

# Eagle Mountain-Saginaw ISD Child Care

## Registration Procedure and Related Information

### Enrollment Eligibility

The Child Care will enroll children 6 weeks of age through preschool (pre-kindergarten). Enrollment in EM-S Child Care is open to all EM-S ISD employees who are eligible for benefits and students enrolled in the school district who have young children. Part-time enrollment will not be available. While a child may attend the program on a part-time basis, the full monthly tuition will not be reduced.

### What is the process to enroll my child?

We accept applications for enrollment year-round. The application form is available on the EM-S ISD website. Complete and return the form and \$50 per child application fee to Carol Renfro at the Hafley Development Center. This fee is non-refundable. Indicate desired date/school year of enrollment. Forms are dated and timed as they are received. If you wish to enroll your child in the current school year, you will be advised if space is available for immediate enrollment, or if your child's name will be placed on the waiting list. If you are making application for the next year's enrollment, your child's name will be placed on the waiting list. You will be notified by May 1 if there is an opening for the next school year.

### 2017-2018 Tuition

Age	2017-2018	Days	Total	10 month (Sept-June)	12 month (Sept-Aug)
Infant	45.00	X 184	\$8280	\$828.00	\$690.00
Ones	\$41.00	X 184	\$7544	\$754.40	\$628.67
Twos	\$39.00	X 184	\$7176	\$717.60	\$ 598.00
Threes	\$35.00	X 184	\$6440	\$644.00	\$536.67
Fours	\$35.00	X 184	\$6440	\$644.00	\$536.67

**Children are enrolled in classes based upon their age on September 1 of the current school year.**

**Children are not promoted during the school year.**

Monthly tuition includes a hot lunch and two (2) snacks per day. Parents of infants must provide formula or breast milk and appropriate baby food until the child is able to eat "table food." Parents of infants and toddlers (not potty trained) must provide diapers/pull-ups, baby wipes and ointments for their child.

### **Other Fees**

Application Fee of \$50.00 per child is due at time of application for enrollment.

Supply Fee of \$50.00 per child (2 years and older only) is due annually on **September 1**. If a child enrolls January 1 or later, a \$25 Supply Fee will be due at the time of enrollment.

### **Tuition Collection Policies & Procedures**

Employees of the school district are strongly encouraged to have their tuition payment deducted from their paycheck in 10 or 12 monthly payments. A payroll deduction form is included in the enrollment packet. Payroll deduction is quick, convenient and hassle-free. The center will not give credit or "tuition forgiveness" for days absent. If a child enrolls after the beginning of the EM-S ISD academic calendar, child care fees will be prorated and will be based on the child's first day at the center.

### **Waiting List**

The EM-S Child Care will enroll the maximum number of children in each age then start a waiting list for each group. The Hafley Development Center principal will monitor the waiting list and contact the next person on the list as space becomes available. If the child on the waiting list is a newborn, the parent will be notified when space is available. If the infant is not able to begin at that time, the parent will be given the option to immediately begin paying tuition or to allow the next child on the waiting list to take the space. Please discuss this with the principal if you have questions.

### **Hours of Operation and School Calendar**

The Child Care will be open 6:45 a.m. - 5:15 p.m. Monday through Friday. The Child Care will operate 184 days per year, following the calendar set for Eagle Mountain-Saginaw ISD employees. Childcare will be available for staff development days and other workdays in which EM-S ISD employees are required to work. In the event of temporary low enrollment at the Child Care, the staffing pattern will be adjusted to re-group children and reduce staff until the regular enrollment pattern resumes.

**Parents are expected to pick up their children by 5:15 p.m. each day. Beginning at 5:16 p.m., a late fee of \$1.00 per child per minute will be charged for late pickup.**

Children arriving earlier than 7:30 a.m. may be grouped with children from other classes and/or received by a teacher other than his/her regular classroom teacher. After 4:30 p.m., children remaining at the center may be grouped with other classes until parent pickup.

**If the district cancels classes, the child care will also be closed.**

**Mission Statement**

EM-S Child Care is a unique center combining high quality child development programming with a nurturing and warm environment for young children. Sound child development practice states that a child needs a place where he or she receives individual attention, is encouraged to be creative and expressive, is led to new discoveries about his or her world, and can enjoy quiet nurturing moments. Coming to work with mom or dad is an added benefit. By providing a child care program for employees, Eagle Mountain-Saginaw Independent School District is striving to assist its employees in building strong family lives and a solid, stable workforce. The mission of the EM-S Child Care is to provide high quality child care for the employees of Eagle Mountain-Saginaw Independent School District in order to attract employees and lessen turnover and absenteeism. According to the National Association for the Education of Young Children, a key factor in assessing quality in child care is the child-to-staff ratio. Lower ratios are better, enabling teachers to provide the guidance and individual attention children should receive. Knowledgeable, professional staffs are vital to ensuring each child's progress and happiness. EM-S Child Care teachers will be carefully selected based on their training, experience, and nurturing qualities. They will use a variety of instructional tools as part of a flexible, well-balanced curriculum and receive continuing training on an ongoing basis.

**Curriculum**

EM-S Child Care will provide high quality child care based on sound child development research and developmentally appropriate practice. Based on the theory that children learn through play, the program will reflect the guidelines established by the National Association for the Education of Young Children in its "Developmentally Appropriate Practice Statement." You may obtain a full-text copy of this document by visiting the NAEYC website at <http://www.naeyc.org> . Children will be learning sound language skills, expressing his or her ideas clearly, finding ways to solve problems, negotiating play schemes with other children, learning to make comparisons, predicting outcomes, expressing his or her feelings, and discovering new things. The program will be child-centered with activities and lesson plans aimed at preparing children socially and emotionally for the transition from an early childhood program into Kindergarten and beyond with the necessary skills to promote self-confidence and a readiness to learn with success. The teacher's role will be to observe and document your child's developmental abilities and to plan choices in play areas throughout the room that will encourage your child to practice old skills and try new ones. The child care director will work closely with the classroom staff to develop programs that meet the individual needs of children and foster the creativity that makes early childhood a fun and imaginative time for children.

**Positive Guidance**

Preschoolers are learning to be part of a social group. Juggling his or her own needs with that of the group's is sometimes difficult for the young child. For this reason, preschool teachers view discipline as a time to help your child learn new social skills. It is a

teaching time, a time to remain positive and supportive of the child. The techniques teachers will use include redirecting children, offering him or her words to use in solving problems, and a chance to try again, as well as modifying the environment or routine to better meet the child's needs. Only after the teacher has tried other techniques will a child be removed from the group and placed in another area of the room until he or she is ready to return to the activity. At no time will physical punishment, demeaning or embarrassing tactics be used to correct children or modify their behaviors.

### **Severe Behavior**

When a child has needs that EM-S Child Care staff is not able to accommodate, the Child Care Coordinator and/or the building principal will meet with the parent to develop a plan of action. The staff will do everything possible to support the child's continued participation at the center. However, if the child's behavior shows no progress, parents will be required to find alternative child care for the well-being of the child and his or her classmates.

### **Parent Involvement and Communication**

EM-S Child Care will strive to assist parents in understanding the developmental stages their children experience, enabling them to contribute most effectively to the child's growth and enrichment. Parents are encouraged to visit the EM-S Child Care and observe how their child interacts with the staff and other children. Brief conversations with teachers are always welcome. In-depth, personal conferences with parents may be scheduled at any time to discuss the growth and development of individual children.

### **Other Programs Offered on the Same Campus**

The following programs will be located on the first floor of the campus: EM-S Child Care, PreKindergarten classes, and Preschool Program for Children with Disabilities (PPCD). The second floor includes professional learning rooms and offices.

Each program on this campus will function independently of one another except the child care and PPCD program. Some child care classes will participate with PPCD students. A certified teacher will teach this class during a portion of each day. Students in the PPCD program will receive instruction with the child care students. The ability to serve these students in a classroom with typically developing three year olds is a very important part of our program. If you have concerns or questions, please contact Carol Renfro