

Updated 5/15/23

Parent Handbook

Adventure to Success Child Development Center

1616 W 39th Street, Suite B

Kearney, NE 68845

Laurie Ziems 308-440-3242

Angelica Johnson 308-440-4877

**Table of Contents**

* **PHILOSOPHY AND MISSION STATEMENT**

Motto

Name and Address of Owners

License

ATSCDC Rules

Ages of Children Served and Hours of Operation

How to Access Childcare Rules and Regulations through DHHS

How to Apply for Assistance

* **ENROLLMENT**

Reserving a Spot

Parental Access

Trial Period/Termination of Care

Personal Items Policy

Transition Policy

* **FINANCIAL POLICIES**

Tuition Fee Structures

Title XX Requirements

Late Fee Policy

Returned Payment Fee Policy

* **GENERAL INFORMATION**

Schedule

Holidays

Time off

Photo Taking and Posting Policy

Grievance Procedure

Release of Children from ATSCDC

Expectations of Parents/ Legal Guardians

Children’s Mailboxes and Cubbies

Cell Phone Policy

***Philosophy and Mission Statement:***

Adventure to Success Child Development Center (ATSCDC) staff will provide a safe, respectful, responsible, and developmentally appropriate environment for infants through school age children. Our goal is to provide a stimulating early care and educational experience which promotes each individual child’s social, emotional, physical, and cognitive development. It is our intention to involve whoever the family wishes to be part of their child’s team in order for them to succeed. We will place high, yet attainable, expectation on your child to help them believe in themselves so they are able to succeed in friendships, learning, and behavior opportunities. We believe children learn best through play and benefit from a structured, yet flexible schedule. Our ambition is to support your child’s desire to be life-long learners as well as build their self-confidence to be successful, loving, and kind individuals. Adventure to Success opens the door for young children to explore a wondrous world of imagination and self-expression. Our environment encourages creativity, curiosity, and self-esteem.

***Motto***:

Be unique! Be the person you were meant to be! Always believe in yourself and kind to others!

“TO THE WHOLE WORLD YOU MAY BE ONE PERSON BUT TO ONE PERSON YOU MAY BE THE WORLD!”

***Name and Address of Owners:***

Adventure to Success Child Development Center

1616 W 39th Street, Suite B

Kearney, NE 68845

Director: Laurie Ziems 308-440-3242

Director: Angelica Johnson 308-440-4877

***License:***

ATSCDC is licensed by the State of Nebraska and follows the regulations of the State of Nebraska, Fire Marshall, and USDA.

***ATSCDC Rules:***

*Parents/Legal Guardians, Employees, and Students Alike*

*BE SAFE*

*BE RESPECTFUL*

*BE RESPONSIBLE*

*BE KIND*

***Ages of Children Served and Hours of Operation:***

ATSCDC will provide services to children 6 weeks to 13 years.

The childcare center is licensed for 24/7, however, the current operating hours are

Monday-Friday 7:30 AM - 5:30 PM.

***How to Access Childcare Rules and Regulations through DHHS:***

Website to access NE Childcare Rules and Regulations: <http://dhhs.ne.gov/Pages/reg_t391.aspx>, and click on Chapter 3, Childcare Center.

Please review the “Communication” portion of this handbook. If you have a complaint Laurie and Angie are unable to assist you with, you can go to NE DHHS Reporting Concerns and Complaints.

***How to Apply for Assistance:***

The website to go to apply for assistance through the State of Nebraska is [WWW.ACCESSNebraska.ne.gov](http://www.accessnebraska.ne.gov/), then click on ACCESSNebraska on the right of the screen under Brochures and follow the prompts.

***ENROLLMENT***

There are several forms that we are required to have in our possession before we are able to provide care for your child. You are required to keep us informed of any change of information. This includes address, phone numbers, and any other pertinent information listed on the required forms. We are required to have a copy of your child’s current immunizations at all times.

***Reserving a Spot:***

There is an enrollment fee equal to their weekly fee. This fee is used for supplies and additional materials for their success in the program. There will not be a yearly activity fee charged in addition to your enrollment fee. We do maintain a waiting list. All tuition payments made are non-refundable and will not be credited towards care once care begins. Prior arrangements may be made if it is more convenient for you to pay bi-weekly.

A 2-week notice is required if you wish to cancel your contract. Payment for two weeks will be accepted in lieu of 2-week notice.

***Parental Access:***

ATSCDC has an open-door policy. Parents may visit the Child Development Center unannounced and at any time their child is in care. Any information requested by the parent concerning the operation of the Child Development Center or the care of your child will be provided to you.

***Trial Period/Termination of Care***

All new children will be cared for on a two-week (14 calendar days) trial period beginning on your child’s first actual day of care. During that time parents may terminate the childcare agreement within 24 hours’ notice without further obligation. Any payments and enrollment fees are non-refundable if services are cancelled during the trial period.

After the trial period, a two weeks verbal or written notice given to Laurie or Angie is required for you to terminate the agreement. Payment for the two weeks is required regardless of your child’s attendance.

We reserve the right to terminate your childcare agreement immediately for any of the following reasons:

* Failure to comply with the contract.
* A child has developmental or serious behavioral issues that cannot be adequately met by setting up a plan. Example: children who continually place themselves, other children or staff at risk of physical harm. (Information and referral sources are available to parents upon request.)
* Inability to meet your child’s needs without additional staff.
* If parents knowingly bring their child ill.

***Personal Items Policy:***

If your child has a favorite toy or blanket, he or she is welcome to bring it to childcare, to make time away from you as comfortable as possible during rest/relaxing/nap time. It will remain in their cubby until it is rest time.

We do ask that no personal belongings or toys be brought from home unless it is their day for show-and-tell. We do understand that sometimes it is easier to just let them bring what they want: however, if this does happen, we will place it in the child’s cubby so they can take it home at the end of the day, or hand it back to you to take with you.

If you have any questions, please feel free to ask. Our door is always open! Thank you for allowing us to assist you in raising your pride and joy and allowing us to lead them on this Adventure to their Success.

***FINANCIAL POLICIES***

***Tuition Fee Structures:***

Full-Time Rates are $200 per week for 6 weeks to 18 months

Full-Time rates are $195 per week for 18 months through age 2

Full-Time Rates are $190 per week for 3 years and above

Drop-in care rates are based on day-to-day availability and are not guaranteed from day to day. All required paperwork must be received before drop-in care may be received. Tuition for these spots is $50.00 per day.

Rates will be reevaluated each year and a 4% increase will be assessed the 1st day of January as a cost of living increase.

***Title XX Requirements:***

Families who enroll their children at ATSCDC who receive Title XX assistance for their child care expenses must meet the following requirements:

* A Provider Authorization, including enrollment fee must be received by the center prior to care starting.
* Children must be authorized for at least 6 hours per day 5 days per week.
* DHHS will pay up to 5 absent days per month. If the child has more than 5 absent days per month, there will be an additional daily charge equal to the daily rate paid by DHHS. Arrangements must be made with the Director for payment arrangements.
* Families with Family Fees as stated on the Provider Authorization are responsible for making payment to the Center no later than the first day of the current authorization month.

***Late Fee Policy:***

Payments are due regardless of attendance. Payments are due Monday of each week or your child’s first day of attendance for the week. If payment is not received at this time, there will be a $10 fee; if it is not paid by Friday, there will be an additional $10 fee. Tuition is required before your child will be allowed to stay the first day of the following week for the past due amount along with the current weeks tuition and applicable fees. Please note: If payment is two weeks late, along with the $20 late fee, we do reserve the right to terminate your child’s position at ATSCDC.

***Returned Payment Fees Policy:***

There will be a $35.00 fee for any returned checks. As well, the amount that was returned will be due immediately or will be considered a late payment. After one returned check, we will only accept cash or money order.

***General Information:***

***Schedule Policy:***

You can rely on us to be here during normal business hours. In return, please notify us if there will be ANY changes to your regular schedule, including but not limited to: early or late drop offs, early pickups, scheduled doctor appointments, etc. If possible, please give us a 24 hour notice; we do understand this is not always possible. This is absolutely imperative, as we plan our days and try to stay as close to schedule as possible. ATSCDC closes at 5:30 PM. We respect your time so please be respectful of our time. Be on time. There will be a $1.00 fee for each minute you are late.

If your child will be here on varying schedules from week to week, please let us know by Friday when he or she will be attending the following week. If this is not possible, please make other arrangements with us. Again, this allows us to keep to our very busy schedule.

***Holidays:***

New Year’s Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve (If the holiday day is on Saturday, Friday will be observed, if the holiday day is on Sunday, Monday will be observed as the holiday).

***Time Off:***

You will be allowed five “vacation” days for the calendar year after 6 months of care, in which your child will not be charged for not attending. Two weeks notice for use of all five of your vacation days at once is required. If you wish to use one at a time, one week notice is required. You may use them day by day or the full week all at once.

***Photo Taking and Posting Policy:***

Please sign the appropriate statement to either give or to decline permission to use pictures of your child at the center, on Facebook, the Kearney Hub, or in photos with other children at the center.

***Grievance Procedure:***

**ATSCDC** is committed to providing the best possible care for all children. We strongly encourage open communication so expectations are met and families feel that their children are receiving the best possible care. However, if there is any problem, complaint, suggestion, or question we want it addressed in a timely manner by the appropriate staff. The Director has an open door policy!!

***Release of Children from the ATSCDC:***

Your child will only be released to the parents and the identified persons listed on the enrollment forms. If you wish to add additional people to the list, you are welcome to contact the Director at any time. All persons picking up children from the center will be asked to show photo identification prior to the release of your child.

***Communication:***

Communication is of utmost importance for us to be a team. When we accept new families, we need to be sure we share openly any concerns or question which may arise. We welcome any comments, questions, feedback, or discussions of any kind which are directed towards a positive outcome for your child.

Communication between parents and staff will take place at drop off and pick up. Please share any information at that time that you believe will be helpful for the staff caring for your child.

We expect each parent/legal guardian to closely read, understand, and accept all parts of the contract. If you do not accept it, this may not be a good fit for your child to excel so you may need to look for alternative care.

Each classroom has a bulletin board outside their room. The board contains the information for each teacher assigned to the room, the curriculum schedule, and updates for the room including change in schedules for their teachers and class schedules, routines and special activites.

***Child Mailboxes and Cubbies:***

Each child will have their own area which will include a cubby for their personal items, a hook to hang their jackets/coats, and a mailbox for projects being sent home.

***Cell Phone Policy:***

Your child is so excited to see you at the end of the day; they need YOUR undivided attention, even if only for two minutes. If you need to finish a call, do it BEFORE you greet your child.