



Our Neighborhood Learning Center, LLC

Program Mission and Goals

The vision of **Our Neighborhood Learning Center** is to provide an environment free of barriers to education where all children can reach their full potential.

The mission/philosophy of **Our Neighborhood Learning Center** is to holistically support children and their families by providing innovative child care and parental development services enabling them to compete in the 21st century.

At **Our Neighborhood Learning Center** we strive to:

1. Create a continuum of care model capable of supporting families birth through older adulthood
2. Prepare students for successful entry and performance in school
3. Provide support and a voice for parents in various areas affecting the successful entry and performance in school; a forum for families to take advantage of opportunities necessary to propel their family's success
4. Create a collaborative community network to support families and spread awareness of issues relating to education and the community

Our core value is **TRUST**:

- T** **Trained**
- R** **Responsible**
- U** **Understanding**
- S** **Stable**
- T** **Transparent**



Program Components

Pre-Kindergarten: Our Christian Montessori based program will provide the cognitive, social, emotional, and physical development necessary to create a well-balanced student. We provide an environment conducive to exploring and self-discovery; while providing the structure and instructional components to prepare your student for Kindergarten.

School Age: Our STEAM (science, technology, engineering, arts, and math) based program will support the subject based learning that each student receives in school. We pair STEAM with the Slight Edge character development curriculum to nurture well-balanced students that are prepared for career and college success.

Family Support: ONLC is committed to supporting families. We provide essential tools such as workshops, seminars, and involvement opportunities that empower parents and guardians to be able partners in their students' education.

STEAM: Science, Technology, Engineering, Arts & Math
Monthly sessions with presenters, hands on experiments, and student led projects will encourage students to think outside of the box and create invaluable critical thinking skills.

Foreign languages:
Mandarin and Spanish will be offered monthly for all students.

Healthy Living:
All families must participate in our bi-weekly healthy living programs. We promote healthy life styles and are committed to joining our families in a healthy journey to support the financial, academic, and social development that is at the core of our philosophy.

Parent Policy Council:
Parents are invited to join our policy council. We want our families to help create and shape our programs and policies so that we are better equipped to serve the students, families, and community.



Child Medical Information

All students are required to provide a **physical and immunization report** within the **first 30 days** of enrollment. Your student's physician will complete forms that you can provide to the Center Director. If you need ONLC to provide those documents, please let us know. Please provide these documents by _____ . Parent Initials _____

Parent Participation Agreement

Each family is required to have one parent/family member attend a monthly workshop/event. This includes at least 30 minutes of in class involvement. ONLC provides a number of options for parent involvement; please contact the Center Director for more details. Parent Initials _____

I, _____, agree to complete all required parent participation hours.

I agree to abide by the rules and regulations of the school and to exhibit behavior that is becoming of a parent.

I agree to be a willing and capable partner in my student's education and success.

I agree to help keep Our Neighborhood Learning center a school of excellence.

I understand if I fail to meet these standards, this agreement gives the school permission to terminate my child from the school.

Signature _____ Date _____

Receipt of NC Child Care Laws

I am the parent of _____ who is a student at Our Neighborhood Learning Center. I have received a copy of the summary of NC Child Care Laws.

Parent/Guardian Signature _____

Date _____

Receipt of Operational Policies & Procedures

I, _____, parent/guardian of _____,
acknowledge that I have received the Parent Handbook. I understand and agree to the terms set forth
by Our Neighborhood Learning Center.

Parent/Guardian Signature _____

Date _____



School Record Release Form

I understand that Our Neighborhood Learning Center will deliver research based programming to support the effectiveness of its programs and to increase the quality of programs offered to students and families. I give Our Neighborhood Learning Center permission to access my child's school records (attendance, test scores, grades, and other relevant information) as he/she progress through (K-12) and to copy appropriate information for the purpose of assessing and improving its programs and services.

The permission form is valid until such time as I have provided a written revocation of Our Neighborhood Learning Center's right to access information concerning my child's school records.

At any time should I withdraw my child from the CMS school system, I authorize Our Neighborhood Learning Center to receive information regarding the location of the subsequent enrollment in another school district.

I understand that the names, addresses, and phone information will be held in confidence by Our Neighborhood Learning Center and that information accessed from my child's records will be utilized by staff members of Our Neighborhood Learning Center for the sole purpose of educational evaluation and statistical data concerning effectiveness of its programs.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____



Permission Form

I give Our Neighborhood Learning center permission to:

1. Transport my child for school, field trips, classes, and special events.
2. Take my child on a walk outside the fenced area.
3. Use my family's pictures and name in promotion and printed materials about ONLC.
4. Screen my child for health, vision, speech & language concerns.
5. Include my child in any evaluation or research study approved by the director.

Parent/Guardian Signature _____

Date _____

Permission to bring and pick up your child

I authorize the following people to bring and pick up my child in my absence:

_____ Name	_____ Relationship to child	_____ Phone number
_____ Name	_____ Relationship to child	_____ Phone number
_____ Name	_____ Relationship to child	_____ Phone number

Child's Name _____

Parent/Guardian Signature _____

Date _____



Parent Commitment

It is the policy of Our Neighborhood Learning Center that our parents lead in the preparation of their students for successful entry and performance in the public school system, and to provide a forum in which families can receive the information, resources, and support opportunities in the difficult job of parenting, we offer the following points of agreement:

Parents agree to:

1. Participate in a daily at-home reading and classroom extension activities with my child.
2. Participate in my child classroom once a month.
3. Participate in family support sessions.
4. Abide by the policies set forth in the Family Handbook, including van/bus safety policies.

Our Neighborhood Learning Center agrees to:

1. Provide quality, developmentally appropriate early childhood program for your child.
2. Provide a family support program consisting of parenting classes, field trips, workshops, and support sessions.

Child's Name _____

Family Signature _____

ONLC Director _____

Date _____



Parent/Guardian Name: _____

Child's Name: _____ DOB: _____

Parent #: _____ Start Date: _____

Class/Program: _____

Tuition Fee Schedule

	5 Full Days	
Pre-K	125	80 PT
Pre-K w/ After school	135	95 PT
Before school	40	NA
After school	65	NA
Before & After school	85	NA
School Breaks	100	75 PT
Summer Camp	100	85 PT
Drop In	10 per hour	

Policies

- There is a non-refundable, annual registration fee due at the time of enrollment and by October 15 of each year. The registration fee is \$50 for one child, \$110 for a family of three or more.
- Payments are due on Monday; a \$25 late fee will be assessed to all accounts on Tuesday at 12:00pm.
- Our Neighborhood Learning Center encourages visitation in the center prior to enrollment. Attendance will only be allowed after completing all required enrollment forms and payment of tuition.
- A \$10 discount will be applied to the tuition rate of the oldest child in a multi-child family. Only one discount can be applied to an account.
- Families may use one week of tuition free vacation time per calendar year after 6 months of attendance. A week of vacation must be Monday-Friday. Attendance during a vacation week is not permitted. Vacation credits will not be issued for any child that has given notice for withdrawal for a temporary or permanent time period.
- Tuition will not be discounted for absences including closings for inclement weather and holidays.

- Attendance may be refused for any tuition not paid by Wednesday morning.
- ONLC DOES NOT ACCEPT PAYMENT BY CASH OR CHECK.
- A late pick up fee of \$15 for the first minute and \$1 per minute for each additional minute after 6:30pm will be applied. Payment is due upon arrival. Attendance may be refused for consistent late pick up.
- Additional charges may occur for special events, field trips, and summer programs. You will be notified of any charges in advance.
- Our Neighborhood Learning Center will provide breakfast, lunch and an afternoon snack for all full time enrolled students. Special dietary needs will be discussed and updated with the center director.
- Yearly holidays include New Year's Day, Easter Monday, July 4th, Veterans' Day, Thanksgiving and Day after Thanksgiving, Christmas Eve and Christmas Day. We will close at 12:00pm on the day before Thanksgiving and New Year's Eve. Tuition will still remain the same during holiday weeks. There are no credits given for holiday days that we are closed.
- Children cannot arrive after 9:00am due to teacher scheduling unless approved prior to arrival; remember that the first morning lesson is from 9:30am-10:00am.
- Our Neighborhood Learning Center reserves the right to terminate services for any parent or student posing a threat to the safety of the students, families, and staff of ONLC.

I agree to the above terms and conditions of the tuition and enrollment policies.

Parent/Guardian Signature

Date



Vision & Philosophy

Initials _____

The vision of Our Neighborhood Learning Center is to provide an environment free of barriers to education where all children can reach their full potential.

The philosophy of Our Neighborhood Learning Center is to holistically support children and their families by providing innovative child care and parental development services enabling them to compete in the 21st century.

Operating Hours

Initials _____

We serve children 2 ½ years old to 13 years old, year round, Monday through Friday. The center opens at 6:30am and closes at 6:30pm.

Equal Opportunity Provider

Initials _____

Our Neighborhood Learning Center is an equal opportunity provider. We accept applications for admission and employment without regard to race, religion, gender, national origin, color, creed, physical or medical disability or any other protected status.

ADA

Initials _____

1. Our Neighborhood Learning Center is in compliance with the Americans with Disabilities’ Act (ADA).
2. Acceptance of enrollment is not based on a child or parent’s disability unless needs cannot be met based on “reasonable accommodations.” The company makes every attempt to reasonably accommodate children and parents in a typical child care setting.

*To file a complaint of discrimination, write UDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (Voice and TDD).

Safety

Initials _____

1. We are proud to be a smoke-free environment. No smoking is allowed in the center or on our property.
2. No weapons are allowed in the center or on the property.
3. ONLC agrees to keep parents informed of any incidents, including illness, injuries, adverse reactions to medications, etc., which involve your child.
4. ONLC agrees to obtain written authorization from parents before allowing your child to participate in routine transportation, field trips, special activities away from the facility and water related activities occurring in water that is more than 2 feet deep.

Emergency Preparedness

Initials _____

1. Emergency preparedness information may be picked up in the Center Director's office.
2. In case of inclement weather or in an emergency, opening and closing information will be announced on local television and radio stations.

Arrival & Departure

Initials _____

1. We require you to accompany your child in and out of the building and for the safety of all we require that no vehicles be left running in our parking lots. Your child must arrive and depart in an approved child safety restraint in accordance with state law.
2. An authorized person must sign the child in and out each day.
3. As you arrive, you may relate any special message to the staff member present, and may also receive any information that the center staff may have for you. We feel that it is important for your child to know that the people in his/her home and the people in this center are working cooperatively to make sure his/her needs are met.
4. In case of an emergency, if you need your child to depart with someone other than an authorized person, we must receive a written statement from the parent or guardian stating who will pick the child up and at what time. That person must sign out at the front desk. Our staff will also ask for a picture ID. Otherwise; we cannot allow the child to leave.
5. Your child's enrollment in the center is established according to the schedule which you describe on your child's information form. If there are any changes to this schedule, please notify the Center Director to ensure appropriate staff planning.
6. The center must be notified of absences. Please call the center as early as possible in the morning if your child is to be absent or late that day. This is especially important if your child is utilizing our transportation between the center and a private or public elementary school. Our drivers must account for all children before completing a route.
7. Please make sure you have all your child's belongings when departing the school: bag, blanket, papers, and especially medication that will be needed at home.

Transportation

Initials _____

We provide transportation for school age children to and from the following schools:

- Albemarle Road Elementary
- Albemarle Road Middle
- Lebanon Road Elementary
- Charlotte Day Charter School
- Clear Creek Elementary
- JH Gunn Elementary

We do not provide transportation to and from residences.

Drop-Off and Pick-Up Procedures

Initials _____

1. If there is no one at the drop off site to receive a child, the child will be escorted into the school by the bus driver. If there is no one available to receive the child, the child will be returned to the center and the parents will be immediately notified.

2. The bus driver will take attendance at the school before leaving and will not leave the school without first verifying the location of any missing child. If the parent has not previously notified us the child is not scheduled to ride the bus, the parent will be contacted before returning to the center. You must notify us of any changes in your child's pick up schedule. Verifying a child's location before leaving a school is mandatory for the bus driver and takes a great deal of time. This extra step puts the bus behind schedule for pick up at other locations and may cause children unnecessary stress and fear.

Health

Initials _____

1. It is of the utmost importance that we keep our children in good health and avoid outbreaks of contagious illnesses. For this reason, our rules concerning health are suitably strict.
2. Immunizations must be kept up to date according to your child's age. A health statement and immunization verification must be on file with ONLC and updated appropriately.
3. Children with contagious illnesses are not allowed to attend the center. If you suspect that your child has a contagious illness, do not bring him or her to the center.
4. Should your child become ill while in our care, has a temperature of 100 F or higher, is vomiting or has diarrhea, we will take him or her aside and care for your child while we call for you to pick your child up. We expect an immediate response. He or she may be in need of a doctor's care.
5. When a child returns to the center following a contagious illness, we require a verification from a physician that the contagious state is over and that the child may be returned to group care. The child must be symptom free for 24 hours without the use of non-prescription medication.
6. Please check with your child's physician concerning any chronic or constantly recurring symptoms. If we observe something of concern to us, we will bring it to your attention.
7. As part of our training program, our staff members are required to have First Aid and CPR training. In case of an injury, a qualified staff person will administer first aid to your child.
8. If necessary, the parent or guardian will then be contacted immediately in the event of a serious accident and the staff will utilize the Emergency Medical Services in the area.
9. Please make sure a current Emergency Medical Information form is on file.
10. Please make sure a current phone number is on file at all times.
11. Our license requires a designated amount of outdoor play time, with weather permitting. Please make sure your children are properly dressed for the weather.

Medication

1. Only designated staff members are to distribute medicine and will do so according to the center administration schedule. Please adhere to the center's individual medicine policies.
2. We distribute prescription medication and will only administer non-prescription medication if a doctor's note is provided to authorize this. Since we are not a medical facility, we prefer to seriously limit the amount of medication we dispense. We give medication out only under very strict guidelines as dictated by our regulatory agencies. Please talk, with the Center Director for specific details on the Medication Administration Policy.
3. Medication will only be given with written parent permission. All paper work must be filled out properly. Our goal is to comply with all policy requirements for documentation of any medication that is administered.
4. Medicine will be placed in a locked storage compartment at the center.

5. Prescription drugs must have the original label attached.
6. Expired medication will not be given to a child under any circumstances.
7. Prescription medication will only be administered to the child whose name is typed on the original prescription label.
8. The center will notify you in the case of any adverse reaction to any medication given.

Classroom Placement & Parent Authorization for Mixed Age Group Classroom Initial _____

1. In general, through the major course of the day, children are placed in their own classroom with other children their age and their development level. We usually have mixed age groups early in the morning or late in the afternoon, before/after lead teachers have arrived/departed for the day.
2. The center keeps appropriate staff/child ratios at all times.

Clothing & Belongings Initials _____

1. Please make sure your child's bag accompanies your child each day. Include a complete change of seasonal clothes, including socks. Please check the bag for homework and center communications and replenish used items as needed, so that we may keep your child clean and dry. If your child does not have these items, we may need to call you to bring them.
2. We request that clothing your child wears at the center be easily managed by him/her personally or by the center staff.
3. For safety's sake, children must wear sturdy play shoes which are essential for our activities. Shoes must have back-straps and shoes with wheels are not allowed.
4. Please do not send toys or money with your child to the center. We will not take responsibility for damage to or loss of personal belongings.

Nutrition Initials _____

1. Children are served nutritious meals in accordance with state- mandated guidelines. We will meet your child's nutritional needs throughout the day.
2. We are a nut-free facility. To protect children with food allergies, please do not send any food with your child, including homemade snacks. Please check the posted menu and make the Center Director aware of any special dietary needs. When your child's birthday occurs, you may bring nutritious, store-bought refreshments for the group. Please check with the Center Director ahead of time. An ingredient label must be attached.
3. Chewing gum is not allowed in the center.
4. NO FOOD CONTAINING NUTS are allowed in the center.
5. Tuition for children enrolled includes a breakfast snack, lunch, and an afternoon snack.
6. Children may not bring lunches from home unless there is a medical need to do so. In this case, a doctor's note must be on file and it must state the medical reason and the specific limitations and substitutions of the child's diet.

Discipline Initials _____

1. We believe that children learn positive behavior through education and redirection. The most effective way to re-direct behavior is to reward positive actions so that your child will want to repeat them. The concept is simple-we focus our attention on teaching children what behaviors

are acceptable, or present positive options to unacceptable behaviors. Our reward system is comprised of a kind word, verbal phrase, and positive contact. These actions communicate that a child's behavior is appropriate.

2. We also encourage positive behavior by structuring the child's day to give ample opportunity for quiet and stimulating activities, outdoor play, and a rest period.
3. ONLC DOES NOT allow corporal punishment on its premises under any circumstances. The parent will be contacted to assist in resolving consistent disruptive behavior and we reserve the right to discontinue child care services when we feel that a child's behavior is detrimental to the class as a whole.
4. ONLC DOES NOT tolerate disrespectful behavior. The parent will be contacted to assist in resolving consistent disrespectful behavior and we reserve the right to discontinue child care services when we feel that a child's behavior is detrimental to the class as a whole.

Holidays

Initials _____

1. Our program is open year round except the following holidays:
 - New Year's Day
 - Easter Monday
 - 4th of July
 - Veterans' Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
2. Should a holiday fall on a Saturday or Sunday, we will observe either the Friday before or the Monday after the holiday.
3. There is no tuition discount for days the center is closed for holidays.

Tuition-Schedules

Initials _____

1. Tuition rates are generally established on a yearly basis. Rate increases will apply with a minimum of 30 day written notice to parents.
2. Two week written notice is required when withdrawing your child from the center.
3. In any situation in which a child is temporarily withdrawn from ONLC and regular payment of tuition has been temporarily suspended by the parent or guardian, enrollment will be terminated. Re-enrollment will then be based on availability of space and an additional registration fee must be paid.
4. Any full time student attending any portion of the week will pay for a full week of service
5. In the event of hazardous weather conditions or water/power outages beyond our control, we reserve the right to close for the safety of the children and our staff. Full tuition is due unless the child is absent the entire week due to the conditions beyond our control.
6. On public school holidays, there is an additional daily charge for school age children enrolled in our after school program (not to exceed the full-time rate for the school age group). Children not enrolled in our after school or extended care programs will be charged the daily drop-in rate up to the full-time rate for a full week.

Tuition Discounts

Initials _____

A family discount of \$10 will be applied to the oldest child's tuition when the family has a second child enrolled in the Center on a full-time basis and is not for Summer Camp or Drop-in students.

Other Charges**Initials** _____

1. Any other charges for services (activities, program charges, etc.) must be paid as they are incurred in order for the children to remain a part of the program.
2. Families are responsible for an initial registration fee of \$50 or \$100 for materials, supplies, and administrative costs. Families who enroll in July, August, or September will have their registration fees prorated by 50%.
3. Annual registration fees will be charged in September of each year and due by October 15.

Payments**Initials** _____

1. We reserve the right to cancel services to parents who have payments overdue.
2. All payments are due on Monday for the current week.
3. A late fee of \$25 will be assessed for overdue payment not made by close of business on Monday. If payment has not been made by Tuesday evening, your child may not attend on Wednesday unless payment is made in full upon arrival Wednesday morning.
4. Parents wishing to pay bi-weekly or monthly must pay in advance.
5. We accept ALL payments online or through the payment system located in the center.
6. Children must be picked up by closing. A late fee is \$15 for the first minute and \$1 per minute per child after 6:30pm. Payment is due at time of the pick-up. Consistent late pick-up may result in dismissal from the program.

Ultimate Financial Responsibility**Initials** _____

1. Our Neighborhood Learning Center agrees to work with participating agencies that assist parents in child care costs. We will bill the agency for the amount they have contracted for and, where allowed, the parent must pay the difference between the posted tuition rates and the amount the agency will pay. The parent must pay this money in advance each week and keep the account current to meet contract obligations and continue to receive services.
2. In the event the contact is cancelled or otherwise does not pay the ONLC, the parent will be responsible for the full amount of tuition that is outstanding.
3. Should the parent fail to make their regular weekly payments, or leave the center owing the balance, we are required to report this default to the participating agency. We will use every legal means to collect these unpaid balances.
4. The parent also agrees to immediately notify the child care center if their contract for services is cancelled or ends for any reason.

Confidentiality Policy**Initials** _____

Our Neighborhood Learning Center believes that each child entrusted to its care has the right to have their individual personal information kept confidential and private. The following procedures shall be followed in order to ensure the confidentiality of child records:

- The original of the record created by the center upon enrollment of a child shall be kept in a secure location located inside the center's office. The Center Director shall be responsible for maintaining access to the records.
- The original of the child's record shall not be released to any party, except the individuals listed herein, without a Court Order authorizing the release of the original record. The record may be

released without a Court Order upon written request by the following: the child's parent, guardian, or a representative of a government agency.

- If a copy or copies of the original record are requested by any party, including the ones listed above, the copy or copies of the original record can only be reproduced and released if a parent has consented in advance, in writing, to the reproduction and release of the original record.
- In addition to the prior written consent of the child's parent, the employee of ONLC who makes the copy or copies shall notify the Center Director where a record of such requests will be kept on file.
- At the time the child is no longer enrolled at Our Neighborhood Learning Center, the original of the child's record will be archived.

The Role of the Parent

Initials _____

1. Our programs are developed with parents or guardians as an integral component involving you in many aspects of our program. Your child's progress is recorded in his or her developmental profile throughout the year. You are invited to participate in parent conferences and the parent council designed to present you with our observations of your child's progress and input on our daily programs.
2. Our parent organizations are cooperatively run by parents and staff. These organizations are organized to provide activities that benefit the child and the family unit as a whole. Fundraisers are included to allow parents to plan and finance activities and purchase worthwhile materials for the center.
3. Parents are encouraged to discuss their child's activities with their teachers. Open communication between parents and teachers provides an optimum of problem-solving instances to ensure a smooth transition from home to center. Remember that your child's artwork and other projects are special. Please make a concerted effort to pick up these materials.
4. Feel free to contact the Center Director by phone or in person at any time when questions or concerns arise. This will eliminate misunderstanding or confusion.
5. ONLC has an "open door" policy. Parents are welcome and encouraged to visit the center at any time.
6. It is the responsibility of the parent to keep their child's records current to reflect any significant changes as they occur. This includes but is not limited to: telephone numbers, work location, emergency contacts, child's physician, child's health status, and immunization records.
7. A signed waiver form is required when a staff member will take any student off premises for private care.

Policy Agreement

In applying to reserve child care for my child, I agree to abide by the policies of Our Neighborhood Learning Center as set forth in this Parent Policies document and agreement. In the event that I should desire to withdraw my child from Our Neighborhood Learning Center, I agree to give a written notice to the Center Director two weeks in advance of the last day of my child's attendance. I understand that I am responsible for the tuition during the two week notice whether my child attends or not.

Parent Signature _____

Date _____