



12475 Sugar Dale Drive
Stafford, TX 77477
281-240-1111

New Parent Orientation

Child's Name: _____

Medication:

Medication is given at 11:30 and 3:30 only and must be signed in at the front desk. Medication can be signed in on a day-to-day basis, or on a separate form for an on-going basis. Medication must be in the original container and be clearly labeled with your child's first and last name.

Payments:

Tuition is due Friday for the following week and past due after the close of business each Tuesday. If tuition is not paid by Tuesday, a \$50 Late Payment Fee will be applied to each account that carries a balance.

Attendance Policy:

One day of attendance constitutes a full week. (This means that you are responsible for a full week's tuition if your child is in attendance just one day). If your child is out the full week, then you are still required to pay the full weeks amount. (This is to ensure your child's spot has not been filled while he/she is out).

Sick Policy:

To assist us in maintaining the health and safety of all the children, we must do our best to prevent the spread of illness. Children who have diarrhea, vomiting and/or fever (100.4 degrees or higher), must not be

allowed into the center for at least twenty-four hours after their last episode or after your child is fever free for twenty-four hours. If your child becomes ill in our center, we will ask you to pick up your child(ren).

Sign In/Sign Out Procedures:

Now that your child is enrolled, you are asked to use the computer to sign your child in/out. Using the touch screen, find your last name by touching the letter of your last name. You will be prompted to create a four-digit PIN code for yourself. Next, either you touch “student sign in” or “student sign out”, then you will touch your child’s name and then touch done. (You can also check your account balance during this procedure). All guardians who have permission to drop off and pick up will appear on the touch screen and they will be prompted to choose their own PIN code.

Registration Fee:

A non-refundable registration fee will be charged upon enrollment. . This fee ensures your child’s space for the year.

Curriculum Fee:

A non-refundable curriculum fee will be charged upon enrollment. An annual curriculum fee will be charged at the beginning of January. This fee ensures supplies will be available throughout the year.

Parent Communication:

We have the several methods of facilitating communication. The first is face-to-face interactions with children, parents, and staff members. The second is through our monthly newsletters. Next, we have the sign in/out touch screen monitor. This allows us to convey information to all guardians by posting messages on the sign in/sign out screen. We also will post notices on the door of your child’s classroom. All children in diapers will received a daily sheet that outlines their day. These sheets will stop going home once they are potty trained. Then a weekly sheet will go home explaining what went on in the classroom.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian E-Mail: _____