2026-2027 School Year
Parent Handbook

310 North Main St.
Arcanum, Ohio 45304
(937) 692-5092

Arcanum Elementary
2011 Trojan Avenue
Arcanum, Ohio 45304
(937) 692-5174

http://www.arcanum-butler.k12.oh.us

Welcome

Welcome to Arcanum Early Learning Center! You have made the important decision to invest time, energy, and finances into an essential time period: your child's early childhood development! We feel that families play an important part in making our program a success. Therefore, it is our goal to work with families to insure your child grows socially, emotionally, and physically!

We offer this handbook to give our families general information about our program including policies, procedures, philosophy, goals, and the curriculum for the children.

We look forward to you becoming familiar with our program. We want you to feel confident in leaving your child in our care during each class. Your child will be valued and cared for as we help our students grow as young children. Thank you for learning with us!

General Information:

Morning Session 8:45 - 11:15 A.M.
Afternoon Session: 12:45 - 3:15 P.M.

2 hour delay schedule:
Morning Session 10:15-12:15
Afternoon Session: 1:15-3:15

2 hour early release schedule:
Morning Session: 8:45-10:45
Afternoon Session: 11:15-1:15 (PM class brings a lunch to eat at school)

Table of Contents

Abuse	*4*
Calendar	*4*
Closings and Delays	*4*
Communication and Collaboration	*4*
Curriculum	*5*
Discipline	*5*
Drop Off and Pick Up	*7*
Enrollment Policy and Procedures	*8*
Governing Organizations	*9*
Health and Well Being	*9*
Helpful Hints for Parents	*12*
Non-Discrimination	*12*
Parties	*12*
Purpose	*13*
Ratios	*13*
Rosters	*13*
Safety	*13*
Schedule	*14*
Special Needs	*14*
Supplies	*15*
Termination of Services	*15*
Toilet Trained	*15*
Toys	*15*
Tuition Payments	*15*
Overdue Tuition Policy	*16*

Absences
If your child will be absent from the Center, please call 692-5092. The Center will need a withdrawal notice when a child will no longer be attending the Arcanum Early Learning Center.

Abuse
The State of Ohio requires all staff members to report any suspected cases of child abuse and/or neglect. The Center will follow this requirement.

Calendar
The Arcanum Early Learning Center follows the school calendar adopted by the Board of Education. Notices will be sent home regarding any changes or special schedules.

Closings and Delays
The Arcanum Early Learning Center will follow the same weather delays and cancelations of Arcanum Elementary. Please note the planned early dismissal schedule on the district calendar. Should there be a reason for an emergency closing or delay due to severe weather, power outage, etc. parents will be notified through the local television and/or radio stations. AELC families are automatically enrolled in our *OneCall Now* system to inform them through phone calls of closings and delays. Additional notification methods are available on the district's website. In the event of a two-hour delay, the AELC will use the following schedule:

- Morning Class: 10:15 A.M. - 12:15 A.M.
- Afternoon Class: 1:15 P.M. - 3:15 P.M.

In the event of a two-hour early release, the AELC will use the following schedule:

- Morning Class: 8:45-10:45
- Afternoon Class: 11:15-1:15

Communication and Collaboration
Open communication between the parents and the teachers is important to quality education and care. We ask that parents notify the Center of any changes in your child's life outside school (Example: illness, death of family member, friend or pet, change in home situation, parent losing his/her job, lack of sleep, etc.). The Center will send home newsletters, notes, etc. to inform parents of activities, special events, or other important happenings with your child at the Center.

Parents who have questions about the program or their child are encouraged to speak with the child's teacher. If you wish a conference, please arrange a time with your child's teacher. Please limit conversations with the teacher/assistants when picking up or leaving your child. This is to ensure the safety of the children. You may schedule a conference with the teachers at a mutually convenient time to discuss your concern and suggestions. We encourage parents to share their knowledge, experience, and talents to the center classroom. Please consult your child's teachers if you would like to participate in this capacity in the classroom.

1. Please check monthly newsletters.

2. Parents wishing to make a classroom visit should schedule the visit with the classroom teacher.

3. Two parent/teacher conferences will be scheduled during the year for the Monday-Wednesday-Friday classes. One parent/teacher conference will be held for the Tuesday-Thursday classes. This is an opportunity for the parents and teachers to discuss the child's progress or concerns while at the Center. Parents should feel free to talk to his/her child's teacher throughout the year to express their concerns. Please let the staff know about the life changes involving your child that may affect your child's behavior or participation in the day's activities.
4. Parents are encouraged to call at anytime to inquire about their child

Curriculum

The goal of the Arcanum Early Learning Center is to provide a curriculum that focuses on kindergarten readiness. The preschool provides academic instruction based on Ohio's Early Learning and Development Standards. The staff communicates these standards daily language that students can understand. Your child will also be involved in play experiences that will teach him/her basic math and science concepts. Lastly, the Center recognizes the importance of language in your child's development; therefore, your child will have many opportunities for development in this area through the use of books, toys, puppets, etc. All activities are planned with your child's development and fun experience in mind!

Preschool for older 4's and 5's -This class is for older preschool children who will be kindergarten eligible for the following year. Children participate in hands-on activities with emphasis placed on kindergarten readiness skills. Children will develop these through play-based learning centers, small group, and large group activities. Note: Arcanum Elementary requires that students turn five years old on or prior to August 1st of their enrollment year of kindergarten.

Preschool for 3-year-olds and young 4's not entering kindergarten the following year-This class is an introductory class designed to meet the needs of younger children. Children participate in hands-on learning experiences. Children develop skills through play-based learning centers, small group, and large group activities.

Discipline

Discipline Policy based on the Department of Education (3301-37-10)

(A) <u>A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.</u>

As stated in our philosophy, we feel children are unique individuals and should be treated with respect in order to develop a sense of self-worth. Therefore, discipline is handled in a positive way with compliments given to children who observe the rules and are considerate of others. If a child is in need of discipline, the first step is talking to him/her on a one-to-one basis. If the unacceptable behavior is continued, the teacher will use redirection to another area as a means of positive discipline. We make every effort to teach the child to assume responsibility for his/her behavior. Continual misbehavior will result in a parent/teacher conference. Significant and/or repeated concerns could result in the parent and staff coming together to write a behavior plan.

Physical restraint is only used when a child is in danger or is causing danger to others.

We believe families and staff are the child's models. Through these models, children can experience success, overcome fear, handle failure, channel energy in the right direction, recognize the rights of others, and most important of all, learn to trust.

Arcanum Early Learning Center reserves the right to ask parents to remove a child from the program if he/she is consistently harming other children and/or destroying property.

Discipline shall not be delegated to another person.

(B) The Center shall have a written discipline policy describing the Center's philosophy of discipline and the specific methods of discipline used at the Center. This written policy shall be on file at the Center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

The discipline policies offer the staff members positive behavior techniques that should always be followed in order to always maintain the safety, physical and emotional well-being of both the staff member and the child.

No negative verbal or physical actions by the staff members will be accepted.

(D) The Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline, shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The Center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a Center shall receive the Center's written discipline policy.
The discipline policy is given in writing to the parents of each child upon enrollment and annually while their child is in attendance at the Center.

(F) All preschool staff members shall receive a copy of the Center's discipline policy for review upon employment.
All staff members are made aware of the discipline policies. The policies are reviewed annually for any necessary changes. It is also reviewed with the staff members annually at the start of each school year.

Drop Off and Pick Up
If you would like to walk your child to class, please park in the parking spots located along the side of the building. Parents may also make a line along the curb and the staff will be preset to supervise your child getting to or from the school door. It is the responsibility of the parent to load and or unload the child from the car.

Each child must be picked up promptly at the end of the session. For children not picked up by 11:25/3:25, a $15 charge will be added to the monthly invoice. And additional $15 charge will be added for every 15 minutes after this time. As children tell time through observing their environment, it is important that you notify the Center if you will be picking up your child later than the usual time. The children know who goes home before them and when this becomes out of sequence, your child may become frightened. If you let us know, we will be able to reassure your child that everything is alright.

The staff of the Arcanum Early Learning Center will only release a child to the custodial parent/guardian or those persons designated on the child's registration form. Parents will be assigned a number card to display when picking up their child. The following procedures will be followed:

1. A telephone call or other notification from the parent/guardian authorizing the Center to release your child to this person.
2. We require a description and name of the person to whom the child is to be released.
3. We will ask this person for identification.
4. No child will be released from the Center unless the above procedure is followed.

Enrollment Policy and Procedures
The Arcanum Early Learning Center was created to provide the residents of the Arcanum-Butler Local School District the opportunity for their children to attend preschool. Open enrollment for students living outside of the

district is approved when space is available. Parents must complete a district open enrollment form when registering and be approved by the Arcanum-Butler Local School District Administration.
Please note the following priority list for enrollment purposes:

1. Arcanum-Butler Local School District residents and children of district staff
2. Out-of-district students* previously enrolled at AELC
3. Out-of-district students* on a first come first serve basis during registration

* Out-of-district residents must re-register each year and complete an open enrollment form. Previously enrolled out-of-district students will not be guaranteed enrollment for the following year.

If there is not room for your child in the program at the time of your initial registration, your name will be placed on a waiting list. Your child will be able to participate in the program when there is a vacancy. Being placed on the waiting list does not guarantee a spot for the following school year, but is used only to fill vacancies during the current school year.

Enrollment for a child will be completed when:

1. Parent has filled out information sheets, emergency medical form and transportation authorization.
2. Completed medical forms have been received by the Center including a physical form signed by a licensed physician or a licensed nurse practitioner. This form must be at the Center no later than 30 days after the first day of the child's attendance. **Your child's physical and immunization records MUST be on file on his/her first day of attendance.**
3. A non-refundable registration fee is paid. This fee is to be paid at the time of initial enrollment.
4. In the case of divorced or legally separated parents, the Center requires a copy of the divorce decree and any related custodial paperwork.
5. The child's original birth certificate will be copied and filed.
6. The initial tuition statement will be sent home with the parent letter and tuition must be paid by the 1st of September for your child to continue in the preschool program.

Governing Organizations
The Center is licensed by the State of Ohio and is governed by the Arcanum-Butler Local Schools' Board of Education. Governing laws related to child care centers under the State Department of Human Services and the Ohio Department of Education are available upon request.

Health and Well Being
Arcanum Early Learning Center is a place where a nutritious snack is offered as part of his/her daily routine and where there is health supervision, medical care, and activity provided, as needed.

Children who become ill will not be permitted to remain at the Center. The parents will be notified to pick up their child. This will be at the discretion of the AELC staff.

Children will be permitted to play outdoors on a daily basis except in inclement weather. If your child is unable to participate in outdoor play or gross motor activities, please bring a statement from your physician stating your child's restrictions.

An *emergency medical treatment and transportation authorization* must be signed and on file for each child attending the Center. This form will be provided by the Center and needs to be on file on his/her first day of attendance.

Training shall be provided to all staff members regarding signs and symptoms of illness and in hand washing and disinfecting procedures.

The health of children, staff, parents, and other individuals who participate in the early childhood program is of the utmost importance. Children need to be observed daily for the signs and symptoms of communicable diseases and/or illnesses. In order to protect the health of the students and staff, sick children should not be sent to school. In cases where a sick child does come to school or gets sick at school; the child will be isolated, monitored by an adult, and the parent/guardian will be contacted to make arrangements to have the child released from the Center.

Some diseases and nuisance conditions will require suspension from regularly scheduled programs. Reinstatement to classes may require a physician's release and in some chronic cases, a physician's recommendation/prescription to be administered, as well as a specific management plan to be instituted.

The Center recognizes that employees and children may come in contact with minor or serious illnesses. The Center is concerned that infection from a communicable disease can present a significant medical problem. We have an obligation to provide a safe work and program environment. The Center desires to protect the health of non-infected employees and children as well as ensure the rights of individuals who may be infected with either a short-term or a life-threatening communicable disease.

Management of Communicable Disease
We will follow the procedures from the posted Ohio Department of Health Communicable Disease Chart. Children with communicable diseases will not be admitted to school. Please let us know of any contagious disease contracted by your child so we can notify our other parents of exposure and any symptoms they should watch for. Discretion will be shown when a child exhibits symptoms of an illness.

A person trained to recognize the common signs of communicable disease or their illness shall observe any children suspected of having contagious illness:

1. A child with any of the following symptoms will be immediately isolated and released to his parents:
    a. Diarrhea – being more than one abnormally loose stool within a 24 hour period;
    b. Severe coughing, causing the child's face to become red or blue or having a whooping sound;
    c. Difficulty or rapid breathing;
    d. Yellowish skin or eyes;
    e. Conjunctivitis (Pink eye);
    f. A temperature of 100 degrees Fahrenheit and in combination of any other sign of illness.
    g. When a child has any of the following symptoms of an illness, he/she shall be isolated immediately and observed for any worsening of the condition:
        i. Any unusual spots or rashes;
        ii. Sore throat or any difficulty in swallowing;

iii. Infected skin patches;
iv. Unusually dark urine and or gray or white stool;
v. Vomiting;
vi. Any indications of lice, or nits, scabies, or other parasitic infestation;
vii. A stiff neck;

2. When a child is isolated due to a suspected communicable disease, he/she will:
    a. Receive care in a room or part of a room not being used for any other type of child care;
    b. The child will never be left alone or unsupervised;
    c. The child will be made comfortable and provided with a cot. After use, the cot and any linens used by the sick child will be disinfected before being used again;
    d. An isolated child will be observed for a worsening condition;
    e. Released to a parent, guardian, or person designated.

Please keep your child home if he/she is experiencing any of the following symptoms:

1. Temperature of over 100 degrees in the last 24 hours, without fever reducing medication being given;
2. Vomiting;
3. Diarrhea;
4. Unidentified rashes;
5. Impetigo;
6. Conjunctivitis (pink eye);
7. Severe cold;
8. Bronchitis;
9. Any contagious disease such as chicken pox, measles, etc.;
10. Ear or throat infections unless they have been on medication for at least 24 hours;
11. Lice, nits or scabies. The child will not be admitted to school unless hair has been treated.

Immunizations

In order to safeguard the Arcanum Early Learning Center community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Center requires all students to be immunized against mumps, poliomyelitis, rubella, diphtheria, rubella (German Measles), pertussis, and tetanus, in accordance with state statutes, unless specifically exempt for medical or other good and sufficient reasons. The Center believes that immunizations are the primary responsibility of the parent(s).

A student may be exempted from immunization upon the presentation of the written objection of his/her parent or guardian or the written certification of a physician that such immunization is medically contraindicated. A child who has not completed all the required immunizations may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practices. Children attending the Center are required to receive the necessary immunizations (according to their age) before attending the Center.

Health Examinations

The Center requires that children attending the Center submit to health examinations to protect the center community from the spread of communicable disease and/or to determine if the child is in suitable condition for enrollment or re-enrollment in the program.

A child transferring to the Center from another program will be required to present evidence of a health examination conducted within one year or submit to a health examination conducted by a physician.
The expense of the health examinations, in all cases, shall be the responsibility of the child's parent(s) and/or guardian(s).

Use of Medications and /or Supplements

The Center shall not be responsible for the diagnosis and treatment of student illness. For purposes of this policy, "medication" shall include any medicines, food supplements, modified diets, or fluoride supplements prescribed by a physician. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not made available during school hours.

The administration of medications to students will be done in accordance to the following:

1. Before any medication may be administered to any student during school hours, the Center shall require the written, signed and dated request of the parent/legal guardian which shall give permission for such administration and the written order of the prescribing physician. The Center shall require that copies of the parent/guardian request and physician's statement be retained in the school's office and shall ensure that by the next school day following the receipt of any such requests and statements that a copy is given to the person(s) authorized to administer medication to the student for whom the request and statement has been received.

2. The school nurse, classroom teacher, principal or designee is responsible for administering medication. Each time the medication is administered, a written record or log including dosage, date, and time shall be made. This record or log shall be kept on file for one year.

3. The school nurse, or a designee, will supervise the secure and proper storage and dispensation of medications. The prescribed medication shall be in a container in which it was dispensed by the prescribing physician or licensed pharmacist. The bottle or container must be labeled with the child's name, medication name, dosage and frequency of medication. The child medication will be kept at school and locked in the nurse's cabinet.

4. If there are any changes in the medication and/or information originally provided by the physician, the parent/legal guardian of the student must submit a revised physician's statement to the school.

5. No person employed by the Center will be required to administer a medication to a student except pursuant to requirements established under this policy. The Center shall not require an employee to administer a medication to a student if the employee objects to administering the medication.

6. Food substitutions or omissions from the regular menu will only be made with a written suggestion from the child's physician.

Helpful Hints for Parents

- Talk with your child.
- Encourage your child to answer questions in complete sentences.
- Read stories to your child.
- Listen to your child retell stories and events to you.
- Answer the questions your child asks.
- Tell your child the definition of a word when you are asked.
- Help your child to make his/her own decisions.
- Teach your child his given name as well as his nickname.
- Play a game of naming objects in and around the house.
- Always make your child feel important and successful.
- Be consistent with your discipline.
- Let your child experiment with things.
- Encourage your child to play and share with other children.
- Always plan to have your child get a good night's sleep.
- Teach your child good toilet habits.
- Provide simple tasks for your child to do at home to develop his sense of responsibility.
- Teach and practice simple safety rules with your child.

Non-Discrimination

The Arcanum Early Learning Center does not discriminate against anyone with regard to race, creed, religion, sex or disabling condition. This applies to the hiring of staff and enrolling of children.

Parties

Your child's teacher will notify you of any special parties in the classroom. We also ask all parents to consult their child's teacher if they wish to celebrate their child's birthday at school. We recommend that these celebrations remain simple and NO cupcakes. ALL FOOD PRODUCTS MUST BE PREPACKAGED WITH A LISTING OF FOOD INGREDIENTS. This is required because of food allergies and special diets of some of the children.

Purpose

The purpose of the Arcanum Early Learning Center is to provide a place where the three, four, and five-year-old child has an opportunity to learn through play with other children. This will be done with appropriate toys and materials and where a child's mental, emotional, social, and physical growth is fostered. Instruction is delivered by a staff specially trained in the care and education of young children.

Ratios

The Arcanum Early Learning Center follows state-mandated adult/child ratios in an effort to maintain quality care and supervision of children. These ratios are as follows:

- 3 years old: 1 adult-12 children
- 4-5 years old: 1 adult-14 children

Rosters

Rosters of names and telephone numbers of parents and guardians of the children attending the Center are available upon request. This information will be excluded if you do not wish your name and telephone number to appear on the roster.

Safety

The safety of the children attending the Center is of the utmost importance to us. Therefore, the staff will follow the following procedures:

1. Your child will never be left alone or unsupervised.
2. When you leave your child or come to pick him/her up, please be sure that a staff member knows the child is coming in or that you are leaving with them. -Also, please remember to let us know if a different person will be picking your child up. We will ask this person for identification before releasing your child.
3. In an emergency situation, please call:
    a. ***Arcanum Early Learning Center 692-5092 or***
    b. ***Arcanum Elementary Office 692-5174 ext. #1339***
4. Fire emergency and tornado plans are posted in the Center. We participate in regular safety drills for these situations. A record of these drills is located in the administrative offices.
5. When a child is involved in an accident, an accident report will be completed, and a copy will be given to the parent/guardian. One copy will remain in the child's file.
6. In the event that the children would participate in water activities involving water two feet or deeper, the Center will require written consent from the parent/guardian. The group of children must be supervised by currently certified lifeguards or water safety instructors trained by the American Red Cross.
7. No aerosol sprays will be used when children are present.
8. Each child will have on file an emergency transportation form along with health records. These forms will be taken on all field trips. The state-mandated classroom ratios would also be followed on field trips.
9. The Center will maintain a safe environment both indoors and outdoors. This includes the staff and children observing safe practices.
10. The Center will provide first-aid care for students in case of an accident or sudden illness.
11. The doors to the building will be open upon arrival and then locked five minutes after the start of class. If you need to come into the preschool during the times that the doors are locked, please use the intercom button.

Schedule

An example daily schedule would be as follows. Please note that schedules are subject to change.

Morning Schedule

8:45-9:00	Arrival, Free Play with Small Manipulatives, Attendance, Pledge, etc...
9:00-9:15	Clean Up/Restroom/Movement Exercise
9:15-9:45	Circle (calendar, weather, story, etc.)
9:45-10:25	Centers
10:25-10:35	Clean Up/Restroom
10:35-11:00	Snack Outdoor Play or Gross Motor Activity
11:00-11:15	Closing Circle Activity/ Collect Coats and Book Bags

Afternoon Schedule

12:45-1:00 Arrival, Free Play with Small Manipulatives, Attendance, Pledge, etc...
1:00-1:15 Clean Up/Restroom/Movement Exercise
1:15-1:45 Circle (calendar, weather, story, etc.)
1:45-2:25 Centers
2:25-2:35 Clean Up/Restroom
2:35-3:00 Snack Outdoor Play or Gross Motor Activity
3:00-3:15 Closing Circle Activity/ Collect Coats and Bookbags

Special Needs

The Center will work to serve children with special needs. The staff will make a decision as to whether or not the Center is able to provide sufficient care of the child's special needs. The child's parents and teacher will write a specific care policy to meet the child's needs before admission. Termination of service to a child with special needs will only be made after meetings with the parents regarding staff recommendations, accurate documentation, and consultation with other professionals (school psychologist, nurse, speech or occupational therapists, etc.) All parties involved must agree that this would be in the best interest of the child. The Center will strive to work closely with the child's family to find appropriate placement, counseling, support groups, etc., for the child and family by providing the family with names of agencies able to assist them.

Supplies

- One time supply fee of $50.
- The preschool will be purchasing: student folder, markers, scissors, glue, wipes, tissues, class snack, cups, juice and napkins.
- We will do special activities in class such as art projects and cooking.
- We are asking that parents provide a book bag with an extra change of clothes
- Change of clothes (Each child must have a change of clothing stored in a zip lock bag with her or his name on it. This bag will be left in the child's book bag in case of an emergency. The Center will not be responsible for loss of unmarked clothes. Please send your child to school in washable, comfortable play clothes according to the season.)

Termination of Services

Your child may be dismissed from the program due to constant abuse or neglect by parents of the guidelines listed in the handbook. If this is the situation, the following action will be taken:

1. Notice to bring the situation to your attention.
2. A written warning of possible suspension.
3. A child may be suspended three days. These days will be charged to the parents.
4. Services will be terminated if the situation continues. The parent/guardian will receive written notice of the reasons for services being terminated.

Toilet Trained

Children must be fully toilet trained before they can attend the Center.
A toilet trained child is a child who can do all of the following:

1) Be able to TELL the adult they have to go toilet BEFORE they have to go.
2) Be able to pull down their underwear and pants and get them back up without assistance.

3) Be able to wipe themselves after using the toilet.
4) Be able to get off the toilet by themselves.
5) Be able to wash and dry hands.
6) Be able to go directly back to the room without directions.
7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the school bathroom.
8) Pull- ups are not a tool for fully toilet trained children.

If your child is still in the process of potty training, we encourage you to continue working on these skills at home before they attend school. Our teachers provide regular restroom breaks throughout the day.

Toys
Parents should encourage their child not to bring toys to school. The Center is not responsible for any loss or damage to those toys brought to the Center

Tuition Payments
Prompt payments are essential to the operation of the AELC. In-person payments should be placed in an envelope clearly marked the child's name and the parent's name. . Please hand the payment to your child's teacher. Statements and receipts will be placed in your child's folder. Parents should check this folder on a daily basis because the staff will also use this folder to send home any important notes or paperwork.

2026-2027 Tuition Rates:

Monday/Wednesday/Friday
Plan A (Monthly) $145/month
Plan B- 5% Savings (Every 3 Months) $413/3 months
Plan C-10% Savings (Semester) $587/semester

Tuesday/Thursday
Plan A (Monthly) $120/month
Plan B- 5% Savings (Every 3 Months) $342/3 months
Plan C-10% Savings (Semester) $486/semester

Family Discount:
The highest compliment our parents can pay is to entrust us with their whole family. The trust and confidence that you place in us each and every day means a great deal. We are proud to reward this loyalty to our families who have multiple siblings enrolled at AELC who choose payment Plan A. Families with siblings enrolled at the same time at AELC are eligible for a $20 monthly discount on *ONE* tuition payment.

Please note:

1. *The family discount only applies to families with more than one sibling enrolled at the same time at the AELC.*
2. *The family discount can only be applied to Plan A.*
3. *The family discount can only be applied to one AELC tuition payment per month. All other AELC tuition payments within the family group will be at the regular rate under Plan A.*

If payment is not received, your child may not be permitted to return to school. There is a $15.00 charge on all returned checks.

Overdue Tuition Policy

Preschool is a fee-based service. The fees are used to fund operational costs of the programs. It is imperative that parents make every effort to remain current on fees.

In the event that accounts become overdue, the following process will be followed:

1. A **First Delinquent Notice** will be sent one week after the overdue date. The notice, along with a current account statement, will serve as a reminder that a balance is overdue.
2. If balances are not paid in full within seven (7) days after the date of the First Delinquent Notice, a payment plan may be worked out between the family and the Arcanum Early Learning Center so that future charges are kept current and additional payments are made every week to pay the past due amount.
3. In the event that within seven (7) days after the date of contact-payments remain overdue and/or families have not followed through with a payment plan agreement, the principal will have a meeting with the family and may result in the child not being permitted to return to preschool until payment is received in full. (Failure to make payment may result in legal action being taken.)