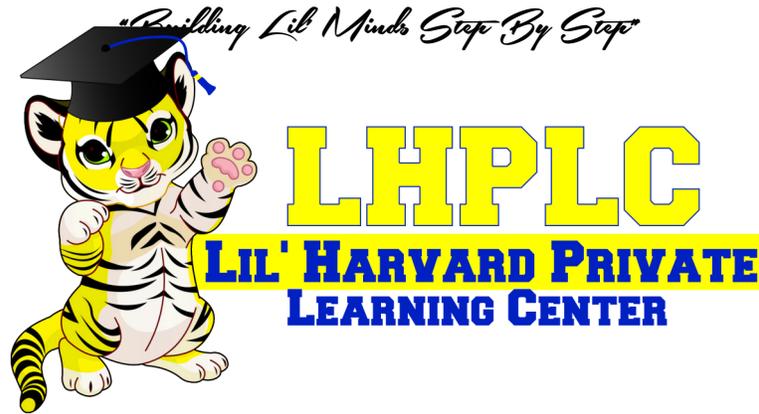


Lil' Harvard Private Learning Center



Lil' Harvard Private Learning Center cordially welcomes you to our Learning Center.

The educational philosophy of LIL' Harvard is to provide activities that will challenge the growth of the child. We focus on the child's basic nutritional health and safety needs, with a curriculum that emphasizes the whole child including his or her social, emotional, intellectual, and physical needs.

Lil' Harvard's Goals

To develop a positive self- concept and attitude toward others.

To develop independence.

To develop problem solving skills.

To respect others.

To develop effective language skills.

To develop both small and large motor skills.

To develop positive social skills.

2018-19 Enrollment Packet

Please include the attached forms along with shot records and Birth Certificate.



HOURS OF OPERATION

Child Development Center (Infant-4yrs.) 6:30 a.m. – 6:00 p.m.

Extended Day K-5th Grade 6:30–7:30 a.m. & 3:00–6:00 p.m.

CHILD DEVELOPMENT CENTER FEES

| | |
|---------------------------------------|---------------------|
| Registration/Material Fee (Quarterly) | \$45.00 |
| Tuition (Weekly) | |
| 2 – 9 months | \$175.00 |
| 9 – 17 months | \$165.00 |
| 18 months - 2yr and/or (Pre-K 2/3) | \$155.00 |
| 3yrs | \$145.00 |
| 4yrs - Kinder | \$135.00 |
| Lunch | Included in Tuition |

10% discount (tuition only) for second child (taken on lowest tuition rate)

5% discount (tuition only) for third, fourth or more children (take on lowest tuition rate)

BEFORE AND AFTER SCHOOL FEES (NON-LIL' HARVARD STUDENTS)

| | |
|-------------|---------|
| Application | \$35.00 |
| Weekly | \$75.00 |

SCHOOL UNIFORMS INFORMATION

All school uniforms are to be ordered through French Toast Uniforms. Each student should have at least ONE shirt in EACH color with the NEW school logo embroidered.

Tops Needed: White, Navy, Gold, Red

Bottoms Needed: Navy and Khaki

Boys will need ties with White Button Up shirts and girls will need Crossties with their white button up shirts. Uniforms can be purchased online or by phone through paper catalog . Please make sure to use the school source code when ordering...

QS5QFJM

Pre-K 2/3

Monday: Navy Blue Polo/ Khaki bottoms
Tuesday: Gold Polo/ Blue bottoms
Wednesday: Red Polo/ Khaki bottoms
Thursday: White Polo/ Blue bottoms
Friday: OPEN

Pre-K 4 / Kinder

Monday: White Polo/ Blue bottoms
Tuesday: Navy Polo/ Khaki bottoms
Wednesday: Yellow Polo/ Blue bottoms
Thursday: Red Polo/ Khaki bottoms
Friday: OPEN

Pre-K 3/4

Monday: Red Polo/ Khaki bottoms
Tuesday: White Polo/ Blue bottoms
Wednesday: Navy Blue Polo/ Khaki bottoms
Thursday: Gold Polo/ Blue bottoms
Friday: OPEN

No open sandals, please (dirt, gravel, granite, sand, stubbed toes)

Please leave a complete extra set of clothing in your child's backpack.

Medical Authorization

If, in the judgment of any representative of the Lil' Harvard Private Learning Center, LLC, my child needs emergency medical care as a result of injury or illness, I do hereby authorize and consent to such care and treatment by any physician and/or Lil Harvard Private Learning Center," representative, and I agree to save harmless the Lil Harvard Private Learning Center," and any Lil Harvard Private Learning Center," representative from any claim on account of said care and treatment.

Milk Authorization

The Texas Department of Family and Protective Services require that "Children in care for more than seven (7) hours be offered one-half of their daily food needs." As a consequence, we are required to offer milk to all children.

We understand that many of our children do suffer from varying respiratory ailments such as asthma and bronchitis, which are aggravated by consuming milk and other dairy products. Some children also suffer from milk allergies and/or are lactose intolerant.

Therefore, we are asking for your signed permission below indicating what your preference is on this matter. Please check one of the statements below.

_____ I want my child to be served milk at school.

_____ I do not want my child to be served milk at school.

Transportation Authorization

I give my permission for my child to be transported and supervised by Lil Harvard Private Learning Center staff on all fieldtrips. I agree to save harmless Lil Harvard Private Learning Center and their staff and representatives from any claim resulting as a consequence of participation in said trip.

Parent/Guardian Signature

Date

Terah T. Bias

July 1, 2018

Director's Signature

Date

Child's Name

Teacher's Name

Payment of Tuition

Tuition Fees are due in advance on Fridays before 6:00 p.m. Monday payments are considered LATE payments.

If tuition is not paid on Friday by 6:00 p.m., a penalty of \$20 will be billed for the first day and \$5/day thereafter, students will not be admitted to the school after the 3rd day until balance has cleared.

- If you have a card on file for automatic bill, that card will automatically be charged on tuition days.
- You may have only ONE card on file for tuition.
- Declined transactions will be billed according to the late fee policy.

Phone reminders will NOT be made for tuition payment.

Please keep in mind, since space is reserved for your child,

THERE IS NO REDUCTION IN TUITION FOR ABSENCES OR HOLIDAYS.

The only excusable days for non-payment are illnesses due to Chicken pox, Measles, or other communicable diseases. For Re-admittance, a Doctors' statement will be required.

Credit for Absences

1st week of absence: No credit

2nd consecutive week: 20% of daily fee

3rd consecutive week: 50% of daily fee

4th week and more: Full credit

All insufficient checks will be charged a \$30.00 return check fee plus any late charges that have accrued.

Parents with two or more enrolled children are allowed 10% discount off the second or third child.

Rate changes due to age will be made by class level.

Note: Please make all payments to: Lil' Harvard First Step "Private" Learning Center.

Application Acknowledgement

I certify the information given on this application and its attachments is true and correct to the best of my knowledge and that there is no intent on my part to defraud.

Parent/Guardian Signature

Date

Lil Harvard Private Learning Center does not discriminate on the basis of race, color, religion, or national and ethnic origin in the administration of its educational policies and other school administered programs

Conduct

The inappropriate behavior of a few students can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual student and will be used in determining the student's eligibility to continue attending Lil Harvard Private Learning Center. All rule infractions are documented in an incident/discipline report. Please make certain that both you and your child are completely familiar with these policies.

Discipline / Conferences

Lil Harvard Private Learning Center promotes self-discipline and acceptable behavior. If there is a behavior problem, we begin by talking to the child and/or separating the child from the group. If behavior continues, the child may be excluded from outdoor play and special functions for breaking the rules.

Parents will be informed of the discipline problems so that they may work with the child/teacher to help change the undesired behavior. Continuous behavior will cause the child to be dismissed from school.

Parents are encouraged to inquire about their child's progress and/or concerns about the policies and procedures of the center. A copy of the minimum standards and the center's most recent licensing inspection report can be viewed on the center's Beary Interesting News bulletin board.

Student Conduct Policies Agreement

I have read the conduct policies with my child/children and we understand the consequences of not complying with the rules. I also understand that I could be suspended from school if I violate any serious infractions. I also understand that these rules are not to discourage fun and learning but to promote and encourage a safe and healthy environment.

My signature affirms that we (parent and child) have read and understood the outlined policies.

Parent/Guardian Signature

Date

Child's Name

Date



Registration Agreement

Acceptance of this Enrollment Information and the registration fee assures your child a place at our school. In return, we expect that you will honor your enrollment for the term unless you move from the city or some unusual circumstances make it necessary to come to a mutual agreement to dissolve this Agreement in a way that is most advantageous for the child/children.

I have read the above statement and reviewed the Parent Handbook and Student Code of Conduct. (Full School Policy can be retrieved online at www.lilharvardprivate.com or in hand by request.) I agree to abide by these policies and I agree to honor this enrollment as described above. I also agree to pay the tuition and fees required. In case I do need to remove my child/children from the school, I will give a 30 day notice or pay for that time.

I also understand that if my tuition, which may include extended day fees, is two weeks past due (not paid in full by the 15th with late fee added), and I have not contacted the school regarding payment, my child/children will not be allowed to return to school.

Name of Child/Children: _____

| | |
|--|----------|
| Registration/Materials Fee (Quarterly) | \$ _____ |
| Extended Day (\$75 weekly) | \$ _____ |
| Tuition | \$ _____ |
| Amount Due at Registration | \$ _____ |
| Balance | \$ _____ |

Parent/Guardian Signature *Date*

Director's Signature *Date*
Terah J. Bias *July 1, 2018*

Operational Policies Addendum

Immunization Requirements

Each child enrolled or admitted to child-care centers must meet applicable immunizations requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age.

Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

Tuberculin Testing Requirements

Texas Department of Health (TDH) requires tuberculosis testing for children in this child-care center. (i.e. documentation to indicate that each child in our care is free of active tuberculosis)*

Hearing and Vision Screening Requirements

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children enrolled in a child-care center who are – first-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment in the first, third, fifth, or seventh-grade. Each child must complete a screening or examination within the school year. A licensed or certified screener or a health-care professional must conduct the screening.

Enrollment Procedures

Enrollment for Child Development Center is year round, depending on available space and following completion and submission of all required documents (enrollment form, birth certificate, current immunization records, registration agreement, milk, transportation, & medical authorization forms, Code of Conduct, and emergency card information.)

Parents will be notified of policy changes by letter of policy changes as soon as changes have been determined with a two week enforcement period.

Authorization to Pick up Child

No child will be released to a person not authorized by parent to pick up the child. We must have written or verifiable authorization for changes in this respect. All persons must show drivers licenses.

Fundraising

All students are required to participate in school Fundraisers. There are a total of 4 fundraisers per year. A \$50 Contribution fee will be assessed to your account in the event you choose not to participate in an individual fundraiser.

Child Abuse and Neglect Policy

State law requires all staff members to report suspected child physical, emotional, and sexual abuse and neglect. Staff members who suspect any case of child abuse or neglect must immediately report it directly to Childcare Licensing and also to our Director. Once the case has been reported, Department of Family and Protective Services (DFPS) will investigate and notify school. The DFPS statewide hotline is 1-800-252-5400.

Prevention of abuse and neglect training is available for parents, along with resources from the National Association for the Education of Young Children and the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

Removal from School

A two week signed notice is needed from parent/guardian upon the removal of the child from Lil Harvard Private Learning Center. Failure to do so will result in the fee of ONE week tuition. All accounts with and outstanding balance upon withdrawal will be turned to collections.

Parents may review and discuss with the child-care center director any questions or concerns about the policies and procedures of the child-care center either by telephone or by coming into the office. To guarantee adequate time, appointments can be scheduled.



Parent Handbook & Operational Policies Addendum Acknowledgement

*This is to acknowledge that I have received the Lil Harvard Private Learning Center **Parent Handbook and the Operational Policies Addendum** and my child and I have read and agree to abide by the rules and other information set forth in its pages.*

Child's Name Date

Parent/Guardian Signature Date

How did you hear about us? Mailing Friend Radio Other

PLEASE LIST THE NAME OF YOUR REFERRAL:
