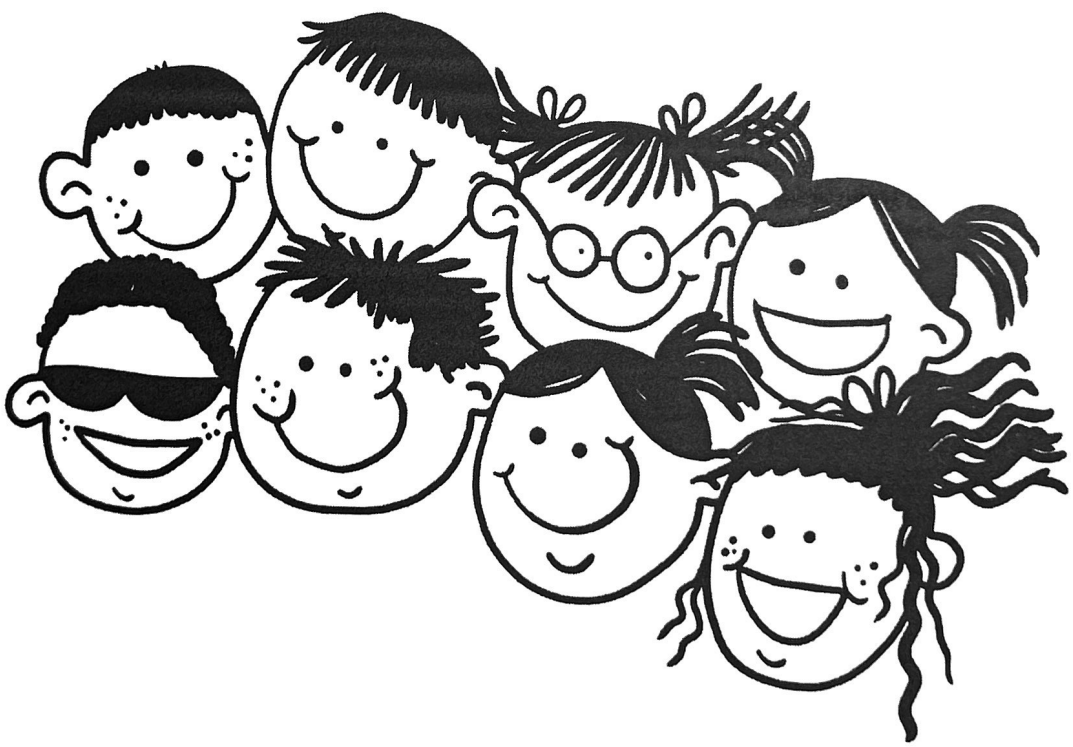
Welcome to
Tree House Academy of Tolland

Family Handbook

Operating Policies



Tree House Academy of Tolland

52 Rhodes Rd.
Tolland, CT 06084
(860)875-5437
875-KIDS

At Tree House Academy of Tolland, we commit ourselves to giving your child the highest quality care available. Please do not hesitate to speak with us if you have a question or a concern. Also, feel free to let us know when you are particularly pleased. It is the little things you and your children say that makes our jobs so rewarding.

Welcome to Tree House Academy of Tolland.

Sami Khan, Owner

Renee Vinton, Director

Goal: our goal is to help children become independent, confident, and well-rounded individuals.

Philosophy: Children learn through play. Our enriched environment promotes and provides multiple opportunities for learning at various levels of development. Our curriculum is designed to offer a wide variety of age-appropriate activities that foster intellectual, social and emotional development. Our teachers use creative art, movement and music activities as well as science and math to utilize both group dynamics and independent thinking. Adaptations and reasonable accommodations are provided to meet individual children's needs.

Licensing: Tree House Academy of Tolland is a state licensed and insured child care facility.

Admission: Tree House Academy of Tolland has an open admission policy that includes children from 6 weeks to 10 years of age, of all abilities, from diverse racial, ethnic, and economic backgrounds. Tree House Academy of Tolland serves all children and recognizes that all children have different needs, talents, and abilities. We are a childcare educational center serving infants and toddlers, along with preschool and school age children.

Registration Fee: A $75.00 non-refundable registration fee is due upon registration. Tuitions payments are to be made weekly, and due on Monday. A Late fee will be added after 5 days and your child may not return until payment is made in full. Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children who are not school age,must have their physicals updated yearly. Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends and acceptable to the local education authority.

Our enriched environment promotes and provides multiple opportunities for learning for children at various levels of development. Adaptations and reasonable accommodations are provided to meet individual children's special needs. Professional development opportunities for staff are provided to enhance their capacity to meet the special needs of children, including children with disabilities.

Hours of Operation: Tree House Academy of Tolland is open Monday-Friday, 7:00 A.M. -6:00 P.M. If your child will be absent, please notify the center so that we may staff accordingly. There is a late fee of $1 per minute, if your child remains in our care after 6:00 pm. If a child has not been picked up within five (5) minutes of our closing time, a staff person will attempt to call the child's parents/guardians at their work, home, and cell phone numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the enrollment form.
The police will be called after 1/2 hour if parents, or other adults specified on the permission forms cannot be reached. At that time, the child may be released to the police.

Arrival/Drop-off and Pick-up: Tree House Academy of Tolland opens at 7:00 am. Please enter the building through the main entrance. Staff will check your child in on the class sign-in sheet, and on Brightwheel, and assist him/her in the transition from home to school before class begins.
We ask that that each child is escorted from the car to the classroom and from the classroom to the car by a parent or guardian. Many vehicles are entering and leaving the parking lot and we want to ensure the safety of each child.
Both child and adult are to wash their hands upon entering the classroom.
Each child requires a different amount of time to adjust to a new routine and environment. When a child is having difficulty adjusting in the morning, it is often best to say good-bye quickly without returning. Teaching staff will reassure and comfort your child in this transition. After a period, your child will become more comfortable with the daily routine.
If your child's class is outside during pick-up, you must enter the building through the main entrance, walk through the building and out the back door to pick-up your child. Children will not be released to families through the playground gates.

Payment: Weekly payment for your child is due every Monday. If your payment is not made by Tuesday, a late fee of $5 per day will be added. After two weeks of non-payment, your child may not return until the tuition balance is paid in full. Tree House Academy of Tolland is open 52 weeks per year; **tuition is due every week regardless of your child's attendance for illness, vacation, etc.** This payment holds your spot at the center.

New enrollments must return:

- ☐ Child enrollment and medical care form (covers safe sleep, abuse and neglect, and discipline policies, facebook permission and sunscreen application.)
- ☐ Early Childhood Health Assessment Form (at time of enrollment and every year after)
- ☐ Proof of flu vaccine by Dec. 31st
- ☐ Family Handbook Parent Agreement
- ☐ Infant Feeding Schedule (if applicable)
- ☐ Probationary Period Form
- ☐ Permission to Treat Form
- ☐ Topical Lotion Form (for diaper cream-if applicable)
- ☐ Individual Care Plan (ICP) for any condition in which a child may be treated differently than the rest of the class (allergy, food sensitivity, wears glasses, hearing aid, wears a cast, etc.)

Please see the office if you have questions about any of the required paperwork. Failure to return required documents may delay admission to our program.

Tree House Academy of Tolland
Child Enrollment & Medical Care Form

Date of application: _______ **Date of Enrollment:** ______ **Last Day of Enrollment:** ______

Child's Name: ____________________________ Child's Date of Birth: ___________

Child's Address: __________________________ City: ______________ Zip Code: ________

Parent 1 Name: _________________________ Address: ______________________________

City: ___________________ Zip Code: _________ Email Address: ______________________

Phone #: ____________________ Work Phone #: ________________

Employer Name: _______________________ Employer Address:________________________

City: _____________________ Zip Code: __________

Parent 2 Name: _________________________ Address: ______________________________

City: ___________________ Zip Code: _________ Email Address: ______________________

Phone #: ____________________ Work Phone #: ________________

Employer Name: _______________________ Employer Address:________________________

City: _____________________ Zip Code: __________

Weekly Care Schedule (check either FT or PT)

Full-time ____
Part-time ____ Part-time Days Attending _______

Persons permitted to remove child from the Childcare program on behalf of the parent.
(Use back for additional names.)
Name: ______________________________
Phone #: _________________________
Relationship: _____________________

In an emergency, adults to be contacted if parent cannot be reached and to whom the child can be released. (Use back for additional names.)
Name: _______________________ Phone #: __________________ Relationship: _____________

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Medical Information

Known Allergies: ________________________________ Last Tetanus: ___________
Insurance Carrier: _____________________________ Insurance ID: ______________________

Child's Physician: ___________________________ Address: __________________________________
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Phone #: ______________________________

Child's Dentist: ______________________________ Address: ______________________________

Phone #: ______________________________

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Emergency Authorization:

I give my consent for the First Aid and CPR certified staff of Tree House Academy, to administer first aid and CPR to my child and to contact the above named physician or dentist if my child has a medical emergency. I also give my consent for my child to be transported to the nearest hospital in the event of a medical emergency. I will be responsible for all medical fees.

Preferred Medical Facility: ______________________________

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I give consent for Tree House Academy staff to apply sunscreen to my child. I will apply the first application each day prior to drop off. _____(Please initial)

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Occasionally, the children may use an area of the property that is not fenced (such as the sidewalk in front of the building), for a special event (such as the Fire Dept. visit). Children will be supervised at all times. I understand, however, that this area is not licensed by the OEC. ______(Please initial)

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I give consent for my child's picture to be posted on our private facebook page. _____ (Please initial)

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Family Handbook/Behavior Management and Safe Sleep Policies

I acknowledge that I have read the family handbook and agree to abide by the policies contained in it. Prior to enrollment, I have been informed of the techniques used to manage child behaviors in the facility, as well as the policies and procedures for infant sleep arrangements.

Signature of Parent or Guardian: ______________________________ Date: ________

Signature of Parent or Guardian: ______________________________ Date: ________
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Tree House Academy of Tolland of Tolland Parent Agreement

- Tuition is due each Monday for the current week; late fee of $5/day after Tuesday.
- There is no tuition adjustment for illness, scheduled center holidays, weather-related closings or family vacations.
- Each week you pay for the days you enrolled for, regardless of attendance.
- There will be an annual tuition increase each year, not to exceed $10/week per child.
- Part-time days may not be switched without consulting with the director.
- A non-refundable $75 registration fee is due upon enrollment.
- Children may not be dropped off at the center before 7:00 AM.
- Every child must be picked up by 6:00 PM.Only those listed on the enrollment form will be allowed to take the child from the center and must show identification.
- If you pick up any time after 6:00 PM, you will be charged a late fee of $1 per minute
- Calling the center to tell us you will be late does not exempt you from paying this fee.
- If tuition is left unpaid for two or more weeks, it is our policy to withdraw the child until all fees are paid in full. All legal and collection fees are the responsibility of the parent.
- We require a written two-week notice if you decide to withdraw your child from care. Parents are responsible for all fees through that date. Without proper notice, you will be responsible for paying 2 additional weeks.
- We reserve the right to disenroll a child for excessive unruly or aggressive behavior, non-compliance with immunization or health form requirements, inability to adapt, aggressive or inappropriate behavior by parents, or non-payment of tuition.
- Please respect our illness policy. If sent home sick, your child may not return for 24 hours.
- For safety reasons, no peanut or tree nut products are allowed at the center.
- In the event of a parental dispute involving custody or visitation, the center must be provided with legal paperwork regarding the rights of the non-custodial parent for pick-up purposes.
- For reasons of safety and liablity, Tree House Academy staff may not buckle a child into, or install a carseat for a parent or guardian.
- I have been informed about Tree House Academy of Tolland's discipline and supervision policies. I have received a handout detailing these policies.
- I have been informed about Tree House Academy of Tolland's abuse and neglect policy. I have received a handout detailing this policy.
- I have been informed about Tree House Academy of Tolland's Emergency Plans.
- I understand that all of Tree House Academy of Tolland's policies are available for review upon request.

I have read and agree to the terms and conditions set forth in the Tree House Academy of Tolland Parent Handbook and Parent Agreement.

_____ _____

Parent/Guardian Signature Date

Welcome to Tree House Academy of Tolland!

We are so happy you're here. Please carefully read the following information.

• The security code to enter the building will be provided to parents.

- Emergency closing information is posted on Bright Wheel and our private facebook page.
- We are a peanut and tree nut free center. Please check any food items that you pack for your child to make sure they do not contain any of these ingredients.
- We cannot administer medications to your child. The only exceptions are emergency medications, which require documentation prior to administration. Please check with the office before dropping off any medication.
- Please closely read our illness policy and adhere to our 24 hr policy when your child is sent home sick. *If your child has a cough, sore throat, nausea or vomiting, etc. please keep him/her home. No child may enter the building with a temp of 101 degrees or higher.*
- Payments are due in full each week. You are required to pay that amount each week, regardless of attendance. Payments can be made in person with cash or check, or online through Brightwheel.
- Before leaving, please check that your child has enough diapers, wipes, formula, etc. for the day.
- Please be sure that your child always has at least one set of spare clothes in his/her cubby. We do not have spare clothes on hand.
- Be sure to read the parent handbook carefully. There is a lot of important information.
- Clearly label everything. This will help avoid mix-ups.
- Friday is pizza day. $3 for preschool and up; $2 for twos and toddlers.
- Feel free to call during the day to check in (860-875-5437). I will happily direct your call to your child's teacher (s). And rest assured, we will call you with any concerns. You may also message teachers and administrators directly on Brightwheel.
- If you have questions or concerns, you are encouraged to call the office. We also enjoy hearing any positive things you have to say :)

Renee Vinton, Director

Weekly Rates

Tuition is due in full every Monday.

There is no tuition adjustment for illness, family vacations, scheduled center holidays, or weather-related closings.

Part-time days may not be switched without the director's approval.

Registration Fee (Due at time of enrollment): $75 (non-refundable)

Infants, Toddlers and Twos
$365 per week/$88 per day (two-day minimum)

Preschool and Pre-k
$290 per week/$66 per day (two-day minimum)

School-Age (Birch Grove Primary School Only)--when school is in session
* Additional charges apply when there is no school

Before School only: $60 per week/$14 per day
After School only: $120 per week/$28 per day
Before and After: $145 per week/$32 per day

*Please refer to the following rates for *no school days:*
Before School only: Add $25 for each day **in addition to** your weekly rate of $60.
After School only: Add $17 for each day **in addition to** your weekly rate of $120.
Before/After School: Add $12 for each day **in addition to** your weekly rate of $145.
For half days, please add $8 per day to your weekly rate.
School Vacation rate: $200 per week/$50 per day

Late Pick-up Fee: $1 per minute after 6:00 P.M.
Late Payment Fee: $5 per day after Tuesday
Sibling Discount: 10% off the higher priced tuition for families enrolled full-time