

Learn And Grow Childcare Center  
**PARENT HANDBOOK**

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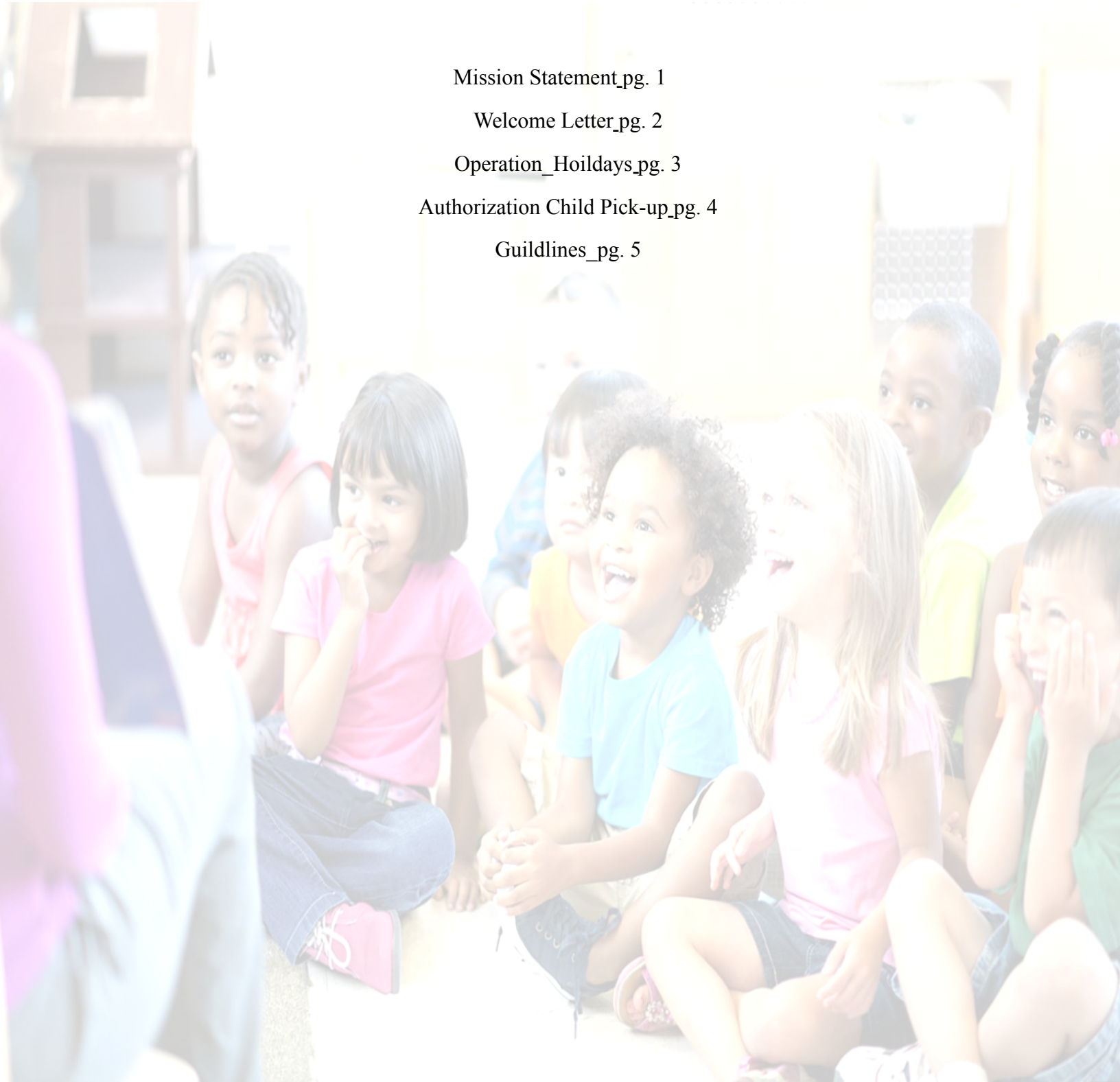
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## Mission Statement:

At Learn and Grow Childcare Center LLC, our mission is to provide a nurturing, safe, and stimulating environment where children can learn, grow, and thrive. We are committed to offering high-quality early childhood education and care that fosters the holistic development of each child. Through a combination of play-based learning, developmentally appropriate activities, and individualized attention, we strive to ignite curiosity, inspire creativity, and instill a lifelong love for learning in every child. Our dedicated team of educators is passionate about supporting the social, emotional, cognitive, and physical development of each child, while also fostering a sense of belonging, respect, and collaboration within our diverse community. At Learn and Grow, we believe that every child deserves the opportunity to reach their full potential, and we are dedicated to empowering them to become confident, compassionate, and curious learners who are well-prepared for future success.



# Learn and Grow Childcare Center

## Parent Handbook

Dear Parents,

Thank you for selecting Learn and Grow Childcare Center for your child's educational and developmental needs. We are committed to creating a nurturing, safe, and engaging environment where your child can thrive and explore.

We understand the challenges that come with balancing work and family commitments. Our aim is to alleviate some of that stress by providing a program that not only fosters your child's growth and learning but also gives you peace of mind.

At Learn and Grow, we prioritize the holistic development of your child, focusing on academic, social, and emotional growth. Through educational play and structured activities, we aim to instill important values such as kindness, responsibility, and teamwork while helping your child achieve key developmental milestones.

We value open communication and encourage you to share any concerns or questions you may have. Building a strong partnership with you is essential for ensuring a positive childcare experience for everyone involved.

To ensure smooth operations and adherence to our policies, we kindly ask you to review the parent handbook thoroughly and complete all necessary forms.

Thank you once again for entrusting us with your child's care. We are excited to embark on this journey with your family and look forward to providing the highest quality childcare possible.

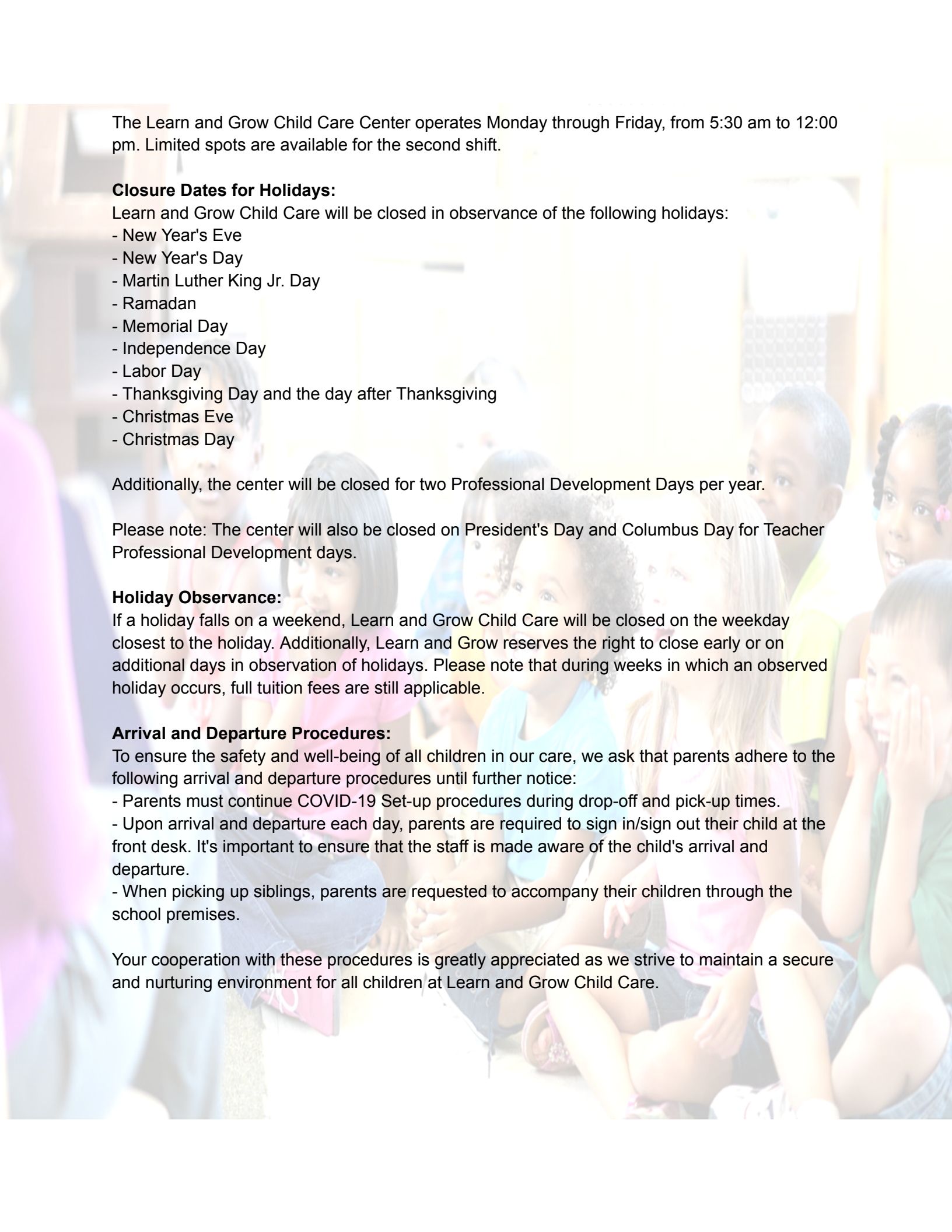
Warm regards,

The Learn and Grow Childcare Center Team

***"Teaching is the one profession that creates all other professions."***

***- Unknown***

**Hours of Operation:**



The Learn and Grow Child Care Center operates Monday through Friday, from 5:30 am to 12:00 pm. Limited spots are available for the second shift.

**Closure Dates for Holidays:**

Learn and Grow Child Care will be closed in observance of the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Ramadan
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve
- Christmas Day

Additionally, the center will be closed for two Professional Development Days per year.

Please note: The center will also be closed on President's Day and Columbus Day for Teacher Professional Development days.

**Holiday Observance:**

If a holiday falls on a weekend, Learn and Grow Child Care will be closed on the weekday closest to the holiday. Additionally, Learn and Grow reserves the right to close early or on additional days in observation of holidays. Please note that during weeks in which an observed holiday occurs, full tuition fees are still applicable.

**Arrival and Departure Procedures:**

To ensure the safety and well-being of all children in our care, we ask that parents adhere to the following arrival and departure procedures until further notice:

- Parents must continue COVID-19 Set-up procedures during drop-off and pick-up times.
- Upon arrival and departure each day, parents are required to sign in/sign out their child at the front desk. It's important to ensure that the staff is made aware of the child's arrival and departure.
- When picking up siblings, parents are requested to accompany their children through the school premises.

Your cooperation with these procedures is greatly appreciated as we strive to maintain a secure and nurturing environment for all children at Learn and Grow Child Care.

# Authorization for Pick-up/Release of a Child

Learn and Grow Child Care requires the following procedures for the pick-up and release of children:

## 1. Authorized Individuals:

Learn and Grow will maintain a list of authorized individuals who are permitted to pick up and release children from the center. This list will include their names, addresses, and phone numbers.

## 2. Release of Children:

Children will only be released to parents and individuals listed as authorized on the child's admission form.

## 3. Emergency Situations:

In the event of an emergency situation where a parent needs to authorize an individual not previously listed to pick up the child, the following procedure must be followed:

- The parent must contact the center and request the individual, providing their Personal Identification Number (PIN) for verification.
- The individual picking up the child will be required to present a valid form of identification.
- The director will make a copy of the identification provided.

## 4. Withdrawal Notice:

If proper notice of withdrawal is not provided, the parent shall be responsible for full tuition for two (2) weeks after their child's last day of attendance, along with any late charges or penalties incurred. The parent is also responsible for any expenses incurred by Learn and Grow in the pursuit of payment.

## 5. Termination of Enrollment:

Upon the child's last day of attendance, enrollment will be terminated. Re-enrollment will be subject to availability, and all fees shall be based on the current fee schedule.

## 6. Full-Time School Program:

Any student registered in a full-time school program may not attend Learn and Grow Childcare when school is in session. We will not provide childcare for students set home sick or suspended from school.

These procedures are in place to ensure the safety and security of all children in our care at Learn and Grow Child Care.



## **Financial Requirements:**

### **Registration Fees:**

An annual, non-refundable registration fee of \$55.00 for individual enrollment and \$110.00 for family enrollment is due upon enrollment and thereafter on the enrollment anniversary.

### **Tuition Fees/Late Payment:**

Tuition fees are due on a weekly basis in advance, every Friday, for all anticipated fees to be incurred for the upcoming week. Your account is charged each Friday prior to the week that services are to be provided, and payment is due on that same day. (Refer to LAGCC Tuition Policy)

**Learn and Grow Child Care (LAGCC)** will provide a two-day grace period to pay your tuition. If payment is not received by 4:00 pm on Wednesday, an additional fee of \$25.00 will be assessed to your account. A "HOLD" will be placed on your family account; if payment is not received, your childcare services will be terminated immediately.

### **Absences/Vacations:**

Due to staffing requirements and operational costs incurred based on fixed levels of enrollment, tuition and other fees must be paid in full without deduction for absences for any cause and without substitution of any other days of attendance as "make-up" days.

However, each child is allowed one (1) week per calendar year at one half (1/2) tuition for vacation or illness. Such weeks must be taken Monday through Friday consecutively, during which time the child may not attend the school.

Parents must provide written notice to the Director in advance of their child's planned vacation/absence. Such notice shall be accompanied by an advance payment equal to one half (1/2) of the regular tuition. If advance notice is not provided, the full tuition and other applicable fees for the vacation/absence period will be due and payable.

These policies are designed to ensure clarity and fairness in financial matters at Learn and Grow Child Care.

Warm regards

This handbook is intended to familiarize families with current Learn and Grow Child Care policy, practices and standards. The Parent Handbook is available in electronic copies (PDF) for English versions of the handbook are available on our website at <https://learnandgrowchildcarecenter.me>. Print copies are available upon request. Learn and Grow Child Care reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Families will be notified of updates to the handbook.