to support each child's natural curiosity and foster a love of learning that lasts a lifetime.

Our staff undergoes a thorough qualification and hiring process to ensure your children receive the best possible care. We offer programs for infants through school-aged children, incorporating a faith-based component into our curriculum. Our Pre-K program emphasizes kindergarten readiness, preparing your child for a smooth transition into school. At Happy Hearts Learning Center, children enjoy age-appropriate educational lessons, circle time, art projects, music sessions, seasonal gardening, outdoor play, field trips, and much more.

We are excited about the days ahead and look forward to sharing many happy learning moments with your family.

Sincerely, Christina and Scott Yaeger, Owners

Child Information

Start Date: _____

Waiting List Date: _____

1. Child's Name _____
D.O.B _____
2. Child's Name _____
D.O.B _____
3. Child's Name _____
D.O.B _____
4. Child's Name _____
D.O.B _____

☒ **Parent Information**

Mother/ Guardian Name: _____

S.S# _____

S.S# is required for all families on the Idaho Childcare Program

Address: _____

City/Zip Code _____

Cell Phone # _____

E-mail Address _____

Used for Text Message reminders or Center updates.

Employer _____

Employer Phone# _____

Father / Guardian Name: _____

S.S # _____

Address: _____

City/Zip Code _____

Cell Phone # _____

E-mail Address _____

Employer _____

Employer Phone# _____

☒ **Parents are:**

Married: _____ Separated/Divorced: _____ Not Married: _____

(If there is a Custody Agreement please provide a copy to HHLC)

Who will be responsible for the Childcare Payments?

Are you enrolled in Idaho Childcare Program (ICCP)?

Yes _____ No _____

If so, what is your Case Number? _____

Child(ren's) Schedule:

Mon____ Tue____ Wed____ Thurs____ Fri____

Time: _____ to _____ ← This will help with scheduling our staff.

Does your Child(ren) attend Elementary School? Yes____ No____

If so, what school do they attend?

Please be advised... No School, Summer Break, Holiday Breaks, ½ Days, Early Release will be different than your normal billing price.

☒ **Medical Information:**

Does your child(ren) have any allergies to food or medications?

Yes ____ No ____ If yes, what is the allergy? _____

Describe what happens to your child when they encounter this food, medication, or anything else they are allergic to. (i.e.) anaphylaxis, rash, swelling etc.... Please be as descriptive as possible _____

Does your Child's Allergy require an EPI PEN?

Yes _____ No _____

Please provide an EPI PEN to be left at HHLC if your child needs one. You will need to fill out a Medication Request Form for the EPI PEN

*** Happy Hearts Learning Center WILL NOT administer medication to your child(ren) if it is their 1st dose.

Pediatrician Name: _____

Pediatrician Phone # _____

Do you authorize Happy Hearts Learning Center to give medication as prescribed by parent's instruction per our medical form policy, provided by HHLC? Yes ____ No ____

In the event of an emergency HHLC has my permission to seek medical attention for my child. If the Parent /Guardian or Emergency Contact cannot be reached, HHLC is hereby authorized to take whatever action deemed for the health and safety of the Child. I understand that in some medical situations it may be necessary to contact local emergency responders before the Parent/Guardian. I understand any medical, dental or hospital bills occurring because of an injury sustained by my child while in the care of HHLC is the responsibility of the Parent/Guardian.

Mother/Guardian Signature _____ Date: _____

Father/Guardian Signature _____ Date: _____

1. ENROLLMENT POLICIES AND TUITION RATES

Children between the ages of 4 weeks and 12 years of age (or up to 5th grade) are eligible for enrollment. Children may attend the center between the hours of 6:30 AM and 5:30 PM, Monday through Friday. During the parent interview and pre-admission process, we work with parents in determining the appropriate class placement for your child. We also collaborate with ICCP to ensure that families with varying circumstances have the best resources available to them to meet their needs.

- All documents must be completed and returned before enrollment is complete.
- To reserve and hold a spot for a child, who will be starting more than 7 days after enrollment, families will be required to submit a \$100 non-refundable deposit. This deposit will be applied towards your first tuition payment **if start date is within 7 days.**
- We do not trade a scheduled day for another day. Parents may request to add a day or extend hours to a day, but approval will be based on availability and teacher to child ratios.
- **Please note that tuition rates do not change in the event of a week including a holiday.** Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

The monthly fees are based on a 12-month average, considering that certain months have more or less days. All families will be required to have a card on file even if that is not your choice of payment method. *No refunds will be given unless approved by the Director.*

Tuition for full or part time childcare is based on one of the two following options:

Please write option 1 or option 2:

| OPTION 1 | OPTION 2 |
|--|---|
| Fees to be paid in full on the 1st of each month. After the 1st, there will be an initial \$25 late fee and then a \$5 late fee per day thereafter. If the 1st falls on a weekend, the payment will be paid the Friday before. If payment is not received by the 5th of each month, Happy Hearts Learning Center reserves the right to terminate care. | Option #2: Fees to be paid on a weekly basis. Payments will be automatically made every Friday before the start of each week. Check or Venmo payments made after 5:00 PM will incur a \$25 late fee and then a \$5 late fee per day thereafter. |

CUSTOM BILLING ARRANGEMENT APPROVED BY THE DIRECTOR

All tuition is a flat rate and stays the same regardless of attendance, vacation days, snow days, holidays or hours that your child does not attend.

| INFANT TO 2 YEARS OLD TUITION RATE | |
|---|--|
| 2 DAYS A WEEK (\$80 +/- DAY) | \$160 WEEKLY OR \$693 MONTHLY |
| 3 DAYS A WEEK (\$75 +/- DAY) | \$225 WEEKLY OR \$975 MONTHLY |
| 4 DAYS A WEEK (\$70 +/- DAY) | \$280 WEEKLY OR \$1,213 MONTHLY |
| 5 DAYS A WEEK (\$60 +/- DAY) | \$300 WEEKLY OR \$1,300 MONTHLY |

| AGES 2-12 YEARS OLD TUITION RATE | (School age summer and breaks rates) |
|---|---|
| 2 DAYS A WEEK (\$68 +/- DAY) | \$136 WEEKLY OR \$589 MONTHLY |
| 3 DAYS A WEEK (\$61 +/- DAY) | \$183 WEEKLY OR \$793 MONTHLY |
| 4 DAYS A WEEK (\$57 +/- DAY) | \$228 WEEKLY OR \$988 MONTHLY |
| 5 DAYS A WEEK (\$55 +/- DAY) | \$275 WEEKLY OR \$1,191 MONTHLY |

| BEFORE & AFTER SCHOOL TUITION RATE | |
|---|--------------------------------------|
| 3 DAYS A WEEK | \$135 WEEKLY OR \$585 MONTHLY |
| 4 DAYS A WEEK | \$132 WEEKLY OR \$572 MONTHLY |
| 5 DAYS A WEEK | \$127 WEEKLY OR \$550 MONTHLY |

DROP-IN CARE IS AVAILABLE BASED ON AVAILABILITY AND WILL BE CHARGED AT A RATE OF \$75 PER DAY.

A 5% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only. A registration fee of \$105 per family is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

Acceptable payments are as follows:

1. ACH auto-draft to be processed through our online billing system. This can be a checking account or credit/debit card. All payments will be automatically charged prior to services. Credit cards are subject to a 3% processing fee which is paid to the third-party company.
2. Checks payable to Happy Hearts Learning Center- for registration and hold fee.
3. Venmo accepted
4. ICCP co-payments will be due on the 1st of every month.

Anyone who has not made prior arrangements and is late for pick-up (after closing at 5:30 p.m.), will be charged an additional \$3 per minute. Families who pick up late more than 3x, in a 3- month period, will be charged \$10 per minute. All late fees are expected by 8:00 AM the following day before child can attend the next day. This fee applies per family. Any check drawn on insufficient funds and returned by your bank or declined credit or debit card payment will result in a \$35 service fee added to your account. Tuition rates are subject to change with a 30-day written notice.

2. WITHDRAWAL POLICY

A 30-day notice is required in writing before withdrawing a child from our center. Accounts must be paid in full before withdrawing. Any account past due at the time of disenrollment will be paid through our electronic withdrawal option.

Happy Hearts Learning Center reserves the right to cancel the enrollment of a child at their discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Physical and/or verbal abuse by parents.
- Child's Behavior.

3. DROP OFF AND PICK UP POLICIES

Parents are expected to accompany their child into the center and their classrooms, making sure the teacher physically sees you before you leave. Each family will have their own door code to enter the center. These door codes are not allowed to be shared with anyone, unless approved by the center! This policy is in place so we can ID everyone we have not seen before for the safety of the center and children. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to leave. It is important for the teacher to keep a watchful eye on all the children in their care. You are welcome to stay for a few minutes and assist your child through this transition. We kindly ask not to stay over 10 minutes as this can cause a rough drop off for both child and staff member. Simply notify the classroom

teacher when you are ready to leave, and the teacher will assist. Please remember if they are new to childcare it can take up to a month for them to adjust and be comfortable to be dropped off.

At the end of the day parents must come inside to pick up their child. Children will not be permitted to leave the building without an adult. Children will not be allowed to enter the parking lot alone. Remember, only the individuals listed in the children's file, or a written permission note from the parent will be authorized to pick up your child. You may be asked to show a photo ID to staff who are not familiar with you. Anyone you authorize to pick up your child must also show a photo ID, (including grandparents). You may add or remove names of authorized adults allowed to pick up your child at any time. Our main priority is to ensure the safety of each child. Remember to check your child's folders for items to take home and to talk to program staff about your child's day. Your child will be excited to see you when you walk in the door. At pick up please respectfully put away your cell phone and give your full attention to your child.

4. SCHOOL TRANSPORTATION

Transportation will be provided for PEPPER RIDGE school-age children only. If you plan on picking up your child from school please email or call the center letting us know you picked them up so the staff isn't waiting for them to come out. Failure to communicate with us will result in a \$20 finder fee.

5. COMMUNICATION

Our center uses an app called ProCare for parent communication. It is extremely important for parents to download this app, as all our daily information is sent through there.

Proper communication between our parents and the teachers and staff is extremely important. Parents will receive daily notifications which will include daily activities, photos, potty breaks and snack times. You are welcome to contact the staff at any time with questions, comments or concerns. Concerns about any aspect of our program, or your child's care, may be expressed to the Director and or Owner. Each child is provided with a cubby. Please check this daily for notes, newsletters, and crafts.

6. MEALS, SNACKS AND ALLERGIES

Meals will be provided by Happy Hearts Learning Center. We strive to provide healthy choices. Menus will be provided at the beginning of each month. Please bring a water bottle for your child daily. Happy Hearts Learning Center (HHLC) will provide water and will have Vitamin D and 2% milk available upon request. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the Director and the classroom teacher. Parents will need to supply any special food required. An Allergy and Medical Action Plan must be documented if a child has an allergy or medical need.

Infant families must provide Fresh or Frozen breastmilk, formula, and baby food.

All children will need to bring a sack lunch for field trip days.

7. CUSTODY ORDERS

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the Director.

8. IN-SERVICE TRAINING DAYS

It is important for the staff to have time to refresh on policies, procedures, prepare lessons, gather information from new laws and regulations or attend required training. To accomplish this, we include two in-service days per year. The dates will be on the center calendar, and we will be closed for children. Tuition is expected as normal as this is a paid day for teachers.

9. UNEXPECTED CLOSINGS

On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., power/electrical outage/snow days). Every attempt will be made to inform parents of an emergency closing. If West Ada school district calls a snow day, we are closed. Please check KTVB channel 7 for closures and ProCare Messages.

10. HOLIDAYS

Happy Hearts Learning Center will be closed on the following holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

If a holiday falls on a Saturday, we will be closed the preceding Friday. If a holiday falls on a Sunday, we will be closed the following Monday.

11. CHILD ABUSE AND NEGLECT

Staff members are mandated reporters and are required by law to report any suspected child abuse or neglect.

12. TREASURES AND POSSESSIONS

Sometimes children need to bring a comfort item to use as a "bridge" between home and school. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-in-tell" day. Please do not bring toy guns, gum, small toys, money or small candy. These items create situations that are not safe or harmonious. The center has sufficient activities to entertain and educate your child. Happy Hearts Learning Center will not be responsible for any lost or broken toys or items brought in.

13. CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be always kept in a child's cubby. All extra clothing should be marked with the child's name and placed in a labeled Ziploc bag. Extra clothing should include underwear, socks, pants, and a shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

14. DIAPERS & TOILET TRAINING

All children must be potty trained by 4 years of age in order to move up into our Pre-K classroom.

Parents supply all diapers and wipes. Please bring a backpack or bag at the beginning of the week with your child's supplies and take it home at the end of the week to refill. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, multiples buttons and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide multiple sets of clothing. We only allow the use of pull ups if it has Velcro sides. Pull ups that do not attach/detach from the side require extra time to change clothes, socks, shoes etc. Parents will be notified by their child's teacher when they need to bring in more diapers and wipes.

15. REST/NAP TIME

Rest/nap time will be from 12:00-2:00 pm every day. Each child will have their own cot to rest on. Parents provide a small blanket, sheet and small pillow for your child. These will be stored in your child's cubby and taken home at the end of each week to be washed and returned the following week.

16. PHOTOGRAPHS AND PUBLICITY

Photographs of the children in our programs may be taken from time to time and may appear on our Facebook site, Instagram, center website, brochures, advertising materials and/or educational trainings. Your permission for photographs of your child to be used without compensation is part of this agreement. Please notify the Director if you would like to opt out of the photo release.

17. FIELD TRIPS

We will occasionally take classroom field trips to museums, parks, zoos, pumpkin farms, and other community places. Transportation will be provided by HHLC. Families will be notified prior to any trips involving transportation. Parents are not required to assist with field trips, but are always welcome to join.

18. BIRTHDAY CELEBRATIONS

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some children have strict allergy guidelines. Please inform your child's teacher in advance about what kind of food you plan on bringing. This is for the safety of all children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

19. HEALTH AND WELLNESS

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character, your child's teacher will consult the Director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.0° or higher
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
- Persistent cough for an extended period of time.
- Runny nose with green or cloudy mucous.

Your child may return to the center after:

- In certain circumstances, obtaining written verification from a doctor.
- Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.
- Diarrhea and vomiting free for 48 hours.
- In the case of chicken pox or HFM (Hand, Foot, Mouth), when all the lesions are scabbed over.
- In the case of head lice, following treatment and when all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director. This helps prevent the spread of any illness. If prescription or over the counter medication needs to be given, a medication form must be completed by the parent and shall be provided information regarding the exact dosage amount and time to be given.

Immunization Policy- Happy Hearts Learning Center respects the right for parent's choice to vaccinate or not. If your family chooses to not vaccinate, or are on a delayed vaccine schedule, please complete a vaccine exemption form as part of the enrollment process.

20. INJURIES AND ACCIDENTS

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report will be completed and signed by the Director or Teacher who witnessed the injury. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. In the event of a major medical accident, the center teacher or Director will call 911 first. The parent/guardian will then be called immediately.

21. CENTER HAPPENINGS

Happy Hearts Learning Center makes every attempt to keep parents up to date on happenings here at the center and in the community. Please observe the information bulletin board. It is the parents' responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment. Families will have a chance to meet with other families and the teachers for events throughout the year. These gatherings are meant to provide a sense of community and to celebrate the families here at Happy Hearts Learning Center. Some examples of gatherings include Mother's Day, Father's Day, Grandparent's Day celebrations, along with preschool graduation in June. Dates and times to be announced.

22. DISCIPLINE AND GUIDANCE POLICY

Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children. No corporal punishment or violation of personal rights are permitted at any time. Examples of discipline approaches by the center staff include:

- Encouraging Positive Behavior
- Redirection- We might ask a child to help us or guide a child to a different area to play.
- Positive Reminder-Telling the children what we want them to do rather than using "no" or "don't."
- Renewal Time- Occasionally, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to come pick up the child immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

1. Initial conference with teacher and director
2. Second conference
3. Disenrollment depending on the severity

In consideration of allowing the previously declared participant(s) to begin participation in daycare center activities, while on the premise and property, the undersigned, for themselves, and/or being the legal and acting guardian of the participant(s), acting for themselves and on behalf of the participant(s), release and hold harmless Happy Hearts Learning Center, owners, employees and agents of and from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, death, that may be sustained by the participant and/or the undersigned, while in or upon the premises upon which business is conducted or any premises under the control and supervision of its owners, officers, employees, or agents or in transportation route to or from any of the said premises, or while at any premise or place when activities sponsored by or participated in by Happy Hearts Learning Center.

Please carefully read, sign, and return the following form to the Center Director. I have read the Happy Hearts Learning Center Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments during the course of enrollment.

Parent/Guardian Signature:

Date: _____

Parent/Guardian Signature:

Date: _____



Authorized Pick ups

ID on File?

Authorized Pickup name

☐ **Yes**

☐ **No**

1. _____

☐ **Yes**

☐ **No**

2. _____

☐ **Yes**

☐ **No**

3. _____

☐ **Yes**

☐ **No**

4. _____

☐ **Yes**

☐ **No**

5. _____

☐ **Yes**

☐ **No**

6. _____

If an individual is NOT on this list they cannot pick up. If they're on the list with NO ID, staff will get a copy when they arrive.

- ✓ If someone picking up isn't listed, we will call the parent and ask for permission. If Parents/Guardians don't answer they will have to leave until approved by the parent. If they don't have proper Identification, we will refuse pick up and have them return with Identification.

Infant Information Sheet (INFANTS ONLY!)

Child's Name: _____ Date of Birth: _____

Parent/Guardian Names: _____

☒ Eating Habits-

What does your Child Drink?

Breastmilk: _____ Formula: _____

Whole Milk _____ (Given after 1 year of age by HHLC).

How many ounces does your infant currently eat and how often? _____

☒ Is your Infant eating:

Baby Food _____ Table Food _____ N/A _____

☒ List any Baby Foods and or Table Foods your infant has tried at home, prior to enrolling at HHLC-

☒ If your Infant is eating Baby Food and Table Food what is their CURRENT Feeding Schedule?

☒ Sleeping Habits-

My child usually naps from _____ to _____

☒ Please explain in detail how your child likes to sleep:

Happy Heart Learning Center requests a fitted crib sheet and sleep sack instead of a blanket to follow Safe Sleep Practices.

☒ Special Medical Considerations-

- ✓ Please List any Allergies or Intolerances your child may have: Make sure you explain in as much detail as possible!

☒ Will your Infant use a binky while attending HHLC?

☒ Yes _____ No _____

Binkies brought into the center with a clip-on attachment cannot be used to clip on when they nap based on Safe Sleep Practices.

☒ Is your Infant sensitive to a certain brand of diaper and or wipes? Yes _____ No _____

☒ Does your child have any distinguishing marks on their body, such as a birthmark, eczema patch, or Stork Bites/ Angel Kisses? Yes _____ No _____

If yes, please explain in detail

☒ What is the best way to sooth your Infant?

Permission to Photograph

Happy Hearts Learning Center has social media pages, a google listing and a website that features our classrooms and the activities in which we participate.

We'll never post with student's names and will only post your child(ren) pictures if we have photo permission. Please sign below to let us know if we do or do not have permission to include your child/children's pictures online.

Thank you,
Happy Hearts Learning Center Staff

Happy Hearts Learning Center **HAS** permission to place photos of my child(ren) participating in classroom activities on their social media pages, google listing and website.

Child's Name: _____

Child's Name: _____

Parent Signature: _____

Happy Hearts Learning Center **DOES NOT** have permission to place photos of my Child(ren) participating in classroom activities on their social media or google listings.

Child's Name: _____

Child's Name: _____

Parent Signature: _____

School Aged Children

Child's Name: _____

School Attended: _____

Before/After School Care Only

Please select an option and circle what days of care will be needed.

- ☐ Before **AND** After School Care-

MON TUE WED THUR FRI

Full Care- Before/After School and No School Days

This option is full care and will include all no school days, holiday breaks and Summer. Please be advised even if your child does not attend you will still be charged. Please select days care will be needed.

- ☐ Full Care- MON TUE WED THUR FRI

Parent Signature: _____

Date: _____