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Laugh and Learn Enrollment Packet:

Welcome to Laugh and Learn. Here's some background information about the owners, Jim and Becca Combs. Becca is a Speech-Language Pathologist (SLP) with over 20 years of experience in child development. She had maintained her job at Whiteside School, as a SLP, over the past 20 years, while helping at Laugh and Learn in the evenings and during summer breaks. In 2019 Becca fulfilled her last school year at Whiteside working with children with special needs to focus on the Laugh and Learn programs. Jim left his job at A.G. Edwards, in 2004, to pursue a career in child development. They have been running Laugh and Learn ever since. They built and opened Laugh and Learn, in Freeburg, in 2005, built another center in Mascoutah in 2010 and doubled the size of that building in 2012. During that time, they have raised two children, son, Mason 18, and daughter, Skyler 17, who both attended Freeburg Grade School and currently attend Freeburg High School. Laugh and Learn is so excited to get to know you and your child/children. Enrollment with us includes children between the ages of 6 weeks through 12 years old at our Freeburg and Mascoutah locations. Here at Freeburg Elementary and Middle School, we provide care for school-aged children before and after school and during summer and school breaks, with the exception of the Holidays listed below. Included in this packet are the forms that need to be filled out and signed for our records. Please let us know of any questions or concerns you may have. Our doors are always open to assist you in any way we can. Let's get started. Below, you will find a checklist of all the amounts and forms that need to be signed and returned to us.

- \$25.00 enrollment fee
- Weekly tuition
- Signature of Arrival/Departure Procedures
- Signature of Picture/Video permission
- Record of child information
- Consent to daycare providers concerning emergency medical care, administering medicine, authorized child pick-up, trips/ excursions and swimming.
- Email Contact: _____

Laugh and Learn Rates

	Before School ONLY	After School ONLY	Before AND After School	Half Day of School	Full Day/ No School	Full Week/ No School/
Per Student	\$9/day	\$16/day	\$19/day, \$90/week	\$20/day	\$38/day	\$165/week

Holidays

Laugh and Learn is closed on the following Holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and Friday After
- Christmas Eve
- Christmas Day

Holidays may be observed on another day when they fall on a weekend.

Arrival/Departure

Upon arrival and departure, you are required to sign your child/children in. When picking up your child, you must notify the teacher in charge and sign out before departing. Persons other than those designated in your child's file will not be allowed to remove a child from the program without proper notification from parent or person responsible. A phone call or written permission slip will be required. A photo ID will be required for undesignated, but confirmed persons picking up your child.

Procedure for late pick-up:

1. At 5:30 a phone call will be made to parent or guardian.
2. At 5 minutes past 5:30 a phone call will be made to parent and/or contacts on file that are authorized to pick up child.
3. At 10 minutes past 5:30 steps 1 and 2 will be repeated until 6:30.
4. At 6:30 the Freeburg Police Department will be notified.

Laugh and Learn will be responsible for the child's protection and well-being until the parent or outside authorities arrive.

(A fee of \$1.00 per minute past 5:30 will be applied to your bill.)

X _____

Parent Signature & Date

PICTURES/VIDEOS

I/We give permission for Laugh and Learn to take pictures of my child for classroom projects, newsletters, parent gifts, bulletin boards, parent communication APPs (such as Class Dojo or Remind Me) and advertisements.

X _____

Parent Signature and Date

Behavior Management Plan

Laugh and Learn uses developmentally appropriate discipline. Teachers assess each child and the situation and responds in a respectful manner. Our teachers establish expectations, limits and boundaries and appropriate responses/consequences for the developmental level of the child. as appropriate, a children will be redirected and shown appropriate models for good behavior. If needed, children will be removed from the group to calm down. Undesired behaviors will be responded to in a non-threatening manner. Threats, corporal punishment, humiliation, and deprivation of snacks, rest, and bathroom breaks are unacceptable. Laugh and Learn has a strong policy of using positive reinforcement to encourage good behavior. We recognize a child's good behavior in order to limit unwanted behaviors. Our approach to discipline allows your child to have freedom to explore and discover their world within safe and secure boundaries. We provide good models to help children develop self-control, self-regulation, and problem solving skills to resolve their conflicts. Parents, or Person responsible for picking up, will be notified of unacceptable behavior and a plan of action,

_____ ✕

Parent Signature & Date

Discharge/Withdrawal Policy

Discharges are based on the following actions:

- Parents/guardians have failed to meet tuition requirements.
- Parents/guardians have consistently arrived late to pick-up child.
- Parent/guardian physically or verbally abuses a staff member.
- Child has a disruptive behavior. (i.e. biting, kicking, pushing, hitting, foul language, ignoring adult direction/classroom rules, and lack of respect for authority)
- Reasonable accommodations will be made for children with disabilities for a trial basis. If the child's needs cannot be met, we may have to discharge your child for his/her best interest.
- Withdrawal: Let us know, as soon as possible, if your child will not be returning.

“Fees to Remember”

A drop box is in the entryway of both buildings for payments.

Enrollment fee: A \$25 non-refundable fee will be due with your enrollment packet.

Late Payment fee: Payments are due on the Friday **before** your child will attend. A \$10 late fee will be applied on the Thursday after payment is due. If payment is not received by the following Friday, your child's spot will not be held.

Late Pick-Up fee: Laugh and Learn closes for the day at 5:30 p.m. sharp. Unfortunately, delays can occur at any time. We would appreciate it if you would notify us if you were unable to pick up your child by 5:30 p.m. However, even if you do call, a fee of \$2 per minute after 5:30 p.m. will apply which is due at that time or it will be charged to your account.

Field Trip fee: Additional fees may be associated with field trips.

Return Check Policy: Returned checks or insufficient funds will result in a payment of \$25.

Holding Fee for Fall: If your child will not attend during the summer and you would like to return in the fall a non-refundable week of tuition is due. For families with multiple children returning in the fall, a week of non-refundable tuition will be charged to your account.

Insurance: Our center is covered by liability insurance while your children are in our care.