

COUNTRY KIDS LEARNING CENTER

2017 - 2018



Welcome! Country Kids Learning Center has been operating in the Bethany area since 1996. Our warm and inviting kid-friendly environment has something to offer every child. A balanced and structured daily schedule allows plenty of choice opportunities where students can explore and discover their own interests. Numerous learning centers are available in a home-classroom environment, taught by qualified teachers. Our low teacher to student ratio of 1:5, helps to ensure that each child gets as much individualized attention as necessary at this young age.

Fostering good citizenship, social development, and motivated learners is a priority at Country Kids. The small group setting and stability of the teaching staff provides a safe and caring learning environment. Each child is accepted as an individual and staff are committed to working with each family, child, and their unique developmental needs.

The most popular comment paid by parents is that their child/ren never want to leave—This is a good thing!

Country Kids Learning Center's Statement of Philosophy

Shelly Scott, MAT

Country Kids Learning Center is committed to providing an optimal learning experience for each individual child and in providing a community of learners who feel safe, nurtured and well-cared for.

Fostering good citizenship, social/emotional development and motivated learners is a priority at Country Kids. Our *progressive* curriculum is *differentiated* and tailored to follow the needs and interests of our students. We encourage our students to listen, ask questions and construct new knowledge based on their inquiries. The teachers are available to observe, listen and guide the children - often learning right alongside the children through literature studies, questioning and researching. Experiences, learning opportunities and materials are made readily available to help scaffold the children to their next individual level of development.

At Country Kids, the environment acts as a 'third-teacher'. The beautiful and well-maintained indoor and outdoor learning environment is aesthetically pleasing to one's eye and offers an endless variety of educational choices for children to play, learn and discover. The science, math, art, building, reading, dramatic play, sensory and outdoor areas are continuously being changed and updated to meet the current interests of our students.

Building community amongst our students and families is encouraged through volunteer opportunities both in and outside of the classroom, special events, sharing of traditions, field trips and through spending time together as a whole group at holiday and achievement program celebrations. It is our belief that the parents are our students' first teachers and we are committed to communicating with our families through daily conversations, electronic correspondence, phone communications, daily journals and activity calendars. The home-school connection is essential and is emphasized through special projects which encourage family participation in working with their child to complete the projects throughout the year together. Our teachers and staff are always available to meet with a parent or child when there is a question or concern, or to discuss a child's progress.

Our primary goal at Country Kids Learning Center is to nurture each child's ability to learn to get along in their world, to be able to communicate their needs, wants and desires, to be interested in learning and to inquire about the world around them through questioning, exploring, experimenting, analyzing and synthesizing. Most importantly, to help instill a life-long love of learning in them which will carry them well-beyond their early years of grade school.

"In the Reggio Emilia preschools, however, each child is viewed as infinitely capable, creative, and intelligent. The job of the teacher is to support these qualities and to challenge children in appropriate ways so that they develop fully."

— Louise Boyd Cadwell (Bringing Reggio Emilia Home: An Innovative Approach to Early Childhood Education)

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Staff and Family Members Working with the Children:

Shelly Scott: Owner, Director and Lead Teacher

- Established Country Kids in the Bethany area in 1996
- M.A.T. (Master of Arts in Teaching) from George Fox University
- Current Oregon Teaching License
 - P - 3 Early Childhood Education
 - K - 8 Elementary Education
- B.A. in Social and Behavioral Studies from George Fox University
- A.A.S. - General Studies with Elementary Ed. Emphasis from University of Alaska Anchorage
- Over 200+ ECE (Early Childhood Education) Hours
- Nationally Accredited by NAFCC
- QRIS 5-Star Level Rating
- Child/Infant CPR/FA Trained
- Food Handlers License
- With the continuous support of my husband of twenty-six years and my three children ranging in age from 12 to 22, I have managed to stay home and pursue my life-long interest in working with children. Eighteen years ago, I decided to establish a home pre-school, kindergarten and after school program within my own home. It has been an amazing educational journey as I have watched my program blossom from six students at its inception to the twenty-three full-day and part-time students currently enrolled. The program we are now able to offer at Country Kids Learning Center is unique in the fact that it offers a wonderful 'bridge' program for those students who are attempting to leave home for the first time and become prepared to enter the realms of a full-day public elementary program. With small classes and a high teacher-to-student ratio (1-5/1-6), we are able to attend to the children's current needs and work with each family to help make this stage of their child's development successful. Teachers and parents remain in close contact on a daily basis and children are offered a safe, caring and developmentally appropriate educational environment in which they can feel free to explore, learn and grow.

Summer Neves : Preschool and Extended Care Teacher

- Teaching at Country Kids Learning Center (CKLC) since 2016
- Working towards her CDA completion
- Child/Infant CPR/FA Trained
- Food Handler's License
- Attends a minimum of 24 hours of ECE Training per year
- Summer brings with her the knowledge and expertise that is essential for any early childhood successful teaching team. Her hard-work, creative abilities and ability to relate to and care for young children make her an asset to the CKLC program.

Mishelle Padbury: Preschool and Extended Care Teacher

- Teaching at Country Kids Learning Center (CKLC) since 2009
- CDA (Child Development Associate)
- Registered Oregon Home Childcare Provider since 1998
- Child/Infant CPR/FA Trained
- Food Handlers License
- Attends a minimum of 24 hours of ECE Training per year
- Mishelle's calm demeanor and positive interactions with both the children and parents make her an asset to the CKLC teaching team. As a parent of three children, a previous parent-client of CKLC, and years of personal home child care experience, Mishelle's love and passion in working with young children comes forth every day as she arrives at school with a warm smile for all of her young friends.

Katie Scott: Preschool Teacher and Extended Care Teacher

- Teaching at Country Kids Learning Center (CKLC) since 2015
- B.S. Health Education/Minor Physical Education from Linfield College
- Child/Infant CPR/FA Trained
- Food Handlers License
- Attends a minimum of 24 hours of ECE Training per year
- As a recent college graduate, Katie is no stranger to working with children and adolescents. She has completed college internships which involved working with elementary and preschool age children where she taught important health topics. She also has experience in coaching junior high/high school basketball. Her enthusiasm for living a healthy life style is contagious as she provides a great role-model for keeping fit, eating healthy and exercising daily. We are excited to have Katie on our teaching team as she engages and leads the children in weekly health and science activities.

Matt Scott: CKLC Co-Director and Substitute Teacher

- B.S.Ed - Northern Arizona University
- A.A.S. - Anchorage Community College
- Portland Community College Instructor since 1993

Country Kids Learning Center's Program Overview:

Programs	Times	Overview
<p>Preschool Starts - 9.5.17</p>	<p>Full-Day Preschool: 8 AM - 1:30 PM <i>(please arrive between 8-8:30. Zoo Phonics will begin at 8:30)</i></p> <p>Full-Day w/Extended Care: 7:30AM - 5:30 PM</p>	<p>CKLC offers a developmentally appropriate program for children ages 3-5. A balanced and structured program is offered that includes structured and unstructured learning times, social snack and outdoor learning/recess.</p> <p>Circle time may include: storytelling, calendar, weather, music, movement, finger plays, sign language and choice time learning centers which may include art, math, science, language, group led activities, games, writer's workshop, dramatic play, sensory table, construction/blocks, mail box/letter writing, reading, games, etc...).</p> <p>CKLC provides differentiated instruction that meets the needs of a wide range of students. Some students enter preschool with strong beginning reading skills; other children are working on letter recognition and sounds. This variation is not uncommon and CKLC teachers are accustomed to designing and implementing instruction that encourages all learners to grow and develop.</p> <p>We believe that children learn best when they are actively engaged in learning. At CKLC, you will see students observe objects from nature, illustrate and write their own stories, and problem solve using math manipulatives. Our children also participate in 'take-home' research projects, field trips, service projects, and two performance celebrations each year.</p> <p>The structured portions of the program help prepare our children for the rules and routines of kindergarten, while still allowing them plenty of time to choose to explore their own interests involving inquiry, social play, creativity and imagination.</p>

Country Kids Learning Center's 2017-18 Start and End Dates:

Fall Program: **9.5.17 - 6.19.18**

Hours of Operation and Monthly/Pro-Rated Tuition:

Preschool Options	5 Days: M - F	3 Days: M W F	2 Days: T & Th
Full Day w/extended care 7:30 – 5:30	\$1200 \$1140 month – pro-rated over 10 months	\$900 month/ \$855 month – pro-rated over 10 months	\$625 month/ \$593.75 month – pro-rated over 10 months
Full-Day 8 – 1:30	\$1125 \$1068.75 month – pro-rated over 10 months	\$775 month/ \$736.25 month – pro-rated over 10 months	\$575 month/ \$546.25 month – pro-rated over 10 months

Our monthly 'set' rate is pro-rated over the 10 month school year (September through June). This is calculated by multiplying the 'set' rate by 9 months (Sept. through May) and then adding a half month's tuition (June). This number is then divided by 10.

{For example: An extended care student's tuition is \$420.00 per month. The annual 'set' rate tuition would be \$420.00 X 9 months = \$3780.00 (Sept through May), plus \$210.00 for the half month tuition charge in June, which would equal a total of \$3990.00 for September through June tuition. The \$3990 'set' rate tuition for September through June is then divided by 10 months which equals the new pro-rated monthly rate of \$399.00 per month (Sept through June)}.

**If a student withdraws from the program prior to the final month of June, the parent is responsible to pay the difference between the 'set' monthly rate and the pro-rated monthly rate for each of the months the child has attend.*

Just a reminder - a thirty-day written notice is required for a child's withdraw or any position change in the program.

Due to the nature of our small private program, we ask our CKLC families to make a year-long enrollment commitment. Teacher salaries, benefits, supplies and maintenance expenses are based on our program's ability to remain at 'capacity' throughout the entire school year from September through June. We appreciate our CKLC Families' willingness to make this good-faith promise so that we can continue to operate smoothly throughout the school year - Thank You!

Tuition Due Dates	Late Payments	Late Parent Pick-Up
Tuition needs to be received in full by the 5 th of the month	\$15 per day late tuition charge \$50 Insufficient check fee	\$10 per every 15 minutes

Reimbursement Policy:

Full tuition is due regardless of school closures, inclement weather, holidays, illnesses, business travel, teacher work days or school or family vacations. Please remember that you are paying for your child's position. CKLC's fiscal budget is developed based on this and is a critical component for running a successful year-round program.

- **Country Kids operates based on the Beaverton School District's inclement weather closure announcements:**
 - If the Beaverton Schools are closed due to poor weather, then Country Kids will also be closed. (CKLC's end-of-the-year date will adjust/extend per the BSD's changes in order to accommodate for weather closure days during the school year)
 - If the Beaverton Schools have a 2-Hour delay, preschool students can arrive at 9:30 AM.
 - Please check the local weather station or call Country Kids at 503-614-8661 if you have any questions concerning closures.
- **Please be sure to notify Country Kids if your child will be absent for any reason.**

2017-18 Closure Dates

MONTH	DATE	EXPLANATION
September 2016	5	First Day of School
November	10	Veteran's Day
November	22-24	Thanksgiving Holiday
November	27	BSD & CKLC Teacher Conf. Prep.
December/January	12.21-1.3	Winter Break
January	15	Martin Luther King Jr.
February	19	President's Day
March	26-30	Spring Break
April	27	BSD & CKLC Teacher Conf. Prep.
May	28	Memorial Day
June 2017	19	Final Day of School

Special Fees Due Throughout the Year:

- **Annual Registration Fee:**
 - \$100 per child
- **A non-refundable $\frac{1}{2}$ month tuition deposit** is due in advance to reserve a child's position. This deposit will be applied to a child's June tuition and is **non-refundable**.
- **Change-of-Program Request:**

A \$100 change fee will be required for any 'downsizing' request throughout the school year (August 15 thru June 20 - e.g., if a parent changes a child's schedule that requires a decrease in tuition).
- **\$100 Supply and Program Fee Billed in:**
 - September
 - February

Parent Volunteers:

Parents and families are valued at CKLC and we would like to encourage every parent to be involved in their child's education in some small way. Volunteer opportunities are announced in advance and parents are always welcome to visit with their child during school hours.

A few volunteer opportunities available during the year:

-  Class parties
-  Field Trips
-  Family sharing
-  Achievement program
-  Cooking projects
-  Special art projects
-  Scholastic book orders
-  Student Take-Home Projects/Reports
-  Back-to-School Open House
-  Research Open House

CKLC's 2017-18 Daily Program Schedule:

	Early Bird & AM Preschool/Kindergarten	
7:30 – 8 EARLY BIRDS	Arrival, Choice & Early-Bird Breakfast/Snack	Children make choices from a variety of possibilities. <i>(Breakfast/Snack is available until 8:30 AM)</i>
8 – 8:30 PRESCHOOL	Student Arrival, Choice-Time & Early Bird Breakfast/Snack	Children make choices from a variety of possibilities. <i>(Breakfast/Snack is available until 8:30 AM)</i>
8:30-9	M-Th: Literacy Groups -Zoo Phonics -A-Z Readers F: Science/Health	Children still learning alphabet letters/sounds will focus on Zoo Phonics. Children already reading reading practice A-Z books along, with a partner or with a teacher. Children explore science/health topics through 'hands on' exploration
9-9:30	Outdoor Learning/Recess *recess is in the fenced backyard (indoor movement activities are provided on stormy days)	Outdoor time is an important opportunity for social and physical development. It's a chance to develop large muscles through running, climbing, riding and more. We play outside every day, weather permitting.

9:30-10	Math: M/Th - 9:30-10 T/W - 10-10:30 Music: T - 9:30-10 Music W-9:30-10 Drumming	Math choice consists of hands-on games, blocks and interactive activities that build math skills such as number recognition, counting
10-11 M/Th 10:25-11:15 T/W	Choice Time/Projects <i>(Partner choice is emphasized during this choice time. This gives children an opportunity to learn about and make new friends and discover other interests that they may not have attempted on their own)</i>	Children make choices from a variety of possibilities. Small groups of children may also work on projects during this time.
11-11:30 M/Th 11:15-11:30 T/W	Morning Meeting	We come together every morning as a community to sing and move, share, discuss classroom issues of importance, update our calendar and read good stories or poetry.
11:30 - 12	Lunch - students bring lunch from home <i>(milk is provided)</i>	Social skills are practiced at the lunch table. Quiet conversations, good manners and self-help skills (e.g. table setting, self-serving, table cleaning, and hand washing) are emphasized.
11:30	Lunch	
12-12:30	Outdoor Learning/Recess	(See above description)
12:30-1	Writer's Workshop	Writer's workshop focuses on the children as seeing themselves as 'authors and illustrators' during daily writing practice. This is also a great opportunity to increase fine motor skills.
1-1:15	Reconnect Group Meeting	We read stories, share, sing, and reflect on the day as we prepare to transition for snack.
1:15-1:30	PM Snack	
1:30	PM Parent Pick-Up	
1:30-3:30	Quiet Rest	Quiet rest time will be provided for all students who stay until 5:30 PM. Nap mats and books/quiet activities will be provided to children who do not sleep.

	Extended Care Program	
3:30-4:00	Extended Care Snack	
4:00-4:30	Outdoor Recess	Extended outdoor time, weather allowing
4:30 - 5:15	Choice Time & Clean-up	During choice time, the children can choose among a few choices or read books with a teacher.
5:15-5:30	Final Parent Pick-up	Children get ready for parent pick-up time and can read books with a teacher.

Choice Time Activities Available on a Daily Basis

Library	Writer's Desk	Studio
Light Table	Club House Loft	Blocks
Dramatic Play	Sensory Table	Math/Games/Science

Meals:

All meals are based on the USDA food guidelines.

Breakfast - provided between 7:30 and 8:30 AM

AM/PM/Afterschool Snacks - provided

Lunch - please **send** your *child's healthy lunch* in a lunch box with an ice-pack (Milk is provided).

Please include the following food groups in your child's lunch:

- **Protein** (lunch meat, cheese, yogurt, cream cheese, etc...)
- **2 Fruits &/or Vegetables**
- **Grains** (pasta, crackers, pretzels, bread, etc...)
- ***Please do not send candy or high-sugar treats in your child's lunch***
- ***We are a 'nut-free' program - please do not send any products containing nuts in your child's lunch*** 😊

CKLC's Eating Philosophy:

Children are encouraged, but not forced to eat. The food that is not eaten from home will be sent back in the child's lunch box when possible. Perishable food will only be heated in the microwave once during lunch. The children in our program eat almost every two hours. Children will eat when they are hungry. It is important for children to listen to their bodies when they are telling them that they are full. This is an extremely important life-skill that will lead to a healthy body and lifestyle.

Quiet Rest Time:

- Quiet rest time is held from 1:30 - 3:30 PM each day. Children will not be required to sleep and may enjoy reading books, but must remain in their quiet designated spot, so as not to disturb the other children who are resting. This is an important part of each child's day when one considers a young child's rapid physical, cognitive and emotional development.
- Sanitized mats, blankets, pillows and books will be provided. Each child's bedding is stored separately in a Ziploc bag and washed at CKLC weekly.

Field Trips:

- Parents will be notified in advance of any field trips that will occur
- Parents are responsible for any additional expenses related to a field trip
- Parent volunteers will be needed to help escort the children on field trips
- Field Trip transportation may include private vehicle, city bus/light rail or walking
- Permission slips must be completed in order for a child to attend a field trip

Birthday Celebrations:

- Each child's special day will be recognized with a banner and "Happy Birthday" song during one to three designated days each month - birthday celebrations will be combined when possible. Parents are encouraged to bring in special treats and healthy snacks to share with their child's friends on that day.
- Summer birthdays will be celebrated during the month of June/Sept.
- If your child is having a birthday party, **please mail** all of the invitations (CKLC can provide names & addresses) - unless, the entire group is invited (this helps to avoid hurt feelings among the other students).

Toy/Sharing Policy

Toys are not allowed to be brought to CKLC from home, unless it is an item for share-n-tell. If an item is brought in for sharing, the item will be stored in the sharing box and will be placed in the child's cubby after sharing time—this helps avoid toys being lost, misplaced, or broken.

Child Illness Policy:

According to State Licensing requirements and for the protection of all children, your child(ren) must be kept home if he/she shows any of the following symptoms:

A temperature of 100 degrees F or higher within the past 24 hours

Vomiting within the past 24 hours

Diarrhea - two or more watery bowel movements within a 24 hour period

Draining rash

Eye discharge or pink eye

Lice or nits

Severe persistent cough

Cloudy or yellow/green mucous from nose (should stay home for first day or two)

Please be sure to notify CKLC of any contagious diseases when they occur in your family so that the other families in care can be notified.

Medication Administration:

- A signed authorization form is required any time a provider is asked to give medication to a child while in care.
- Medications can only be dispensed if it is in the original container and labeled with the child's name.
- The parent also fills out -A generic medication authorization form so the provider can administer a pain reliever of your choice (i.e. Tylenol, Motrin, etc...). The proper dose must be labeled on both the original container and the permission slip, along with the child's name. The generic medication authorization form will also authorize the use of sunblock (provided by the parent) and antiseptic for cleansing scratches, cuts and abrasions acquired while in care.
- Scratches and scrapes are inevitable when children play. These injuries will be cleaned and treated with antiseptic and a Band-Aid. A log of all accidents is kept and parents will be notified each time that an incident occurs.

Emergencies/Illness:

- If an emergency occurs with your child while in care the following events will occur in this order:
- Appropriate first aid will be given
- Emergency Rescue (911) will be called if necessary
- Parents will be notified to inform them of the situation or the next of kin/emergency contact person if the parent(s) cannot be reached.

Emergency Evacuation Procedures:

In the event of an emergency (fire, earthquake, etc...) that calls for evacuating the facility where Country Kids is located, the children and adults attending Country Kids will walk to the mailboxes located on the west side of the street at the top of the cul-de-sac circle. Emergency phone calls will be made from my cell phone (503)459-3138 or at my neighbor's home (Paul & Jeannie Wohn) located directly behind the mail boxes. Parent's will be notified as soon as the official emergency services (911) has been notified.

Well-Being Policy:

It is essential for our children to learn how to communicate amongst one another at an early age. Since parents and teachers will not always be there to solve a child's problems, it is important for our children to learn to problem-solve with the least amount of intervention as possible. However, if a problem escalates, or the child feels that he/she needs help, guidance will certainly be available. Solutions students can choose from to work out their problems are:

give in	share	turn taking	get help
turn-taking	"I'm sorry"	chance	distract
walk away	explain	humor (make a joke)	

If one or more children are involved in a "scuffle" they will immediately be sent to different areas to "take-a-break" with a redirect reminding them that fighting is not allowed at Country Kids. If a child has been hurt or is crying, they will be comforted first, and when both children have calmed down, the teacher will talk to both students individually before bringing the children together to reconcile. The children will be asked about how they could solve their problems differently the next time and will be reminded about other choices that they could use in the future to solve their conflicts. Apologies will be encouraged but not forced, as a forced apology has no meaning.

The following disciplinary procedures will occur if a child continues to experience the same conflicts frequently.

If a child purposefully destroys the property of CKLC, uses excessive profanity, or is abusive (physically or emotionally) towards other children or staff in the program, he/she will:

1st receive a verbal warning

2nd. meet with parent(s) and provider to sign a written contract of good conduct

3rd. be suspended for 3 consecutive days (tuition will not be refunded)

4th. be permanently terminated from care (2 weeks tuition will not be reimbursed.)

COUNTRY KIDS LEARNING CENTER RESERVES THE RIGHT TO SUSPEND OR END ANY CHILD'S CARE IF IT FEELS THAT THE WELFARE OR SAFETY OF ANY CHILD OR STAFF MEMBER IS THREATENED OR IN JEAPORDY.

It is the sole purpose of Country Kids Learning Center to provide a "Safe" and "Fun" learning environment to all of the children who attend.

Diversity:

Even with our small private setting, Country Kids Learning Center is committed to offering a program that is culturally diverse. Our students vary in race, ethnicity, culture and in their developmental needs. We are dedicated to meeting the needs of each individual in an inclusive environment where we strive to nurture and educate our students about acceptance, about what makes each and every one of us special and unique, and by providing a safe learning environment where children are free to explore their own interests.

Probation/Notice Period:

A thirty-day probation period will help determine if this placement is a successful match between your child(ren) and Country Kids.

Withdrawal Policy:

- ***A one-month written notice*** is required for a child's withdrawal **or** for any changes to be made to a child's initial schedule written in the current contract.
- The half-month deposit will be applied to the final month's tuition in June.
- If a parent withdraws their child without a one-month written notice, they will forfeit their entire half-month deposit.

Policy Flexibility & Parent Input:

We reserve the right to change our policies and procedures as necessary throughout the year if we feel that issues develop that necessitate such action. Parent feedback is important to us. We solicit feedback from parents throughout the year by way of surveys, emails, questionnaires or through our daily conversations. We are not always able to make changes based on a valuable suggestion, but please know that we carefully weigh and consider all recommendations.

ITEMS WHICH NEED TO BE PROVIDED BY THE PARENT(S) AT THE PROVIDER'S HOME:

1. An extra set of clothing or two, sent in a back pack each day (for those down & dirty days) - please include seasonal clothing, including a shirt, pants/shorts, socks and underclothing
2. Rubber boots (Sept thru Mid-June) to be kept at CKLC for backyard recess
3. Rain pants- these will be stored in your child's cubby basket and will be washed at CKLC once a week (*pants can be purchased at L.L. Bean or R.E.I.*)
4. Appropriate outer gear (winter coat, rain slicker, windbreaker, boots, hat, gloves, mittens, sunglasses, etc...)
5. *Slippers for indoor wear (shoes are not allowed to be worn inside).
6. *Sun block - provided by CKLC unless provided by parent for skin allergies
7. *Pain medication for your child (Tylenol, Motrin, etc...) - in the original container and labeled with child's name and the child's dosage on the bottle.

***These items are optional**



Child/ren's Name/s:		Start Date:	
<p style="text-align: center;">Sept-June Preschool Full-Day (8-1:30) (Please Circle)</p> <p style="text-align: center;">M – F M W F T/Th</p>		<p style="text-align: center;">Sept-June Preschool Full-Day w/Extended Care (7:30-5:30) (Please Circle)</p> <p style="text-align: center;">M – F M W F T/Th</p>	
Registration Fee Received:		½ Month Non-refundable Tuition Deposit Received:	
Amnt: _____ Date: _____		Amount: _____ Date: _____	

Policy Reminders Found in the Parent Policy Handbook (Please initial each line):

Parent/ Guardian Initials	Policies Below Agreed to by Both Parents/Guardians - by signing this contract, you have agreed to abide by CKLC's Policies
	Tuition is due by the 5th of the month.
	I understand that there is <i>no refund</i> for days missed due to illness, school or family vacations, holidays, weather, or for any other reason.
	I agree to pay an additional <i>overtime charge of \$10.00 every 15 minutes</i> in the event the child is cared for past 1:30/5:30 PM and CKLC had not agreed to the extra time in advance of the day(s) in question
	If I incur any additional charges (such as late payment fees (\$15.00 per day), or a late pick-up fee as indicated in the Country Kids Learning Center's Policy Handbook, I agree to pay those fees. Further, in the event that collection of those fees must be turned over to an attorney, collection agency or Small Claims Court, I agree to pay all of the charges associated with collecting those fees.
	A non-refundable ½ month tuition deposit is required at the time of registration. This deposit will be applied towards a child's June tuition.
	A one-month written notice is required for a child's withdrawal or for any changes made to a child's current and existing contract.
	If a student withdraws from the program prior to the final month of June, the parent is responsible to pay the tuition difference between the 'set' & pro-rated monthly rate for each month the child attended the current school year (Sept-June).

I have read and understand Country Kids Learning Center's Policies and Procedures handbook. I agree to abide by the rules and regulations set-forth in this contract and the CKLC policy handbook.

Parent/ Guardian	Both Parents/and or Guardians need to sign this contract to show that they are both in agreement of the policies and tuition payment schedule. Please sign & print full legal name	Date
1		
2		