



# **East High School Early Childhood Education Training Lab Parent/Guardian Policy Manual and Guidebook**

**Welcome** to the East High School Early Childhood Education Training Lab. Thank you for entrusting us with the care of your child. You are essential to the success of our program.

Our intent for this Guidebook is to ensure our policies and procedures are explained and understood. This Guidebook will also serve as useful information concerning the administration of our Early Childhood Education Training Lab. East High School welcomes all eligible children on a non-discriminatory basis. No child will be excluded on the basis of race, gender, national origin, ancestry, disability, or religious affiliation.

## **PROGRAM OVERVIEW**

### **Goal:**

East High School Early Childhood Education courses fulfill the need to train and prepare high school students with adequate knowledge and skills regarding appropriate child care techniques and child development education. This is accomplished through our Early Childhood Education Training Lab. High School students at East High enroll in Early Childhood Education courses in which they take an active role in preparing for and serving the children enrolled in our training lab.

### **Mission Statement:**

To provide a safe, secure and stimulating environment for young children and to educate high school students in the growth, development, and proper care of young children.

To be a childcare resource to Salt Lake City School District employees and the community.

### **Purpose:**

- To provide an on-site training center for high school students enrolled in the Child Development / Early Childhood Education program at East High School. Student learning takes place in both academic and practical realms while working with infants, toddlers, and preschool aged children

- To provide nurturing, mentored, quality child care and appropriate learning experiences in a safe, secure, weapon free and violence free environment.
- To provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development of infants, toddlers, and preschoolers.
- To provide daily experiences that are designed to promote mutual trust and respect between children, students, staff and care providers.
- To create a service for East High School and Salt Lake City School District employees by providing quality, on-site childcare during employment hours on a space-available basis.

### **Safety and Health:**

- Safety and Licensing: As a public school, we are a license-exempt facility. Although we are license-exempt, we strive to follow all licensing regulations to the best of our ability and as our existing physical space will allow. Our center is inspected for compliance with health, fire, and safety standards on a regular basis and as directed for public school facilities.
- Health: Each child's health is a matter of major importance to all of us. We have a "Stay Healthy" approach. Everyone will benefit when every parent shares in our commitment to keep children healthy by keeping sick children at home.

### **Days and Times of Operation:**

The hours of our Center are 7:00 am to 4:00 pm, Monday through Friday. No child is to be brought before 7:00 a.m., and every child must be picked up **before** 4:00 p.m. Our Center operates on the traditional school calendar of the Salt Lake City School District. Traditional is interpreted as late August through early June of the respective year. When regular high school classes are not in session, or when school is cancelled for weather conditions, childcare will not be available.

### **Staff:**

- Staff at our Center is comprised of a Child Care Director, Child Care Assistants, High School Student assistants, and Child Development/Early Childhood Education instructors.
- During each class period, approximately 5-10 high school students, who have completed at least one semester's training in Child Development, and who are enrolled in the Early Childhood Education I or II course, actively participate in the Training Lab.

- Our Center strives to maintain a ratio that allows for consistent monitoring of the care, safety, and secure learning environment of each child. High school students are taught and tutored by an Early Childhood Education teacher and Child Care Assistants.

## **Enrollment Criteria:**

Enrollment at our Center is limited, and oftentimes an enrollment waiting list is maintained. To accommodate enrollment, priority will be given to families qualifying through the following:

**Priority 1** - Parent or guardian is an employee at East High School.

**Priority 2** - Parent or guardian is an employee of the Salt Lake City School District.

**Priority 3** - Child is a relative of a school/district employee.

**Priority 4** - Children within the community surrounding East High School, as space permits.

Full-time childcare needs (more than 4 hours per day, five days a week) will have priority over part-time childcare. We do not accept drop-in childcare.

Waiting lists are updated annually to fill enrollment openings. After the April 1st application deadline, our Child Care Director and Early Childhood Education Instructors will review the applications and finalize enrollment. Acceptance to our program will be based on priority lists and balancing ages/ratios in our Center. Enrollment is balanced to provide a variety of ages for optimum learning experiences. Those families whose children are admitted for enrollment will receive an acceptance letter notifying them by April 30th. After a child has been enrolled at the center, enrollment will be maintained until the parent/guardian selects other childcare services or the child enters another education program. Once a family has been accepted for service, siblings will be given priority if the currently enrolled child continues to meet eligibility requirements.

## **Enrollment:**

Our Center serves Salt Lake City School District employees' children between the ages of six weeks and five years of age.

Enrollment documents include the following:

- Child Care Application for Enrollment
- Emergency & Medical Release Form
- Pick-up Authorization & Acknowledgement Form
- S-9: Student Medication Form, as needed (*see link on Enrollment Checklist*)
- Immunization Record (required by state of Utah) and/or Exemption Form (*see link on Enrollment Checklist*)

Enrollment forms must be completed annually and submitted by April 1, 2016 for fall enrollment. If you are accepted to our Center, you will receive confirmation of enrollment no later than April 15<sup>th</sup>, and you will have until April 30<sup>th</sup> to pay the non-refundable registration fee of \$200.00 (\$100.00 of the registration fee will go toward your first months' tuition) for each child attending our Center. If an opening occurs mid-year, and you are accepted, all enrollment forms and registration fees must be received by our Child Care Director prior to the first day of attendance.

**Fees:**

**Fee Schedule  
2016-2017 School Year**

	<b>Full Time</b> (More than 25 hours weekly)	<b>Part Time</b> (25 hours or less weekly)
Infants (Six weeks to 23 months)	\$570 / mo. / 9.5 mos.	\$340 / mo. / 9.5 mos.
2-3 year olds	\$475 / mo. / 9.5 mos.	\$285 / mo. / 9.5 mos.
4 year olds (includes cost of preschool)	\$430 / mo. / 9.5 mos.	\$258 / mo. / 9.5 mos.
Preschool only 3 days per week (M, W, F)	\$105 / mo. / 9 mos.	

- Services are provided through the collection of enrollment fees. Our Center is non-profit, and all collected fees go toward paying our operating expenses, which include: staff salaries, supplies, overhead expenses, snacks, and toys for various developmental learning activities. Our Center is intended to be self-sustaining. A self-sustaining program is one that receives limited external financial support from the school district. To maintain our self-sustaining program, the parent/guardian of the enrolled child must contractually agree to pay all enrollment fees consistently throughout the school year.
- The non-refundable \$200 registration fee must be paid by April 30<sup>th</sup> for fall enrollment. \$100.00 of the registration fee will go toward your first months' tuition. August tuition will be paid at one-half the monthly fee, minus the \$100.00 deposit from the registration fee, and will be due before the first day of care.
- All other monthly tuition fees are due by the fifth day of each month (September through May).
- Fees may be paid to the East High Treasurer in the main office. You may also choose to pay tuition online by following the directions given below:
  - Go to [www.myschoolfees.com](http://www.myschoolfees.com) and register as a new user

- When you sign in you will be asked to identify the state of your school (UTAH), the school district (SALT LAKE CITY), and the school (EAST HIGH). Once you've provided this information, click on the PUBLIC PAYMENTS tab.
  - Once you've entered the public payments screen, select PRESCHOOL on the category tab and then PRESCHOOL TUITION on the items tab.
  - Enter the amount you plan to pay and click ADD TO CART. Once you've added the amount to your cart, you will click on CONTINUE TO CHECKOUT. You may then enter your payment information and click CHECKOUT.
  - You may print a receipt for your records.
- 
- Should a parent or guardian leave district employment during the school year, their account will be pro-rated to reflect childcare services rendered to date of withdrawal from our Center.
  - Payment is considered late after the 10th of each month and a \$20.00 per child late fee will be charged for each month delinquent.
  - Unpaid accounts may result in termination of childcare service. Failure to pay monthly tuition fees after two months delinquency will result in withdrawal from our Center.
  - No credit will be given for absences, with the exception of doctor-verified prolonged illness. There may be instances where a doctor has verified an illness which has caused the child to be absent for six consecutive days. Charges starting on the seventh day of absence will be one-half the daily rate (daily rate = monthly tuition divided by 20) until the child returns.
  - Maternity Leave: In order to maintain enrollment status while on maternity leave, and the child is not receiving childcare services, one-half of the monthly fee is required. If the employee elects not to maintain their child's enrollment, an offer to enroll will be extended to the next qualified name on the Priority 1 list.
  - Late pick-up charge: It is expected that all children will have left the building at the designated closing time for the center (4:00 pm). There will be an automatic late pick-up fee of \$1 for every minute late charged for children in the center after 4:00 p.m. This is to cover the overtime for assistants staying after their regular shift. PARENTS NEED TO HAVE COME AND GONE BY 4:00 P.M. The closing assistant should be able to leave right at 4:00 p.m.
  - It is important that we stay within the State child/teacher ratio. Therefore a \$10 late fee will be charged for those children who are on ½ day schedule and not picked up within 5 minutes of their designated pick up time.
  - Prior to enrollment each year, our fee schedule will be evaluated and may be altered, as needed, based on operating expenses.



## ENROLLMENT CHECKLIST

Follow these steps to enroll in the East High Early Childhood Education Training Lab:

**Step 1:** Read this East High School Early Childhood Education Training Lab Guidebook

**Step 2:** Complete the following documents and submit by April 1, 2016:

- Child Care Application for Enrollment Form
- Emergency & Medication Release Form
- Pick-Up Authorization & Acknowledgment Form
- S-9 Student Medical Form (as needed)

<http://www.slcschools.org/policies/documents/S-9-Student-Medication-Form.pdf>

Once you submit these documents, our Child Care Director and Early Childhood Education Instructors will review your application. Acceptance to our program will be based on priority lists and balancing ages/ratios in our Center. You will receive an acceptance letter if your child is admitted to our program.

**Step 3:** Once you receive your acceptance letter, call to schedule your 1<sup>st</sup> year Center Orientation. Gather the following documents to bring to your Center Orientation:

- Child's Immunization Record and/or Exemption Form (must be up-to-date)  
<http://www.immunize-utah.org/information%20for%20the%20public/immunization%20recommendations/exemptions.html>
- Annual Enrollment Receipt for \$200.00 / per child (\$100 toward 1st month tuition) paid to the East High Treasurer in the main office or paid online (see *instructions for online payment under Fees section*)

Payment is due by April 30, 2016

East High School Child Care  
840 S 1300 E Salt Lake City, UT 84108  
[Little.Leopards@slcschools.org](mailto:Little.Leopards@slcschools.org)  
Child Care phone: 801 583-1661 ext. 2221  
East High Fax: 801 584-2927

## CHILD CARE APPLICATION FOR ENROLLMENT

2016 - 2017 School Year

I, \_\_\_\_\_ (parent/guardian), wish to enroll my child in the Early Childhood Education Training Lab for the following schedule:

Days of the week: \_\_\_\_\_ Hours: \_\_\_\_\_

Name of Child:	Male <input type="radio"/>	Female <input type="radio"/>	Date of Birth:
Home Address:		Telephone:	
Mother's Name:		Phone:	
Email:			
Home Address:			
Employer (school):		Phone:	
Father's Name:		Phone:	
Email:			
Home Address:			
Employer (school):		Phone:	
Siblings Names:		Ages:	
Does your child have any allergies (food or otherwise) that we should be aware of? YES <input type="radio"/> NO <input type="radio"/>			
Please list allergies:			
Is there a physical or emotional problem which might interfere with your child's adjustment to this program? If so, please describe on the reverse side.			
Is your child up to date on all of his/her immunizations? YES <input type="radio"/> NO <input type="radio"/>			
Parents desiring to exempt their child from any immunizations must obtain and complete an exemption form from the State Health Department. Immunization records and/or exemption forms must be kept on file in our Center.			

## EMERGENCY & MEDICAL RELEASE FORM

In case of accident or illness, provide the names of three individuals who can be called if we cannot reach Parent or guardian, one must be an out of area/state contact:

Name	Relationship	Phone	Address
<b>Out of Area/State Contact</b>			

I also give my permission that immediate first aid treatment may be given if deemed necessary, and that the family doctor may be contacted for help.

Doctor's Name	Phone	Address

I  authorize     do not authorize the center staff to administer first aid treatment to my child.

I  authorize     do not authorize the center staff to take my child to \_\_\_\_\_

Hospital and authorize treatment by the doctor on call.

I release East High, its administrators, teachers, and students working with my child, from any liability due to any accident that could occur or from any illness caused by an allergic reaction or communicable disease.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PICK-UP AUTHORIZATIONS

I hereby authorize the following to pick up my child from the center. If these instructions should change, I will let you know in advance and in writing.

Child's name:			
Name	Relationship	Phone	Address

Please note any special instructions and the names of persons not authorized to remove your child from the center.

I DO NOT authorize the following individual(s) to pick up my child.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_\_

## ACKNOWLEDGEMENT

I acknowledge that I have read and agree to all information and conditions contained in this EAST HIGH SCHOOL EARLY CHILDHOOD EDUCATION TRAINING LAB Parent/Guardian Policy Manual and Guidebook

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date