



Welcome to Country Home

Dear Parents,

In order to provide better quality care for your child, the following information is provided to assist you in your daily routine:

1. **PICK-UP and DROP-OFF:** Please use the PIN pads to sign your child in and out daily. ALWAYS accompany your child to and from your child's assigned classroom. This provides a safe, smooth transition for you and your child. We will ONLY release your child to you or to a person whom you have authorized in writing. We do not recommend giving your PIN number to anyone. If someone else needs to pick up they can use our SIGN IN & OUT BOOK.
2. **TUITION:** Tuition is due every two weeks in ADVANCE. Please deposit all Checks in our tuition box at the front desk by TUESDAY closing or it will be considered past due, and a \$35.00 late fee will be assessed. An additional \$25.00 charge will be assessed for each additional week payment is late. All returned checks will have a \$30.00 returned check fee.
3. **RECEIPTS:** Receipts for tuition payments are given upon request. Please check with the front desk on a regular basis to assure that your account is kept current. End of the year Tax forms are given upon request at the end of January as long as your account is up to date.
4. **MEDICATION:** Medication is ONLY given when it is signed in at the front desk, and in its original container. It must be prescription medication or be accompanied with doctor's written instructions. Medication is only given once in the morning and once in the afternoon and only by the Front Office staff. All medications must be left at the front desk.
ABSOLUTELY NO MEDICATION IS ALLOWED IN THE CLASSROOM OR DIAPER BAG.
5. **FIELD TRIPS:** Country Home yellow T-shirts are required for all field trips and can be purchased at the front desk. **NO CHILD WILL BE ABLE TO ATTEND A FIELD TRIP WITHOUT A YELLOW COUNTRY HOME T-SHIRT.**
6. **AFTERSCHOOL CARE:** Parents must call Country Home if your child will not need to be picked up from Public School. If parent fails to notify Country Home a \$10.00 inconvenience fee will be charged.
7. **INFANT/TODDLER:** Due to Health Regulations your child's bottles must be already mixed. Teachers will not be able to mix bottles. Once your child moves into a Toddler class they are required to wear shoes and due to safety reasons we are no longer able to warm your Toddler child's bottle, but it can be set out to get room temperature.

Please take the time to read the brochure, tuition schedules, newsletters and occasional notices posted on the front door, in order to familiarize yourself with various other policies and procedures of Country Home.

Thank you for your cooperation in following the above procedures.

Country Home Learning Center



Enrollment Information

Start Date: ____/____/____

Date of Birth: ____/____/____

Child's Name: _____

Name Used: _____

Complete Address: _____ Zip: _____ Sex: Male ____ Female ____

Parent/Guardian Name: _____

Home Phone: _____

Parent/Guardian Soc. Sec. # ____ - ____ - ____ /DL# _____ Occupation: _____

Business Address: _____ Work Phone: _____ Cell Phone: _____

Home Address (if different from child's): _____

E-mail Address: _____

Parent/Guardian Name: _____

Home Phone: _____

Parent/Guardian Soc. Sec. # ____ - ____ - ____ /DL# _____ Occupation: _____

Business Address: _____ Work Phone: _____ Cell Phone: _____

Home Address (if different from child's): _____

E-mail Address: _____

School-Aged Child's Elementary School: _____ School Phone: _____

Brothers and Sisters (Names and Ages): _____

Child lives with: ____ Both Parents ____ Mom ____ Dad ____ Guardian

How did you hear about Country Home?: _____

List the Name, address, & phone number of the person to call, if there is an EMERGENCY and the Parents cannot be reached:

Name: _____ Relationship: _____ Phone Number: _____

Complete Address (City, State, Zip): _____

The following individuals are authorized to pick-up my child:

Parent: _____ Parent: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Parent signature if choosing to not designate an EMERGENCY contact and/or AUTHORIZED PICK-UP other than the parent/guardian: _____



Enrollment Information

Child's Name: _____

Date of Birth: ____/____/____

General Health Information: The following questions are included to assist us in making sure your child is safe while in our care. ***Please write N/A or None, Do Not Leave Any Blanks***

Does your child have asthma? Yes ____ No ____

If yes, an Asthma Action Plan is required.

Does your child have Seasonal Allergies? Yes ____ No ____

Does your child currently receive speech therapy? Yes ____ No ____

Does your child have epilepsy? Yes ____ No ____

Does your child have febrile (fever) seizures? Yes ____ No ____

Does your child currently have any other illnesses? Yes ____ No ____

If yes, please describe: _____

Medicines your child uses on a continuous, long-term basis: _____

Previous serious illnesses and injuries: _____

Hospitalization during the past 12 months: _____

Other medical or surgical information: _____

Diagnosed Food, Medication, or Other Allergies: ** _____

*****If so, an Allergy Emergency Plan Must be completed by Parent and Physician.***

Food Restrictions or Intolerances: _____

Physical Conditions or Special Needs requiring attention or accommodation: ** _____

(Physical or mental disabilities, hearing, or visual problems, adaptive equipment, etc. – **if this does not apply, please write NONE or N/A**):

****** _____

*****If so, a Special Needs Care Plan Must be Completed by Parent or Guardian and signed by Professional Provider or Doctor.***



Enrollment Information

Child's Name: _____

Date of Birth: ____/____/____

Personal Information: The following questions are included to assist us in making your child feel more comfortable and confident in his/her new school environment. ***Please write N/A or None, Do Not Leave Any Blanks***

Has your child ever been enrolled in a childcare program: _____

___ Mother's Day Out ___ Home Daycare ___ Preschool If yes, how long: _____

Typical Daily Schedule (eating, toileting napping): _____

Special Interests: _____

Unusual Likes/Dislikes: _____

What concerns do you have about your child in his/her adjustment to school:

In what ways would you like to see our program help your child:

Is your child able to swim without assistance: ___ Yes ___ No

If no, what type of assistance is needed? _____



Enrollment Information

Child's Name: _____

Date of Birth: ____/____/____

Parent/Guardian Agreement:

I understand the hours of the program for which I have registered my child and agree to adhere to them promptly. I also understand that I must escort my child into the building and leave him/her in the care of a staff member. The staff will release the child only to the parents or to the persons designated.

I further agree to read the school guidelines when received and to adhere to those guidelines as stated. I acknowledge that I understand and have received a copy of the school's current prices and payment policies, including but not limited to the following policies:

- (a) All registration fees, activity fees and tuition are non-refundable in whole or in part
- (b) Because my child's spot is reserved, I am responsible for payment of tuition even if my child is absent due to sickness, vacation or any other reason
- (c) I may take up to 2 weeks (as a block of 5 consecutive days each) vacation credit (non-cumulative from year to year) without obligation for tuition if my child has been enrolled for 12 consecutive months on a continuing basis, and provided that I give the school 2 weeks notice of the vacation.
- (d) Late fees are charged for late payments and pick-ups

The Director and staff are available for individual conferences concerning your child's adjustment to and progress in the school program. If any special problems arise in the school affecting your child, such occurrences will be promptly brought to your attention.

In the event of withdrawal from the program, 2 weeks withdrawal notice is required; your regular tuition charges continue during this 2 week notice period. A student may not be re-enrolled for a period of 4 weeks following withdrawal unless payment of tuition is made for the intervening 4 week period. A new registration fee will be due upon re-enrollment.

Parent/Guardian Signature: _____

Date: _____

Director Signature: _____

Date: _____

Annual Updates:

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Release and Waiver

We at Country Home have established the safety and care of your child as our greatest priority in the implementation of our program. Through the design of our facility and playgrounds, and the instruction of our staff, we have attempted to minimize the risk of injury to your child during the course of the day. It is the belief of Country Home that field trips and extra-curricular activities conducted off-premise comprise an important and valuable opportunity to increase your child's learning experience. In this regard, we offer participation to the older children in certain activities at Adventure Quest, including horseback riding, which they might not otherwise experience. We also offer occasional field trips to a variety of off-site venues during the school year and summer as well! Even the most watchful eye, however, cannot prevent the occasional and unforeseeable incidents which may occur among children at play, particularly outside the controlled and restricted environment of our school premises.

While we always make every effort to ensure your child's safety during these activities, we are unable to assume responsibility for any risks assumed as a result of the activities being conducted on-premise or off-premise. We must, therefore, obtain a release of liability with respect to those activities engaged in by your child during their enrollment with Country Home Learning Center, including transportation to and from school and the various activities.

If you do not wish to have your child participate in all of these activities or need further information or explanation regarding any given activity, please inform the Director.

Release and Waiver

_____(student's name) is enrolled as a student in Country Home Learning Center (the "program"). I understand that this program will consist of activities within the school, including use of the Indoor and Outdoor Playgrounds, Waterpark and Splash Deck, water table play, as well as a variety of off-premise activities, including, but not limited to, occasional swimming, a variety of field trips (including horseback riding, petting zoo, inflatable water slides, hiking and other daily activities at Adventure Quest) and transportation for such trips. The program also consists of transporting elementary students to and from their respective schools by school bus or private vehicle. I further understand that there are certain risks and dangers inherent in engaging in each of these activities, particularly with respect to any equine activity at Adventure Quest due to the unpredictability of any animal. The undersigned as parents/guardians of, and on behalf of, the above named student, hereby release and agree to hold Country Home Learning Center, its employees, affiliates and agents harmless from any and all claims, demands, suits, liabilities and damages arising out of the activities comprising the program, including claims of negligence (Other than as may be attributable to the gross negligence of Country Home), including, but not limited to, any and all physical injury and/or emotional distress arising therefrom.

Warning

Under Texas law (chapter 87, Civil Practice and Remedies Code), a farm animal professional is not liable for an injury to or the death of a participant in farm animal activities resulting from the inherent risks of farm animal activities.

Date: _____ Parent/Guardian Signature: _____

In the event that I cannot be reached to make arrangements for emergency medical treatment at the time of illness or accident, I hereby authorize the Country Home Learning Center to take my child, _____, to the physician or hospital listed below for medical attention on my behalf.

Doctor/Hospital Name: _____ Phone: _____

Address: _____ Zip: _____

If the above physician is not available, the staff may secure medical attention from any other licensed physician at a hospital emergency room.

Date: _____ Parent/Guardian Signature: _____



Country Home Learning Center Operational Policies and Procedures

Mission Statement: Our mission is to fill the childhood years with boundless opportunities for academic, physical, and social growth in an environment that supports students and their families. Our students will experience a rich variety of hands-on activities that encourage them to explore, discover solutions, and engage in countless projects that challenge and excite young minds. Through all of our varied learning activities, we emphasize our most important vision: to provide our students with many opportunities to succeed every day. Frequent successes in young children promote both self-confidence and a higher self-esteem, which are vital to the learning process. We continuously strive to partner with our families to help build a strong foundation for our students.

Hours of Operation: Country Home is open from 6:30 a.m. until 6:30 p.m. Monday through Friday, twelve months a year.

Calendar:

Country Home is closed for the following holidays / Staff Development Days each year:

New Year's Day	Thanksgiving Day	Martin Luther King Day (Staff Dev. Day)
Memorial Day	Friday following Thanksgiving	Good Friday (Staff Dev. Day)
Independence Day	Christmas Eve	Columbus Day (Staff Dev. Day)
Labor Day	Christmas Day	

If a holiday occurs on a weekend, closure will follow the local business practice. We establish our fees on an annual basis, therefore there is no reduction in tuition for any holidays.

School Weather Closures: We observe all closures declared by the surrounding school district due to inclement weather but encourage you to contact the Center during the day in the event the Center opens later. There will be no reduction or credit in tuition due to school closings for inclement weather.

Enrollment Procedures: Parents are required to complete the enrollment packet, (and update at least annually) the general contact information, personal information sheet, Allergy Emergency Plan, Special Needs Plan and release and waiver, and a signed acknowledgement for Operational Policies. Current immunization records and a physician's statement allowing the child to participate in day care are also required.

Parents are welcome to update their contact information at the front desk as needed. There are Status Change Forms available in the Parent Resource Area for parents to easily access and make any changes without staff assistance. Parents can then hand it to the Front Desk Staff or drop it in the check slot.

Registration & Tuition: At the time of enrollment, a non-refundable registration fee is required in order to reserve a space for your child. Tuition is due every two weeks in advance. Partial weeks at the beginning or end of enrollment will be charged at daily drop-in rates. Please make your tuition payment by Tuesday of each tuition week either by credit card, placing a paper check in the tuition

box at the Front Desk or by a cash payment to Office Staff. Please write your child's name in the memo portion of your check to ensure proper credit.

Late Fees: A \$5.00 per 5-minute late fee will be assessed for parents who are late picking up their children (after 6:30 p.m.) A late fee will be assessed on any unpaid accounts. The tuition rate is based on the classroom in which the child is enrolled, and not on the child's actual birth date. A calendar noting tuition due dates and school holidays is available for your convenience at the Front Desk. There is an added charge for the additional hours of care on school holidays and early dismissal days. Please refer to the Child Care Tuition sheet for these additional fees.

Supply Fee: A registration/supply fee is due two times per year. Please refer to our tuition supplement for a complete list of our fees and tuitions. Please Note: **All Registration Fees, Activity Fees, Supply Fees, and Tuition are Non-Refundable.** This includes monies paid for any current or future Tuition.

Vacation Credit: Because we recognize that time together as a family is invaluable, two weeks vacation credit per year will be given after your child has been enrolled on a *continuous* twelve-month (one year) basis. Two weeks prior notice is required regarding the dates your child will be absent. Vacation credits may be taken as a full-week (five consecutive days) unit only. Vacation credit may only be applied if your child is absent from the Center during the designated vacation period.

Adjustments cannot be given for occasional days off. Unfortunately, our salaries and overhead expenses are not reduced when a child is absent. Therefore, tuition must be paid regardless of attendance in order to support the enrollment space reserved for your child. We hope that you understand our need for financial stability, and we greatly appreciate your cooperation in this matter.

Medical Requirements: Parents of enrolled children must provide proof that they meet applicable immunization requirements as specified by the Texas Department of Health by their child's first date of attendance. Parents must provide the Center with their child's updated shot records as immunizations are received. See: <https://www.dshs.texas.gov/immunization-unit> for current state requirements. Currently the Texas Department of Health does not require TB testing for students in Bexar or Travis counties. We do not require our staff to receive vaccines that would prevent disease.

First-time enrollees who are four years of age or older, and all children enrolled who are four years of age by September 1 of each year must have documentation of hearing and vision screening prior to the end of the first semester of enrollment.

Allergies: Parents of children with a known food allergy, as well as those with other severe allergies such as medications and bee stings, must have their child's physician complete the **Allergy Emergency Plan** form in the enrollment packet. Both the child's physician and parent must sign and date the plan. The completed form must include the following:

1. A form for each food or allergen, (unless the symptoms and treatment are exactly the same) the child is allergic to;
2. Possible symptoms if exposed to an allergen; and
3. Steps to take if the child has an allergic reaction.

Special Needs: In support of children who need inclusive services we will make every effort to incorporate their **Special Needs Plan**, where applicable, into the child's daily activities. We will adapt procedures and vary methods as necessary to care for a child with special needs in their classroom to the best of our abilities. We will provide daily activities that integrate children with and without special care needs in our classrooms. If your child is receiving services provided by specialized

consultants, therapists or other agencies and needs that service at Country Home, we will accommodate it with parental request and approval.

Please stop by the front desk so we can share our **Therapist Procedures Packet** on how we can facilitate that process and communicate with the parent and the agency or service provider.

Parents of children with a diagnosed special need should have their child's professional provider complete the **Special Needs Plan** form in the enrollment packet. Both the child's professional provider and parent must sign and date the plan. The completed form must include the following:

1. The diagnosed medical/physical/mental/behavioral condition and symptoms;
2. Necessary accommodations and/or modifications;
3. List triggers to avoid that may cause a reaction; and
4. List medications that are taken at home and school that support the child's special needs.

We will need the child's therapist and parent to communicate in writing any accommodations recommended by a qualified professional provider. This includes instructions on how to utilize as recommended any adaptive equipment that has been provided to the center for a child's use. Any such adaptive equipment provided must not pose a safety issue for other children.

Personal Belongings: Please avoid sending toys or treasured items with your child to school. We have found that some are not safe or age-appropriate and are often misplaced or broken. We cannot be responsible for lost or damaged personal items.

Clothing Guidelines: We encourage parents to dress children comfortably with safe footwear and in regard to current weather conditions so all children can participate freely and safely in all activities. All young children are encouraged to have a change of clothes at school in case of an accident. Please clearly mark all clothing and other personal belongings to help prevent any losses, as we cannot be responsible for the loss of any personal items brought to the center.

Drop-off and Pick-up: Drop-off and pick-up times for your child must be recorded through the electronic system using the parent's assigned PIN. In the event the system is inoperable, the time and parent's initials are required on the sign-in and sign-out log that is located at the front desk. Parents must accompany their children to and from the assigned classrooms when arriving at and leaving the Center.

Release of Children: We will only release your child to you or to a person whom you have authorized in writing. For your child's safety, we cannot accept verbal authorizations. Please remind any person you authorize to pick up your child to bring their driver's license so we may confirm their identity and document the pickup.

Well Check: The Center performs well checks on the children each day when they enter the child care program. Well checks include observing the child's general mood or changes in behavior, checking for fever, rashes, unusual spots, swelling or bruises, any complaints of pain or not feeling well, any signs or symptoms of disease, or any reported illness in the child's family members.

Toilet Learning: We introduce toilet learning to students who are developmentally ready, according to the parent's wishes. Please provide several changes of clothes with your child's name on them during the early stages of training.

Meals: We offer nutritious morning and afternoon snacks, as well as a home-cooked lunch, prepared at the Center and served family style in each classroom. A breakfast program is available for a nominal fee. This program is intended for those children who eat breakfast at the Center on a regular, daily basis. All of our meals are well balanced and planned to include a variety of foods with different

colors and textures, whole grains, fresh fruits and vegetables and less processed foods. Our menus are posted monthly, available via email, and copies are available from the Director. Our menus are posted monthly, available via email, and copies are available from the Director.

Dietary Guidelines: We follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that is administered by the Texas Department of Agriculture. “Dietary Guidelines for Americans” is a good resource for parents to learn about nutrition and share healthy eating habits with their children. The current guidelines can be found by visiting the website below:

<https://health.gov/dietaryguidelines/2015/>

To ensure the safety of food brought from home, including refrigeration or other means to maintain appropriate temperatures, please give your child’s meal and/or snack from home to the center’s Cook in the kitchen. All food brought in from outside of the center must be labeled with the child’s first and last name, their class name and the date. On Special Event or Party Days all food brought from home that will be shared among children, must be commercially prepared or prepared in a kitchen that is inspected by local health officials and must include a list of ingredients.

Infants: We follow the American Academy of Pediatrics' (AAP) recommendations on how to create a safe sleep environment for infants, 12 months and younger. These recommendations include providing a crib that meets the safety standards of the Consumer Product Safety Commission (CPSC), a tight-fitting/firm mattress and fitted sheet designed for that mattress. Nothing else should be in the crib except for the baby.

Infants will always be placed on their backs to sleep. Infants should have one layer of clothing on while sleeping but are allowed to wear a “sleep sac”, and if the infant falls asleep any place other than a crib (bouncy chair, while being held, or arrives to care asleep in a car seat) the infant will be moved to a crib immediately. Please note that swaddling is prohibited in Texas licensed child care centers.

Parents have the right to breastfeed or provide breast milk for their child while in care. Should you wish to breastfeed, please contact the Front Office Staff regarding a comfortable place with a seat in the center to do so. Upon request, a compilation of breastfeeding education and support resources in the community is provided to parents.

Food Allergies: According to the CDC, about 20% of children with food allergies (1 of 5) will have a reaction while at school. Additionally, about 25% of severe food allergy reactions at school (1 of 4) happen to children with no previous known food allergy. They also indicate there are over 170 different foods which can cause food allergies, but most food allergies are caused by milk, eggs, fish, shellfish, wheat, soy, peanuts, and tree nuts. Additional information about children and food allergies can be accessed by visiting the website below:

<https://www.cdc.gov/healthyschools/foodallergies/index.htm>

In the event of a food allergy, intolerance/restriction or dislike of a particular item, parents are welcome to supplement their child’s meal according to the child’s needs. For those parents choosing to provide their child’s lunch and/or snack, milk, fresh fruit and vegetables are available for children who bring lunches from home. Please plan ahead to provide a meal that is of comparable nutritional value. If a parent chooses to provide meals or snacks from home, Country Home is not responsible for its nutritional value or for meeting the child’s daily food needs. Country Home menus are available via e-mail, by subscribing on the Country Home website or at the Front Desk.

<https://countryhomelearningcenter.com/>

Physical Activities: We believe it is important to encourage young people to participate in physical activities that are appropriate for their age, that are enjoyable, and that offer variety. Our program provides opportunities for 120 minutes (2 hours) or more of physical activity daily. We offer both structured and unstructured physical activity in our Classrooms, Theater Arts room, Indoor Playgrounds, Outdoor Playgrounds and our Gym (gym available at most locations). Our program provides 60 minutes of indoor physical activity and 60 minutes of outdoor physical activity each day depending on the age groups.

Research shows physical activity and outdoor play offers a variety of developmental benefits to children. Providing a lasting and positive effect on a child's physical, mental, cognitive, and social-emotional growth. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Inclement Weather: We modify our outdoor activities during inclement weather. If the temperatures are below 40 degrees or above 98 degrees, taking into consideration wind chill and heat index, the children will be offered alternative inside, physical activities. During inclement weather we follow an inclement weather schedule with extra opportunities for physical activity in our indoor playgrounds and our enrichment areas.

We will also modify outdoor activities individually for children with asthma or other breathing related sensitivities. Parents need to notify the office staff at the front desk each day your child will need to remain inside on a day with a reported high air quality index that is a concern for your child.

Screen Time: Our 3-year-old and older children are offered "screen time" (computer, iPad, white board, TV/videos) as part of planned activities, which are age-appropriate, and do not exceed one hour per day. In compliance with Texas Child Care Licensing Minimum Standards children should not be using personal cell phones, Smartwatches, iPods, iPads, tablets, etc. and will need to keep them put away. The only exception is using electronic tablets for supervised homework.

Discipline and Guidance: We strive to prevent behavior problems by establishing consistent, understandable limits and by providing an environment with minimal frustrations. If inappropriate behavior does occur, our teachers respond with sensitivity and skill to help the child understand why the behavior is unacceptable and how to modify it. We do not administer physical punishment at any time.

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using a brief supervised calming activity or area away from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The policy/process includes teacher and/or director having ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around the objective of the program. Parents are kept informed of their child's progress. The director and teachers should be able to provide evidence that they are working together with the parents about decisions regarding the child's experience, which may include written reports for children and a parent communication log.

Dismissal: Our Staff works closely with parents to understand each child and to determine which methods work best for him or her. We provide resources to parents and collaborate with them when a child repeats a challenging behavior to help work towards a positive outcome. When necessary, we will develop a Behavior Management Plan (Behavior Support or Behavior Modification Goals) with Teachers and Parents to help guide a positive outcome. Repeated discipline problems may subject the child to dismissal from school. A child's challenging behavior that results in serious safety concerns for the child, other children in care or Country Home staff may also subject the child to dismissal from school.

Illness: Your child should be free from all communicable diseases and free from fever (100 degrees by ear/armpit) that is accompanied by behavior changes or other signs or symptoms of illness before attendance. If your child becomes ill while attending school, we will provide a quiet, calm place for your child to rest. You will be called to come for your child. Your child will need to be picked up as soon as possible. Your child may return to school when free of all contagious conditions including fever (100 degrees by ear/armpit) without the use of medication, an episode of diarrhea, vomiting or other severe illness symptoms for 24 hours.

Medication: The Center can only administer medication to your child when the original, unexpired medicine bottle contains a prescription label bearing your child's full name and prescribed dosage or when the Center has received written instructions from your child's doctor stating dosage times and amounts. By licensing requirements, the initial dose of the medication must be administered by someone other than Country Home, such as the physician or the parent. Instructions must be consistent with labeling on the medication or doctor's note. All medications are stored and inaccessible to children. In every instance, a parent's signature on the medication log will be required for us to administer medication. Medications are administered at 10:30 a.m. and 2:30 p.m. each day. Medication is administered only by designated staff trained in administration of medication. The medication log is located at the Front Desk.

Medications delivered by a device may be given only by staff trained in use of the device. Written instructions must be provided on indications for use that include signs and symptoms that the medication is needed. Parents must demonstrate use of the device and any special care after use to all staff who will be administering the medication. Documentation of the demonstration must be made including the date and staff in attendance. Training on use and care of the device must be provided annually or as needed with staffing or device changes.

Medical Emergencies: Parents will be notified immediately if a child requires professional medical attention or becomes ill requiring exclusion from the center. Parents will be notified at the time of pickup for less serious injuries such as minor cuts, scratches, or bites resulting in first aid treatment. The contraction of any communicable disease that is *reportable* to the Texas Department of Health will be posted within 48 hours as a notice on or near the front door of the facility or the classroom. A notice of outbreaks of head lice or other infestation will be posted within 48 hours in the classroom where the infestation occurred.

In the event of a medical emergency, the appropriate First Aid will be administered. Country Home requires all staff to be certified in First Aid and CPR. In the event of a life-threatening medical emergency, 911 will always be called first, followed by the parent and the child's physician of record if necessary.

Sun Screen & Insect Repellent: We encourage parents to apply Sun Screen and Insect Repellent at home, if so desired. In the event that a parent is unable to apply Sunscreen/Insect Repellent at home and upon parent request, Country Home Learning Center is willing to apply Sunscreen/Insect Repellent for you. In order to have Sunscreen/Insect Repellent applied please sign the Parent Letter in our Enrollment Packet and simply bring in your Sunscreen/Insect Repellent labeled with your child's full name and physically hand it to the teacher (please do not leave it in your child's bag or cubby). Please be sure to notify your child's teacher of your request to apply Sunscreen/Insect Repellent as well.

Water Activities: The Country Home Waterpark is available for three-year-old classes and older, weather permitting. The Country Home Splash Deck may be available at certain locations for our oldest Toddler classes and above, weather permitting. Classes must be accompanied at all times by their teacher as well as the Waterpark Supervisor when using the Waterpark.

Water shoes are required when visiting the Waterpark or Splash Deck areas, as well as when attending field trips at Adventure Quest in the summer. Children are required to adhere to all posted rules regarding the Waterpark and Splash Deck. Splash days (water play) are available for younger children, and field trips to neighborhood pools are included in our Summer Camp program for elementary school children.

Animals: From time to time a special event may include animals. A written notice will be posted on or near the front door of the facility prior to such an event.

Transportation: Country Home provides transportation from nearby public elementary schools. If we regularly pick up your child from school, please be sure to notify us in advance if your child will not need transportation on any given day. If a parent fails to notify Country Home a \$10 fee will be charged.

Transportation is also provided for various field trips. For any students requiring or requesting the use of a child passenger safety seat system (car seat, harness, or booster seat), we have limited equipment available at our Center. If a parent needs to provide their child's personal car seat, it will need to be installed by the child's parent. All 3-year-old children in any vehicle (large bus, mini-bus, or personal car) and children 4 years old, who weigh less than 40 pounds in a mini-bus, will require a forward-facing child safety seat.

Field Trips: Four-year-old classes and older enjoy field trips to educational and fun venues throughout the local area. A parent signature is required on the field trip notice for each field trip, giving permission for their child to attend. Field trip notices are posted in each classroom.

Emergency Preparedness Plan: In the event of an emergency, the children's safety is our first priority. Each class has a Designated Safe Area depending on the situation. If a class is not in their assigned room at the time of an emergency, they will seek the closest safe area appropriate for the event. Fire drills are conducted every month to ensure a calm, timely evacuation of the building. A diagram is posted in each classroom for fire emergencies, displaying a pre-planned evacuation route in red.

Severe weather drills are conducted at least four times in a calendar year; to ensure classes successfully relocate to their Severe Weather Designated Safe Area. A diagram is posted in each classroom for severe weather emergencies, displaying a pre-planned relocation route in blue. Severe Weather Designated Areas are also identified throughout the center by signs noting the assigned group for that specific area.

Lockdown Drills are conducted at least four times in a calendar year for a volatile or endangering person on the premises or in the area. This drill, much like fire and severe weather drills, is designed to protect the safety of our children and staff by preparing them to respond calmly and effectively in the case of a real emergency.

In the event an emergency requires the relocation of all children to an Alternate Shelter (off-site location), Country Home will notify local media of the event. The pre-determined designated relocation address is posted in each classroom and may also be obtained by contacting any Country Home Learning Center. Parents who have supplied a valid email address will also receive an email as soon as possible regarding the situation, including the relocation address.

When an emergency occurs, Teachers are instructed to do a Name-to-Face Roll Call and count the children prior to leaving their current location, and again do a Name-to-Face Roll Call and count the children once they have reached their Designated Safe Area. Front office and kitchen personnel also assist the younger classes in transitioning the students to the safe area. Infants and non-mobile children will be placed in a mobile crib, stroller, etc. and will be moved to the Designated Safe Area as indicated on the Evacuation Diagram. Toddlers, children with limited mobility, and special needs children will be assigned extra staff to provide assistance and move the children to the Designated Safe Area as indicated on the Evacuation Diagram.

In the event emergency services are required, including the fire department, the Director (or designated Director) will call 911. Families of students will be notified by phone (and local media, if applicable) under the Director's supervision. The Director will also notify the Licensing representative within two days after any occurrence that renders all or part of the program unsafe or unsanitary for a child.

Prevention, Recognition, and Reporting of Child Maltreatment: Country Home requires all employees to receive annual training in the prevention of child abuse and neglect. Information may be obtained from the Director regarding the prevention, recognition and reporting of child maltreatment, or can be accessed at <https://www.childwelfare.gov/>. Country Home will stay current on methods for increasing employee and parent awareness on issues regarding child abuse and neglect, including: factors indicating a child is at risk of abuse or neglect and warning signs indicating a child may be a victim of abuse or neglect. These methods will include increasing employee and parent awareness on prevention techniques for child abuse and neglect. Country Home will also have resources for coordination with appropriate community organizations that have training programs available to Country Home employees, parents and children that are knowledgeable in preventing and responding to abuse and neglect of children and include actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention. Texas Family Code 261.101 requires all child care personnel to report suspected abuse, neglect, or exploitation directly to DFPS. Any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person should immediately make a report to the child abuse hotline: 800-252-5400.

Gang-Free Zone: Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Gun-Free Zone: Pursuant to section 30.07, penal code (trespass by license holder with an openly carried handgun) and section 30.06, penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter H, Chapter 411, Government code (Handgun Licensing Law) may not enter this property with a handgun that is carried openly or concealed.

Parent's Rights: Texas Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.
- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Licensing Contacts: Should the need arise, the Center's state licensing entity in San Antonio can be reached at (210) 337-3399, and in Austin at (512) 834-3195. The child abuse hotline is 800-252-5400 and the licensing entity's website for Texas where parents can access the minimum standards online is (www.tdfps.state.tx.us/). Parents may review a copy of the Center's most recent Licensing Inspection Report posted near the office entryway at the center.

Parental Notification: Written notices applicable to the entire center will be posted in a conspicuous place near the front door entrance. Additional copies of the notice may also be placed on the Front Desk as well as in children's individual cubbies. Notices pertaining to a specific classroom will be posted in that particular room.

Policy Changes: A notification will be posted on our Parent Board in the Resource Room to notify you in writing prior to the effective date should any item in the Operational Policies change.

Parental Involvement: We encourage our parents to:

- (1) Come by and observe our classes at any time. Our interior windows provide easy visibility into our classrooms. Prior approval is not required;
- (2) Participate in special events and activities occurring throughout the year (notices will be posted);
- (3) Contact the Director should you desire to review the Center's copy of the state Minimum Standards as well as the Center's most recent Licensing inspection report.

Conferences: If you have any questions or suggestions, feel free to speak with your child's Teacher or the Director. Country Home schedules parent/teacher conferences at least twice a year, however, additional conferences can be scheduled at your request. Information from teacher observations and written assessments is shared. In addition, written student evaluations are completed by our staff four times per year and provided to parents at least two times a year.

Should you have any questions or concerns about any Country Home policies or procedures, please contact the Director or Assistant Director by phone or in person any time during regular business hours. Thank you for choosing Country Home. We hope you will feel secure in the knowledge that your child is safe and actively participating in the most positive educational environment available! Rest assured; we strive for continued excellence in all that we provide for our children at Country Home. We look forward to working with you and your child.

Country Home Learning Center



**Parent's Acknowledgement for receipt of
Country Home Learning Center
Operational Policies & Procedures
(dated 09/28/2023)**

Student's Name

Parent's Signature

Date



Immunization Request Form

Child's Name: _____ Birthdate: _____

Physician should write in the date each immunization was given or attach a dated shot record to this form.

_____ OPV #1 (2 months)	_____ DPT #1 (2 months)	_____ MMR #1 (1+ year)
_____ OPV #2 (4 months)	_____ DPT #2 (4 months)	_____ MMR #2 (4 + years)
_____ OPV #3 (by 1 year)	_____ DPT #3 (6 months)	_____ Hib #1 (2 months)
_____ OPV Booster (4+ years)	_____ DPT #4 (15 months)	_____ Hib #2 (4 months)
_____ Hep B #1	_____ Hep A #1	_____ Hib #3 (12 months +)
_____ Hep B #2	_____ Hep A #2	OR
_____ Hep B #3		_____ Hib (on or after 15 mths; if none above met)
_____ PCV/PPV #1	_____ PCV/PPV #2	_____ Varicella (at 16 mths)
_____ PCV/PPV #3	_____ PCV/PPV #4	
_____ Physician Statement	_____ Hearing screening (at 4 & 5 years)	_____ Vision screening (at 4 & 5 years)

Physician's Signature or Stamp: _____

Hearing:

Mandatory for all 4 year olds

Hz	500	1000	2000	4000
R				
L				

Pass: _____ Fail: _____

Vision: R/20 _____ L/20 _____ Pass: _____ Fail: _____

With Correction: _____ Yes (or) _____ No Chart Used: _____ Letter (or) _____ HOTV

Examiner's Signature: _____ Date: _____

Physician's Statement

_____ (Child's Name) has been examined by me and found to be free of all contagious diseases, and is physically able to participate in all school activities.

Restrictions and recommendations (if any): _____

Height: _____ Weight: _____

Physician's Signature: _____ Date: _____

I, _____ give consent for CHLC to print my child's Official Immunization Record from immtrac.dshs.texas.gov, if available.

Parent Signature: _____ Date: _____



Medical Waiver



My child _____ has his/her immunization records, TB
tine skin test record, hearing and vision screenings on file at his/her elementary school.

School Name: _____

Address: _____

Phone: _____

Parent's signature: _____

Date signed: _____



Afterschool Transportation Authorization



I, the undersigned parent, hereby authorize Country Home Learning Center to transport my child, _____ who is in the _____ grade,

From (to) _____ Elementary School To (from) _____ Country Home Learning Center Before/After School Care.

Will your child ride the Country Home bus in the morning to school? Yes _____ No _____

My child, _____ who is in the _____ grade, will be

Picked up/Dropped off at Country Home Learning Center, From _____

Elementary School, by the Public School Bus # _____.

Parent's Signature

In order to ensure a smooth transition during the first week of the new school year, it is very important that we know which children will require our transportation to Country Home. Some parents wish to provide transportation the first few days of school, which can lead to confusion if we are also planning to pick up your child.

The following is for the first week of school only.

I request Country Home Learning Center to pick my child up from his/her elementary school on the following days during the **FIRST WEEK** of school. Please place a checkmark on the days you want Country Home to pick up your child.

Monday

Tuesday

Wednesday

Thursday

Friday



Parent Notification of Custody Issues

We cannot legally prevent a child from being picked up by a parent or person designated by a parent. If parents are legally separated or divorced, we cannot restrict the days or times either parent picks up their child/children. Parents must be responsible to adhere to their custody agreement and/or decide between themselves which days and times each of them will pick up their child/children. Country Home Learning Center is legally obligated to release the child/children to their parent.

If a parent has no legal right to pick up their child, or has a restraining order in effect, the school **MUST HAVE A COPY OF THE COURT ORDER** stating such on file. Otherwise, either parent may check the child out of the school with proper identification.

I have read the above statement regarding pick up/custody issues of legally separated or divorced parents. This form should be signed regardless of your marital status. Your signature simply states that you understand Country Home Learning Center policy regarding custody issues.

Student Name(s) _____

Parent/Guardian Signature _____

Date _____



Photography and Videotaping Release

Student name: _____

From time to time Country Home Learning Center or its subsidiaries, parents, guardians, or relatives of other children enrolled in our Center, as well as the news media, may videotape or photograph your child and/or their class.

By signing my name on this document, I hereby acknowledge and agree:

- That Country Home Learning Center or its subsidiaries have my permission to allow the recording of my child's likeness or image on videotape or photograph for future use.
- That Country Home Learning Center and its subsidiaries are under no obligation to provide notification prior to my child's participation in activities which may result in such photography or videotaping.
- That Country Home Learning Center and its subsidiaries are under no obligation to provide notification prior to the use of such photography or videotaping.
- That I and/or my child will receive no financial or in-kind compensation for the use of my child's likeness or image by Country Home Learning Center or its subsidiaries, parents, guardians, or relatives of other children enrolled in Country Home Learning Center, as well as the news media.
- This authorization in no way guarantees that my child's likeness or image will be used.

If I do not wish for my child's likeness or image to be used according to such above-stated conditions, I acknowledge and agree that I will provide the Director with written notification of such intent, prior to my child's enrollment within Country Home Learning Center, or at a later date if the need should arise.

I hereby authorize my child to participate in activities which may be videotaped or photographed and acknowledge my understanding and agreement to the terms and conditions stated within this document.

Parent's/Legal Guardian's Signature

Date



Dear Parents,

Due to the increasing number of severe allergic reactions to peanut butter and peanut butter products among preschool children, Country Home Learning Center will be eliminating peanut butter from our centers. It has been documented that severely allergic children can react simply to the smell of peanut butter, without even ingesting it.

Since there may be children in our care who have or may develop an allergic reaction to peanut butter, we feel the presence of peanut butter is not worth the risk to our children's health.

We ask that parents support our effort in keeping Country Home a peanut free environment for the sake of all our children and we appreciate your cooperation in sending non-peanut butter snack and party treats in the future.

Thank you for helping us keep our children safe and healthy!

Country Home Learning Center



Dear Parents,

We encourage parents to apply Sunscreen/Insect Repellant at home, if so desired. In the event that a parent is unable to apply Sunscreen/Insect Repellant at home and upon parent request, Country Home Learning Center is willing to apply Sunscreen/Insect Repellant for you. Having signed our acknowledgement below, in order to have Sunscreen/Insect Repellant applied you will simply need to bring in your Sunscreen/insect Repellant labeled with your child's full name.

Please be sure to notify your child's teacher of your request to apply Sunscreen/Insect Repellant. The Sunscreen/Insect Repellant must be physically handed to the caregiver and not simply left in the child's cubby or bag.

Texas Department of Family Protective Services required your signature acknowledging your awareness of this policy. Your signature below authorizes Country Home Learning Center to apply Sunscreen or Insect Repellant on your child upon request.

Child's Name _____

Parent or Guardian Signature

Date

Thank You for your attention to this matter!

Country Home Learning Center



Infant Parent Information

Bottles:

Bottles must be prepared ahead of time. Please mark both the top and bottom half of the bottle itself with the child's first name and last initial.

Pacifiers:

If the child uses a pacifier, please mark with the child's initials. We will store them in an individually marked container when not in use. Please do not attach a plush pacifier holder, these are considered stuffed toys and are not allowed in cribs per TDFPS.

Baby Food:

Mark boxes and containers with the child's first name and last initial. Commercial baby food cannot be in a glass jar, only plastic is permitted in the room. Parents will be asked to complete/update the infant feeding schedule each month.

Bibs:

Please provide 2-3 bibs each day with your child's first name and last initial marked on the back. Dirty bibs will be sent home daily to be laundered.

Blankets:

You may provide a sleep sack or wearable blanket as an alternative to loose blankets. TDFPS does not allow loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads or comforters for children younger than 12 months of age. Please mark the sleep sack or wearable blanket with the child's first name and last initial. Items will be sent home every Friday or as needed.

Crib Sheets:

Country Home provides crib sheets. Sheets are laundered at Country Home every Friday or as needed.

Spare Clothes:

Please mark the spare clothing with the child's first name and last initial. Clothes may be stored in the child's cubby or diaper bag. Plastic bags are not allowed in the classroom.

Diapers And Wipes:

Please mark wipe container with child's first name and last initial. We will individually mark the diapers with the child's initials. We will indicate when the supplies are getting low on the child's daily report.

Topical Creams & Ointments:

In order to apply creams, ointments, or lotions to your child we need you to bring in the topical cream, etc. with the child's name & last initial labeled on the container. Any prescription creams must be signed in at the front desk on the **Medication Log** but may be kept in the classroom and applied by the Teacher. Please tell the Teacher symptoms for applying the cream, dosage amounts or frequency may not exceed label directions.

Thank You,

The Infant Room Staff
Country Home Learning Center



Infant Feeding Schedule

Dear Parents,

Please fill out the information below so that we can have a record of the daily schedule your child usually follows.

Baby's Name _____ Birth Date _____

Breast Milk _____ Formula _____ Name of Formula _____

On Demand Yes _____ No _____ Warm _____ Cold _____

Bottle Feedings (note times and amount): _____

Pacifier Yes _____ No _____

Solid feedings: (cereal, fruits, veggies, other....)

Breakfast time _____ Note amounts	Lunch time _____ Note amounts	Snack times _____ Note amounts

Usual nap times: _____

ALLERGIES: _____

For the safety of the babies, any Milk/Formula left behind will be thrown out at the end of the day unless the bottles are dated.

Picked up by whom: _____

Time of usual pick up: _____

Thank you for helping us

Parent's Signature

Date



Toddler Parent Information

Training Cups:

Training Cups will be provided by Country Home. However, if parents want to bring their own personal training cup for their child that is also fine. If you want to send your child's own training cup, you need to send 3 training cups daily. The cup and lid must be labeled with the child's first name and initial of their last name and be cleaned and sanitized between each use. In order not to lose any personal cups, we will not clean and sanitize them at Country Home. Instead we will pour out the contents of the cup and send it home to be cleaned and sanitized.

Pacifiers:

If the child uses a pacifier, please mark with the child's initials. We will store them in a container when not in use.

Bibs:

Please provide 2-3 bibs each day with your child's first name and last initial marked on the back. Dirty bibs will be sent home daily to be laundered.

Naptime:

If your **toddler is 12 months or older** you may provide a lightweight blanket, small pillow, and sleeping buddy for naptime only. A crib sheet is optional, but may be included. Please label all items with the child's name. Naptime supplies will be sent home every Friday or as needed to be washed.

Spare Clothes:

Please mark the spare clothing with the child's first name and last initial. Clothes may be stored in the child's cubby or bag. **Plastic bags are not allowed in the classroom.**

Diapers and Wipes:

Please mark wipe container with child's first name and last initial. We will individually mark the diapers with the child's initials. We will indicate when the supplies are getting low on the child's daily report.

Topical Creams & Ointments:

In order to apply creams, ointments, or lotions to your child we need you to bring in the topical cream, etc. with the child's name & last initial labeled on the container. Any prescription creams must be signed in at the front desk on the **Medication Log** but may be kept in the classroom and applied by the Teacher. Please tell the Teacher symptoms for applying the cream, dosage amounts or frequency may not exceed label directions.

Thank You,

The Toddler Room Staff
Country Home Learning Center



Attention Parents of all Afterschool Children

*******Important Reminder*******

Dear Parents,

If you intend to pick up your child from his/her elementary school on any given day, please remember to contact Country Home ahead of time. Our bus drivers will not leave the school until ALL children are accounted for each day. While you may know where your child is, neither your elementary school nor Country Home may be aware of your plans. It can be a difficult process to determine your child's whereabouts once the school day is over, especially if we are unable to reach you by phone. By advising us ahead of time, you will prevent a great deal of confusion for everyone concerned.

If a parent fails to notify Country Home of their child's absence, a \$10 fee will be charged to your account for each occurrence.

Please pick up a Country Home I.D. tag for your child to wear daily.

Thank you for your help and your understanding.

Country Home Learning Center



Dear Parents,

Country Home Learning Center offers a Parent Portal for account access with the ability to pay online. A valid parent email must be on file in order to activate the Parent Portal.

To register for the Parent Portal, parents will need to respond to an **emailed invitation** from **CHLC**, which will contain a link to create a password. (Each parent/guardian will receive their own email and set up their own password.) The Username is the parent's/guardian's email address on file at Country Home. Once registered, the Parent Portal can be accessed through this same emailed link, as well as a Parent Portal link on Country Home's website, www.CountryHomeLearningCenter.com located at the bottom of the page, under "USEFUL LINKS".

This new software will allow parents to:

- * View billing account activity
- * Manage online payments
- * Enter or update the payment method
- * Enroll or dis-enroll in AutoPay
- * Unlock the front door for entry into the school
- * Sign your child In and Out at the Front Desk kiosk using your PIN (personal identification number). *Please request a 4-digit PIN at the Front Desk. **The PIN cannot begin with "0". Each parent/guardian must have their own PIN.***

AUTOMATIC PAYMENT OPTION:
AUTOPAY WILL NEED TO BE SET UP BY YOU,
THE PARENT, IN ORDER TO AUTOMATICALLY
PROCESS YOUR TUITION PAYMENTS

Parents wishing to enroll in the automated payment system will need to do so by responding to the CHLC email, registering for the Parent Portal, selecting "AutoPay", and entering the chosen payment method. Please note that only one parent/guardian per family should set up the autopay process to prevent an overpayment on the account.

Parents may also choose to make single payments through the CHLC Parent Portal, once registered, regardless of whether they are enrolled in AutoPay or not.

Special Note: Service Fees charged by the processor for online transactions are as follows and will be *in addition* to the balance owed as stated on the CHLC account:

Debit/Credit Cards – 2.75% of payment

**ACH instant verification fee - \$1.50 one-time setup fee per bank account
(To prevent duplicate setup fees, please select your bank account only once.)**

**ACH (Automated Clearing House) bank transactions – 0.5% of payment,
with a maximum of \$5.00 per transaction**

An invitation to register for the CHLC Parent Portal is automatically sent upon the completion of the student enrollment process. Please check your email (**promotions/spam folders**) for the email from **CHLC**. In the event you do not receive an email, please remember that you can access the Parent Portal through www.CountryHomeLearningCenter.com by scrolling to the bottom of any page and selecting the Parent Portal link.

While Country Home cannot set up your payment method for you, we are here to assist you in any way! Please contact your Director if you have any question or concerns.

Sincerely,

Country Home Learning Center

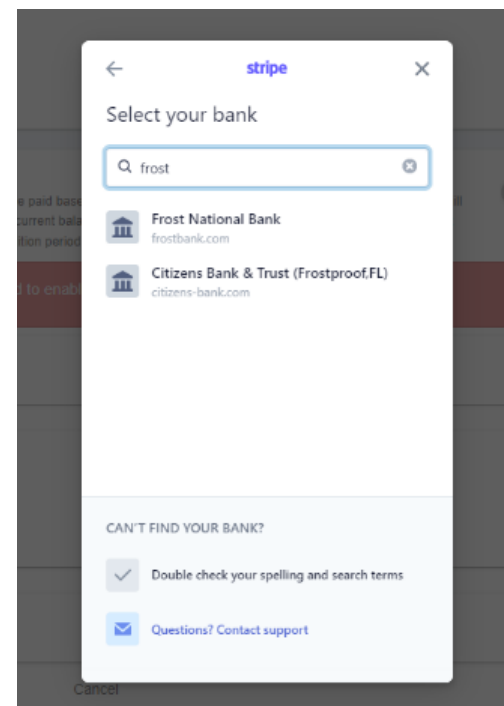
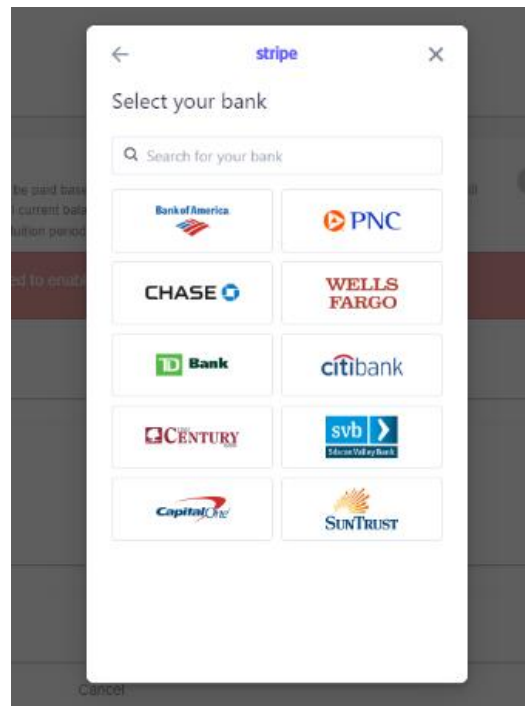


Parent Portal ACH Setup

To set up an ACH payment method, log into the Country Home Parent Portal. Click “Make a Payment” or “Manage Autopay.” Select “Check/ACH”, then select “Add Bank Account”. After agreeing to the terms, you will see the following screens. (If your bank does not appear in the first screen, there is a search field above the logos to enter your bank’s name.) After selecting your bank (if it is in the Stripe network), the system will ask you to log into your bank so that you can select the bank account you would like to use for payments.

Please note that when logging into the portal after you have set up your bank account, you will see the option “Previous Payment Methods.” By selecting this option, you will be able to view the bank account that has been saved in the system.

If your experience is requiring the input of routing and account numbers, then you are in an old portal. Please go to CountryHomeLearningCenter.com, scroll to the bottom of the page, select the “Parent Portal” link, and then select “Forget Password” (even if you know your password). By doing this, the system will send you the updated link and you can start fresh with the payment setup process.





Technology Fees

A required Technology Fee will be assessed once a month to all children. This fee varies per age and based on what we offer each age group.

Infants, Toddlers, and 2-Year-Old Classes

A \$7 monthly Technology Fee will be charged for all children in the Infant, Toddler, and 2-year-old classes. This fee includes...

- Tadpoles, which is a reporting system that provides parents with a digital daily report, including the ability to share pictures of your child at Country Home
- Teachers' iPads in every classroom to document children's daily reported items
- Fiber optic internet to support the state-of-the-art technology
- Supporting technological resources

3-year-old, 4-year-old, and Excel Classes

An \$11 monthly Technology Fee will be charged for all children in the 3-year-old, 4-year-old, and Excel classes.

- Tadpoles, which is a reporting system that provides parents with a digital daily report, with the ability to share pictures of your child at Country Home
- Teachers' iPads in every classroom to document children's daily reported items
- An individual ABCMouse.com account for your child that can be accessed at Country Home and at home
- The student use of on-site iPads during your child's scheduled ABCMouse rotations
- The utilization of our Interactive Whiteboards during your child's scheduled class rotations.
- The use of educational games on the Country Home computers
- Fiber optic internet to support the state-of-the-art technology
- Supporting technological resources

After School and Summer Camp Classes

A \$7 monthly Technology Fee will be assessed for all children in the After School and Summer Camp classes. This fee includes...

- The utilization of our Interactive Whiteboards during your child's scheduled class rotations.
- The use of educational games on the Country Home computers
- Fiber optic internet to support the state-of-the-art technology
- Supporting technological resources

We are excited about our new technology features, and if you have any further questions, please do not hesitate to ask the Director.



Parent Orientation Checklist

Child's Name _____

Birth Date _____ Start Date _____

Parent/Guardian Names(s) _____

Director is to complete this form, by ensuring/checking each of the following items:

____ Overview of Program Philosophy and Curriculum Goals

____ Tour of Facility

____ Introduction to Teaching Staff

____ Parent visit with the Classroom Teacher (extended visit by parent or child is available)

____ Parent Handbook Received

____ Discussion of Families Expectations and the Needs of the Child

____ Overview of Available Family Support Resources and Activities

____ Overview of Accreditations: Cognia, TRS, NAC (where applicable)

____ Encouraged to inform the center of any element related to their CCS enrollment (if applicable)

____ Acknowledgment of Open Door Policy

____ Enrollment Information pg. 1-2 Complete

____ Release and Waiver Complete

____ Parents Agreement Signed and Dated

____ Parent Notification of Custody Issues Signed

____ Photography and Video Tape Release Signed

____ Sunscreen/Insect Repellent Application Form Signed

____ Parent Acknowledgment of Country Home Operational Policies Signed

____ Afterschool Transportation Authorization

____ Immunization Record Received

____ Physicians Statement (Pre-school) or Medical Waiver Received (Afterschool)

____ Allergy Action Plan and/or Special Needs Care Plan Completed (if applicable)

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____