



***LEARNING TREE  
DAY CARE  
CENTER***

***“COME GROW WITH US”***

**Arlington**  
5740 Airline Road  
Arlington, TN 38002  
(901) 867-9311  
Fax (901) 867-1124

**Bartlett**  
2780 Summer Oaks  
Bartlett, TN 38134  
(901) 380-2004  
Fax (901) 380-2045

**Cordova**  
7917 Club Center Cv  
Cordova, TN 38018  
(901) 751-6700  
Fax (901) 751-6716

**Lakeland**  
9667 Davies Plantation  
Lakeland, TN 38002  
(901) 388-6388  
Fax (901) 388-6272

**[www.learningtreedaycare.com](http://www.learningtreedaycare.com)**

**Learning Tree Daycare Center** is dedicated to providing your child with a warm, loving environment that nurtures and encourages the whole development of your child.

Our services include:

- Creative learning and developmental activities
- Educational toys and equipment
- Separate playground with different degrees of difficulty
- Security gates
- Meals prepared by our own cook are state approved, heart healthy and provide the daily nutritional requirements.
- Before and after school care with transportation to and from schools in the area.
- Excellent Pre-K program
- Evaluation and reviews for skill mastery, socialization, physical and emotional development. Areas of strength and weakness are recognized and modifications are made through our curriculum to reach every child.
- Staff trained in CPR and First Aid.
- Staff is degreed or certified. All are expertly trained, experienced and are a caring staff.
- Rooms designed for different age levels rather than one big, open area.
- Pool - Arlington - all centers will use. Certified Life guard on duty.
- Gymnastic classes, Dance classes
- Spanish lessons
- Indoor area for rainy days
- Covered canopy (Bartlett, Arlington, Lakeland locations)
- Security doors

# LEARNING TREE DAYCARE CENTER PRICE LIST

<u>AGE GROUP</u>	<u>PRICE</u>
Infant Creeper Toddler/Young Two's Two's Three's Pre-4 Pre-K Schooler (6 yr. to 12 yr.) Summer Before and After Care Before Care Only After Care Only	Please call for Pricing
Daily Operating Hours:	6:30a.m. to 6:00p.m. Mon. - Fri.
Registration Fee: family	\$50.00 per child, \$75.00 per <b><u>NON-REFUNDABLE</u> and due at enrollment</b>
Yearly Activity Fee:	\$20.00 for the Pre-K and Three's
Multi-Child Discount:	10% off tuition of oldest child
Transportation:	Included in all school age programs
Lunch:	Included in all programs (except Infant and Creeper age)
<b>LATE FEE: Charge of \$1.00 for every minute late AFTER 6:00 p.m.</b>	
<b>RETURN CHECK:</b>	<b>Charge of \$30.00 per check</b>
<b>LATE PAYMENT FEE:</b>	<b>Charge of \$15.00</b>
Winter Break, Spring break, and In-service	Full Daycare Available

# LEARNING TREE DAYCARE CENTER

## OUR MISSION STATEMENT

*We are here to care. About the moments, the details and all the small wonders that seem so large through a child's eyes. We are here for parents too. Creating a trusted profession and consistent resource, reliable in every way. We are a strong foundation from which we build knowledge, relationships and self-esteem, always mindful of the power of love and the special magic of having fun. We are here to care.*

### STATEMENT OF POLICY

**Learning Tree Daycare Center** believes that children need the opportunity to explore and experience a variety of activities, to discover the joy of I AM, I CAN. Each child will be viewed as a unique individual and experience will be planned to meet each child's needs.

Children will be placed in a environment to encourage discovery and problem solving through play. We believe play and learning are inseparable companions. Children learn through play. It is the process through which a child gains knowledge of the surrounding world.

Enrollment at **Learning Tree Daycare Center** is open to all children without regard to race, color, religion or national origin. Handicapped children will be accepted only if proper arrangements can be made for the child.

If at anytime after enrollment, we find a child is not ready for or succeeding in a classroom situation, the Director will suggest alternatives for the best development of the child up to or including removal from the center.

The center will enroll children ages six (6) weeks through 12 years. We encourage an open door policy, and invite parents or visitors to visit at any time.

The center is opened from 6:30am to 6:00pm, five days a week. We are closed on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	

Fees are not reduced for absences or holidays. If a holiday falls on a weekend, the holiday will be taken on a Friday or Monday. A one (1) week vacation will be granted after six (6) months in the center, for a total of one week per enrollment year.

Tuition is paid weekly and always due in advance. Payment is due on Monday or a late fee of \$15.00 will be charged to your bill. Prior to admission, the center must have a completed application form, current physical examination signed by a physician or health care agency and an immunization record must be included and updated as required.

Out of school field trips will require a signed transportation form from the parent. Parents will be notified in advance of all scheduled field trips.

## **Inclement Weather**

In the event of inclement weather all Learning Tree centers will follow the closing schedules of the Shelby County Schools systems. If the Shelby County Schools close early for inclement weather or the threat of inclement weather, all the Learning Tree centers will close two hours after the posted time of the school closing. (Example: if the Shelby County Schools close at 2:00 due to weather Learning Tree will close at 4:00.)

**NUTRITION:** A well-balanced meal is served daily with morning and afternoon snacks. Our menus are posted weekly. Unless on a special diet prescribed by the doctor, all children will eat the meals prepared by the center. No food is to be brought into the center after 8:00am, unless it is the child's birthday or a special request is asked of you for holidays or special celebrations. This includes breakfast food, snacks, drinks, etc. We will serve a snack at 8:30am and an afternoon snack at 2:30pm each day.

Please do not send candy, gum, money or toys, with the exception of toys to share on special occasions. The center is not responsible for any articles brought from home.

**DISCIPLINE:** The most effective form of discipline is to avoid problems by creating a positive environment, through the use of techniques such as role modeling, substitution and distractions. Physical punishment is **NEVER** permitted; instead a brief supervised time-out is used, one (1) minute for each year of age.

**UNACCEPTABLE BEHAVIOR:** Although behavior issues are common among all children of all ages at one time or another. There are certain issues that will demand immediate attention i.e.: biting, spiting, hitting, foul language, etc... Our policy is to address the behavior immediately with age appropriate time out. A Behavior Report is written by the Teacher and signed by a Manager. The report is given to the parent at pick up to be read and signed. The parent is asked to reinforce our policies at home with their children. Teachers are advised to watch for early warning signs of the behavior and to

make an effort to intercede and avoid further occurrence. Severe or repeat cases are handled on a case by case basis between management and the parents. If a child does not show signs of improvement or stopping or the parents do not make an effort to correct the problem a decision will be made as to whether the child can remain in the center.

**WHAT TO WEAR:** What does the well dressed child wear to pre-school? "In fashion" means washable clothes - preferably comfortable, sturdy play clothes. Painting and outside play is always available and regardless of the detergent some stains are difficult to remove. To determine if your child is properly dressed, before leaving home ask yourself, "Will I be upset if my child comes home with grass stains, dirt or chocolate pudding on their outfit?" If the answer is "yes", please change to more appropriate clothing. The child should also wear rubber soled shoes. **No clogs, sandals or open-toed shoes.**

Your child should also wear clothing that is easy to manage, encourages independence and self-help. Many toilet accidents are prevented if children can unbutton and unbuckle pants and belts without a struggle.

Children in the Toddler program and Two Year Old program should wear pants with elasticized waists. Zippered and belted pants are discouraged.

**Each child has his/her own cubby to keep their belongings, however it is recommended that ALL jackets, sweaters, coats, hats, etc. be marked with the child's name, using a permanent marker.** Many children wear identical clothing and without a name in the garment it is almost impossible for the teacher to identify to whom it belongs.

Each child should have a complete change of clothing, clearly labeled with their name, to be left at the center. All diapering materials (diapers, wipes, ointment, etc.) should be labeled using a permanent marker.

**SECURITY at Learning Tree Daycare Center** is of utmost concern. We ask that each child be walked in and signed in/out daily by the parent, guardian or person authorized to care for the child. The Sign-In sheet is located at the front desk and must be filled out completely. The center must be notified if someone other than the authorized person is going to pick up your child. No one under the age of 18 may pick your child up. A child must be left with a staff member upon arrival at the school and a staff member must be notified when the child is leaving. All children entering and leaving the building must be accompanied and logged in accordingly - **PLEASE !!!**

We encourage you to accompany your child to their room. This provides for a smooth transition and a time to speak with the teacher.

All children must be picked up by 6:00p.m. In case of emergency, the office must be notified of any delays. A fee of \$1.00 for every minute late will be charged.

A registration fee of \$50.00 per child and \$75.00 per family is due upon enrollment. Registration fees cover administrative costs and supplied. This is non-refundable.

**DISCOUNTS:** Families enrolling more than one child will receive a 10% discount on the oldest child.

**ILLNESS/MEDICATION:** If a child becomes ill at the center, the child will be isolated and the parent will be notified to pick up the child as soon as possible, not to exceed 1 hour. Children absent due to contagious diseases may not return to the center without a signed statement from the physician indicating the child is no longer contagious.

Parents are responsible for bringing all diapering materials and baby food (must be in unopened containers).

## **SCHOOLERS**

Before and after school care is available with transportation to and from local schools. A snack is provided upon arrival from school. Children will be helped and encouraged to do homework, but free play and outdoor play is important and will be provided.

We are also available for school holidays and breaks. Your tuition is not reduced for absences, holidays or breaks. This includes school holidays. **An extra fee (\$15.00 per day) will be charged for those days your child stays the whole day.**

We offer a full summer program to include field trips, swimming, bowling and skating. The tuition includes all field trips. Enrollment is limited. We need to know how many children to plan for, as extra teachers will be hired just for the summer program.

## **SICK POLICY**

In order for us to serve everyone better, below are **Learning Tree Daycare Center's** sick policies for us to follow carefully. This will help all children remain in good health.

- It is urgent that every parent cooperate fully with the school's health program. Our regulations are designed to protect the well being of all children and to guard as much as possible against absences for health reasons. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements **MUST** be made for his/her care at home. The school has no provisions for care of children who are ill. Proper care at the beginning of an illness can often shorten its duration.
- A child with fever, vomiting, or diarrhea, **MUST** remain at home. If your child becomes ill at school, he will be isolated and you will be called so you can make arrangements to have him picked up as soon as possible, not to exceed 1 hour.
- **Children absent due to a contagious disease may not return to the center without a signed statement from a physician indicating the child is no longer contagious.**

**If we send your child home with a fever, vomiting or excessive diarrhea, we will need for that child to remain away from the center until they have been fever free for 24 hours, OR have a signed statement from the physician indicating that the child may return to the center.** Please remember to ask your doctor for a note when you take your child to see him. Also, remember to get a form signed each time your child receives immunization. We need records of all shots for our files.

the **flu**

## **A Guide for Parents**

**What is the flu?**



The flu (influenza) is an infection of the nose, throat, and lungs that is caused by influenza virus. The flu can spread from person to person. Most people with flu are sick for about a week, but then feel better. However, some people (especially young children, pregnant women, older people, and people with chronic health problems) can get very sick and some can die.

## **What are the symptoms of the flu?**

Most people with the flu feel tired and have fever (usually high), headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Cough can last two or more weeks.

## **How does the flu spread?**

People that have the flu usually cough, sneeze, and have a runny nose. This makes droplets with virus in them. Other people can get the flu by breathing in these droplets, getting them in their nose or mouth, or touching contaminated surfaces.

## **How long can a sick person spread the flu to others?**

Healthy adults may be able to spread the flu from 1 day before getting sick to up to 5 days after getting sick. This can be longer in children and in people who don't fight disease as well (people with weakened immune systems).

## **How can I protect my child from the flu?**

A flu vaccine is the best way to protect against the flu. CDC recommends that all children from the ages of 6 months up to their 19<sup>th</sup> birthday get a flu vaccine every fall or winter (children getting a vaccine for the first time need two doses).

- Flu shots can be given to children 6 months and older.
- A nasal-spray vaccine can be given to healthy children 2 years and older (children under 5 years old who have had wheezing in the past year or any child with chronic health problems should get the flu shot).
- You can protect your child by getting a flu vaccine for yourself too. Also encourage your child's close contacts to get a flu vaccine. This is very important if your child is younger than 5 or has a chronic health problem like asthma (breathing disease) or diabetes (high blood sugar levels).

## **Is there medicine to treat the flu?**

There are antiviral drugs for children 1 year and older that can make your child feel better and get better sooner. But these drugs need to be approved by a doctor. They should be started during the first 2 days that your child is sick for them to work best. Your doctor can discuss with you if these drugs are right for your child.

# What Can YOU Do?

## How else can I protect my child against flu?

1. Take time to get a flu vaccine and get your child vaccinated too.
2. Take everyday steps to prevent the spread of germs. This includes:
  - Clean *your* hands often and cover your coughs and sneezes
  - Tell your child to:
    - Stay away from people who are sick
    - Clean hands often
    - Keep hands away from face
    - Cover coughs and sneezes to protect others (it's best to use a tissue and throw it away).

## What should I use for hand cleaning?

Washing hands with soap and water (for as long as it takes to sing the Happy Birthday song twice) will help protect your child from many different germs. When soap and water are not available, wipes or gels with alcohol in them can be used (the gels should be rubbed into your hands until they are dry).

## What can I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. If your child is older than 2 years, you can buy medicine (over-the-counter) without a prescription that might make your child feel better. Be careful with these medicines and follow the instructions on the package. **But never give aspirin or medicine that has aspirin in it** to children or teenagers who may have the flu.

## What if my child seems very sick?

Call or take your child to a doctor right away if your child:

- has a high fever or fever that lasts a long time
- has trouble breathing or breathes fast
- has skin that looks blue
- is not drinking enough
- seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- gets better but then worse again
- has other conditions (like heart or lung disease, diabetes) that get worse

## Can my child go to school if he or she is sick?

No. Your child should stay home to rest and to avoid giving the flu to other children.

## Should my child go to school if other children are sick?

It is not unusual for some children in school to get sick during the winter months. If many children get sick, it is up to you to decide whether to

send your child to school. You might want to check with your doctor, especially if your child has other health problems.

## **When can my child go back to school after having the flu?**

Keep your child home from school until his or her temperature has been normal for 24 hours. Remind your child to cover their mouth when coughing or sneezing, to protect others (you may want to send some tissue and wipes or gels with alcohol in them to school with your child).

## LEARNING TREE DAYCARE CENTER

Child's Full Name: \_\_\_\_\_ SS# \_\_\_\_\_  
Name Child Uses: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age: \_\_\_\_\_  
Child's Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

If parents are divorced, which parent has  
custody: \_\_\_\_\_

\*\*If problems could arise, please provide custody papers.

	MOTHER'S INFORMATION	FATHER'S
<b>INFORMATION</b>		
Full Name	_____	_____
Address	_____	_____
	_____	_____
Home Phone #	_____	_____
Place of Employment	_____	_____
Address	_____	_____
Employment Hours	_____	_____
Work Phone #	_____	_____
Cell Phone #	_____	_____
E-mail address	_____	_____
SSN	_____	_____
Driver's License #	_____	_____
Child's Insurance Provider & policy #	_____	

Name of school: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
My Child's shot records are on file at \_\_\_\_\_ Elem. School  
Before Care only: \_\_\_\_ After Care only: \_\_\_\_ Before & After: \_\_\_\_

### EMERGENCY INFORMATION

Physician's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Physician's Address: \_\_\_\_\_  
Name of person (s) authorized to act in emergency if parent is unavailable  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### EMERGENCY CARE

In the event that I cannot be reached, I hereby authorize **Learning Tree Daycare Center** to provide emergency medical care for my child. I understand that every effort will be made to contact me before such action is taken. I will be responsible for payment of such treatment. **Both parents must sign form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# FINANCIAL AGREEMENT

A non-refundable fee of \$50.00 per child or \$75.00 per family is due upon enrollment. Our Infant, Creeper, & Toddler programs require the first week's tuition and registration fee, this is also non-refundable in order to hold his/her spot.

Each child enrolled in our program full time will receive one (1) week's vacation per year after six (6) months at the center. If your child is pulled from the center and re-enrolled at the center at a later date, the six month vacation requirement starts again. This is construed to mean that you may take your child out of the center for one (1) week (Monday-Friday) and not pay the normal tuition amount. Vacation may not be taken early and must be taken strictly for a week at a time (Monday-Friday) and not by days. Vacation requests must be submitted to the office in writing at least one (1) week prior to the intended vacation. Failure to do so will result in full payment for the intended vacation week regardless of the attendance by your child.

One time during a calendar year if your child is ill and unable to attend daycare (due to a communicable illness, ex., chicken pox) for five (5) days or more and you can provide the center with a doctor's note, you will only be charged 1/2 of your normal weekly tuition. The doctor's note must include the following:

- **THE DATE THE CHILD WAS SEEN IN THE DOCTOR'S OFFICE**
- **THE DATE THE CHILD CAN RETURN TO GROUP SETTING**
- **THE NATURE OF ILLNESS**

The note must be on the doctor's letterhead or other official paper and must be submitted no later than one (1) week after the child missed in order to receive 1/2 credit.

The center will be closed for New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day.

Full payment for the week is due on Monday morning in advance regardless of absences or holidays.

A late fee will be assessed if tuition is not paid on Monday. Fees paid on Tuesday or later will be assessed a late fee of \$15.00. If a child is absent on Monday, a late fee will not be assessed until Tuesday provided a parent calls us by 6:00pm on Monday. If a child is not present on Monday or Tuesday, the parent should drop a check by no later than Tuesday to avoid late fees and the possibility of losing your child's enrollment.

There is a \$30.00 charge for any return check. The re-payment for the return check must be in cash or money order **ONLY and for the next occurrence.**

There is a late fee of \$1.00 per minute per child after 6:00pm. **NO EXCEPTIONS.**

A two (2) week written notice is required for withdrawal from the program regardless of the reason. If a two (2) week notice is not given, you must pay two (2) weeks tuition regardless of the attendance.

Please sign Financial Agreement and return to the office.

I have read and understand the Financial Agreement. I agree to abide by these policies regarding fees, attendance and health. I agree to pay collection agency fees, reasonable attorney fees and all court costs should any be incurred in the process of collecting fees.

\_\_\_\_\_  
SIGNATURE - PARENT OR GUARDIAN

\_\_\_\_\_  
DATE

DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_

**Please sign and return to the Director of your center.**

# BACKGROUND INFORMATION

## EXPERIENCE WITH OTHER CHILDREN:

Does child have siblings?	Yes	No
Has child been enrolled in a childcare program before?	Yes	No
Does child interact with other children regularly?	Yes	No

## FEEDING:

Does child have food allergies?	Yes	No
---------------------------------	-----	----

If yes please list: \_\_\_\_\_

Is there any type of food child is excluded for eating?	Yes	No
---	-----	----

If yes please list: \_\_\_\_\_

Is child able to feed their self?	Yes	No
-----------------------------------	-----	----

## MEDICAL CONDITIONS:

Does child have any known allergies, asthma or any medical conditions?	Yes	No
--	-----	----

Medical condition: \_\_\_\_\_

Treatment measures: \_\_\_\_\_

## SLEEP HABITS:

Does child take naps daily?	Yes	No
Does child wet while asleep?	Yes	No

## TOILET HABITS:

Is child potty trained?	Yes	No
Urinate in potty?	Yes	No
Bowel movement in potty?	Yes	No
Does child use the potty willingly?	Yes	No
Is child able to communicate when they need to use the potty?	Yes	No
Does child need assistance using the potty?	Yes	No
Does child need assistance with wiping after use the potty?	Yes	No
Does child need assistance after using the potty with clothes?	Yes	No

# LEARNING TREE DAYCARE CENTER

## PICK-UP PERMISSION FORM

I hereby give permission for my child,

\_\_\_\_\_ to leave the center with any of the following persons.

NAME	RELATIONSHIP
4-DIGIT PIN #	
_____	_____
_____	_____
_____	_____
_____	_____

If there is a separation or divorce custody problem of which we should be aware of, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person (s) who **MAY NOT** pick up my child/children:

\_\_\_\_\_

\_\_\_\_\_

**\*It is my responsibility to notify the center, in writing, of any changes to this information.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



