

RISING SUN LEARNING CENTER FAMILY HANDBOOK

March 2020 EDITION



“Where HIS name is higher than the rising sun”

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Dear Family,

THANK YOU for choosing Rising Sun Learning Center to care for your precious children. We take that responsibility and vote of confidence seriously and appreciate your patronage. Your children, their safety, growth, and development in all areas are our main focus. You deserve to have a care provider who loves your children and points them to Jesus – we exist to be that place.

Our owner, Megan Huffman, has worked with children since she was a child herself. Her mother ran an in-home daycare that shaped her childhood as well as her perspective on working with children. She met Jesus in her early teens and has spent years pouring into youth ever since. She has two children here on-site and they truly are the “why” of her purchasing RSLC. She loves the combination of being able to see her children during the day, yet utilizing her skills and education for the betterment of many children.

Mission Statement

Rising Sun Learning Center’s mission is to be Jesus’ hands and feet to the children and families we serve as well as the surrounding community. It is our goal to provide a safe, happy, stimulating environment for children. We will respect and accept the uniqueness of each child as we focus on their spiritual, physical, cognitive, and social/emotional development.

Licensing

We are a licensed facility with the State of Missouri and we serve ages birth to 12 years of age. We comply with all licensing requirements and defer to their guidance as we establish our policies & procedures.

Hours of Operation

Our hours of operation are Monday through Friday from 6:30am to 6pm. We ask that your children arrive no later than 9am to allow them to take full advantage of our educational programming.

Late Pick Up

Should a child be picked up after our closing time of 6pm, there will be a Late Fee assess of \$1 per minute, per child. We will attempt to reach a parent if children are still here at 6pm. If we are unable to reach a parent, we will contact your listed emergency contact. If they are also unreachable, the police will be contacted to collect the children.

Enrolling at RSLC

The following paperwork is required, and must be completed in full, before a child can attend RSLC:

- Enrollment form (2 pages)
- Physical form
 - Doctor must complete form if not yet enrolled in school
- Immunization record
- Social-Emotional Program Auth
- Additional Pick-Up form
- Photo Release form
- Income Eligibility form (food program)

- Infant / Toddler Specialized Care form (under 2 years old)
- Transport Permission (bus riders)

If you would like to hold a spot for a future start date, we must have the above paperwork, applicable registration fee, and 1st week's tuition to hold your spot. Your child is not enrolled until the registration fee, 1st week's tuition and completed enrollment form are collected. If your child is or was in foster care and the State of Missouri will be paying all or part of your childcare bill, we must have confirmation of the authorization being entered from your case worker in writing. An email to director@risingsunkc.com will suffice.

Down payments for future enrollments are 100% refundable up to 4 weeks before your scheduled start month. RSLC reserves the right to keep the full down payment if you cancel your enrollment less than 30 days before your scheduled start date. For example, if you have scheduled your child's start date for March, we must receive notification that you will not be utilizing the spot no later than 30 days prior to the start of the month of March. We understand that babies come when they are ready and will do our very best to work with your family if you find that you have a need to push back your start date based on your infant's health or physician recommendations.

Your child's enrollment form, physical, and immunizations must be updated annually.

Holidays

We observe the following holidays each year: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day. We also take one day in August to prepare for the following academic year. Should one of these holidays fall on a Saturday, we will observe the holiday on Friday. Should ones of these holidays fall on a Sunday, we will observe the holiday on Monday. We will post reminders of day that RSLC will be closed.

As proud members of the Kansas City community, RSLC has closed in the past for city-wide celebrations like the Royals World Series parade. If an event like this occurs, RSLC reserves the right to count it as a holiday. We will always give as much notice as is possible to our clients. As these things rarely occur (like the parade in 2016 – it had been 30 years in the making), and given the relatively low number of holidays we close for, we hope our clientele will be understanding.

Inclement Weather Closures

Snow and ice are a reality in Kansas City and because we value the lives of our staff and the families we serve, we will close if the roads become too hazardous. We will follow the decisions of the Center School District regarding snow days. If they call a snow day, we will also be closed. Watch our Facebook page at www.facebook.com/risingsunkc for closure updates. We will also send out a text blast as well as a notification through the Procure app.

Drop off / Pick up

Please be sure to make contact with your child's teacher so that we know that the child has been picked up by a parent / guardian and are no longer responsible for their care. We ask that you please leave your cell

phone in your car. Children are very anxious to see mom or dad at the end of their day! They've missed you and deserve to feel important by giving them your full attention for just a few minutes at the end of your work day.

Each family has a pin number to use to log their children in and out of the tablet in our entryway. Please remember to check them in at drop off and to check them out at pick up. Conveniently located next to the tablet are Parent Folders, please check yours daily. This is how we send home important information from management including payment receipts, newsletters, etc. Our center information screen is also in this location, please take a look to see what is coming up here at RSLC.

Immunization Policy

In order to maintain the health and safety of all children, staff, and families we serve here at RSLC, we require that children must be up to date on their immunizations in order to attend RSLC. If your child is behind on immunizations, we will accept a letter from your doctor or the Health Department stating that you are in the process of catching up your child's immunizations.

Tuition Policies

In order to continue to provide quality care and education for our children and families, regular collection of weekly tuition is mandatory. **Each family's weekly tuition MUST be paid BEFORE we provide care. Each family is required to pay for the days that they are scheduled to attend, regardless of whether their child(ren) actually attend those days.**

For example, if your child is enrolled on a full-time basis, the full-time tuition must be paid even if they miss a day or two. If your child is enrolled on a part-time basis and is expected to attend three days, you must pay for the three days that we planned on them attending. This is based on the fact that we must have appropriate staffing for all children whom we expect on a particular day in order to maintain the state-mandated teacher-to-student ratios. This includes sick days, vacations, snow days and holidays.

If more than one child is enrolled at RSLC, we will put a 10% discount on the older child(ren)'s tuition.

We accept multiple forms of payment including cash, check, money order and credit/debit cards. If you fill out an authorization form, we can run your debit/credit card each Monday morning at no charge. If you are paying via check, please place it in the tuition box located on the wall above the tablet in the entryway. Cash payments will need to be delivered to a member of management so that a receipt can be completed. The tuition box is locked so you may also put a cash payment in the box as long as it is clearly labeled in an envelope.

If tuition is received after we have already provided more than one day of care, a \$10 Late Payment Fee will be assessed to your account. If two weeks pass and we have not received your tuition payment, your child will automatically be disenrolled from RSLC and your past due amount will be handed over to collections.

If a check is returned or "bounces", a \$10 Returned Check Fee will be assessed to your account. If one check bounces, the fee will be assessed and you may continue to pay via check. However, if a second check is

returned, the fee will again be assessed and your payments must be made via cash or cashier's check from that point forward.

Registration Fee

We collect a \$50 registration fee *per family* every September 1st or as families join us. This fee goes to helping us ensure that art and project supplies are available for your child.

State Assistance and Children Adopted from Foster Care

In an effort to help provide quality care for as many state-assisted families as we can while still meeting the financial obligations of RSLC, we have created a "leftover copay" system for state assisted families. This means that the amount of our regular tuition cost that is not covered by your state assistance will be your copay.

For example, if a 3 year old is enrolled for full-time care, their weekly tuition would be \$200 per week. If the family's state assistance amount is \$23.78 per day, that means that the state would be contributing \$118.90 toward the \$200 total, leaving the family with a copay of \$81.10 per week.

We will estimate your state assistance as ½ of our regular tuition until we receive the information from the state telling us how much they are going to contribute on your behalf. Missouri updated their system in December 2019 which now allows us to have access to your rate within 24 to 48 hours after our vendor number has been attached to your account. Once the rate is received, we will send you a full breakdown of how much your weekly copay will be.

If a family's state assistance ends, the family is then responsible for either getting their approvals backdated so that RSLC can collect from the State, or the parent will be responsible for the full amount of the incurred tuition.

This section is applicable to children who have been adopted from foster care effective May 2020.

Health

All staff members here at RSLC take our obligation to keep children health and safe very seriously. We clean and sanitize toys, eating utensils, etc. multiple times throughout the day to try to combat germs. However, working in an atmosphere with 100+ children, illnesses are going to happen occasionally. We follow the State of Missouri childcare regulations in regards to sending home potentially ill children. Some of the most frequently observed symptoms that will send a child home include: fever of 101.0 or higher (100.0 under the arm), vomiting, more than one loose stool per day, pink or goopy eyes, or unknown rashes on the skin.

If one of the listed symptoms is observed, the child will be taken to a member of administration for a second opinion. If the admin agrees that the child is showing signs of being contagious, parents will be called and instructed to please pick up the child at the earliest possible time. The child will be quarantined away from other children until they are picked up. In the event that we cannot directly reach a child's parent, the listed Emergency Contact will be called.

When a child is sent home due to illness, that child will not be admitted back until the child has been symptom free for 24 hours **without the aid of medication**. They may also return if a doctor's note is obtained stating that the child is not contagious.

Medication Administration

Medications can be administered as instructed by a parent for over-the-counter medications and as instructed by a physician if a prescribed medication. A Medication Authorization form must be filled out by the child's parent and their instructions must match the instructions on the original packaging from the medication. Our administration will administer the medication as instructed and will log the dose on the Medication Authorization form.

If a child has severe allergies, we request that an EpiPen be kept on-site in case of a serious allergic reaction. It will follow the child via their teacher's emergency bag both in and outdoors.

Drop off / Pick up

In order to maintain the safety of all children in our care, we require that parents walk their children into the building and to their room. Parents **MUST** make verbal contact with their child's caregiver in order to transfer custody of the child from parent to staff. We cannot be responsible for children whom we have not been made aware of their presence.

Children should be logged in and out of the tablet located at the entryway of the building. Each family will be provided with a letter of instruction regarding how to complete this as well as their family's code to the tablet and door code upon the completion of their child's enrollment.

Drop off times can sometimes be difficult, particularly when a child is just joining us here at RSLC. We ask that you would please make drop off a quick, confident interaction between you and your child and then hand off your child to our staff. We will help distract, cuddle, and calm them. You are welcome to call to check on them throughout the day or even observe them through the one-way windows installed in our toddler and up classrooms for as long as you'd like. This is true whether your child has just joined our family or have been here for years.

If you should need to drop off an item for your child and do not intend on taking them with you, we ask that you leave your item up front with a staff member or member of management and we will deliver it to their room. This will eliminate confusion and upset for your child since they would be understandably excited to see their parent at an unexpected time.

If a person that we do not personally know attempts to pick up a child, we will check their ID against the child's file to ensure that the person in question has permission to pick up that child. Please be sure that you let anyone picking up your child know to bring in their ID as we frequently send people back to their car.

Discipline

We abide by the disciplinary standards set by the Missouri Dept of Health & Senior Services Child Care Regulations. This includes the complete avoidance of physical discipline. We prescribe to multiple philosophies including Love & Logic and Conscious Discipline techniques. We strive to teach all children life skills, respect and manners.

Some common behavioral issues for children in their early development include biting, hitting, spitting, and testing the use of new, inappropriate words. Staff responses to these types of behaviors will include a firm instruction for the behavior to cease, reminders as are age appropriate, removal from the situation at hand for a cool-down period, think sheets, processing the decisions with teacher/director, etc.

Supplies

Every child, regardless of age, needs to bring one box of tissues and one pack of wet wipes **every month**. Each child is also required to have two full changes of clothes in case of mess or accident. These changes of clothes will need to be checked occasionally to ensure they are the appropriate size and season. Supply lists are provided at enrollment and change as children age.

Infant / Toddler

- Diapers
- Wipes
- Diaper cream
- *Wearable* Blanket or Swaddler (infants)
- Small blanket (toddlers)
- Two complete changes of clothes
- Bottles
- Formula / Breast Milk

Two's

- Pull Ups w/ VELCRO SIDES OR underwear w/ plastic cover (preferred)
- Wipes
- Diaper cream
- Small blanket for naptime
- Sunscreen
- Two complete changes of clothes

3 and up

- Wipes (1 pack EACH MONTH)
- Box of tissues (1 BOX EACH MONTH)
- Sunscreen
- Blanket for naptime
- Two complete changes of clothes

Please make sure to **LABEL** all of your child's personal items!!!

If your child is not yet potty-trained, it is your responsibility to provide RSLC with diapers and wipes. We will do our best to communicate regularly with you regarding your child's supply of diapers. Please check with your child's teachers about their room-specific communication methods including daily sheets, dry erase boards, etc. Should your child run out of diapers, we will provide a very limited number of diapers to get them through the day as we are able, but this will not occur more than one day. Should we find that we are still out of diapers on a second day, parents will be contacted and given the option to either provide us with the necessary supplies to care for the child or they may pick up the child and return the following day. This same protocol applies to infants who run out of formula or breastmilk. We have a lot of square footage and storage

space, please do not hesitate to bring a large stock of diapers / formula for us to keep here. Again, make sure to label your child's items with their full name!

We ask that toys from home remain at home, unless a special Show & Tell day is scheduled. Also, we ask that you assist us in ensuring that RSLC toys remain on-site. If your child struggles with having sticky fingers, please make sure to check their pockets and backpacks before leaving each day. RSLC is not responsible for any toys or other personal items that are brought to the center.

Since we know that kids play hard, we highly require that all children wear closed-toed shoes (tennis shoes, walking shoes, running shoes, etc.) to school. This applies to all children who walk or are attempting to walk. Please make sure that the shoes are hard soled and have good traction on the bottom. This will help reduce the likelihood of injuries for your child.

Meals

We provide breakfast at 9am, lunch at 11:30am, and afternoon snack at 3pm. Our menus are posted throughout the building including the entryway, each room's parent board, and by the kitchen. When your child is developmentally ready to eat our meals, please make sure to communicate that to your child's teacher. A copy of our menu can be provided upon request and you may mark the foods that are allowed for your child.

Occasionally we will have celebrations of different occasions here at RSLC. You are welcome to provide both homemade as well as store bought food items.

We are a **NUT FREE** center. Please refrain from sending any items to school that contain nuts, even if you intend on only your child consuming the food.

RSLC participates in the federally-funded Child and Adult Care Food Program. We follow all of their portion, nutrition, and other guidelines.

Allergies

Should your child have any food allergies, please be sure to communicate this to both your child's teacher and management so that we can plan accordingly. We will strive to provide your child with a meal that does not include their allergen. For example, if they cannot eat meat, we will provide a cheese sandwich rather than a turkey sandwich. We will NOT provide special milks derived from nuts such as almond milk but do provide soy milk. Again, please clearly label your child-specific food. If you would like to provide your child with specific foods that are safe to their needs, please see a member of management so that an appropriate protocol can be established.

CACFP (Child and Adult Care Food Program)

CACFP's nutritional and other standards are higher than just the licensing standards set by the State of Missouri. The funds that we receive from this program will be used to move toward more homemade, less processed foods. Each family enrolled will need to fill out a CACFP-205 form – Income Eligibility for Child Care

Center. This program requires that ¼ of the children we serve must be of low-income families or foster children and this form helps us prove that we meet this requirement.

This program also requires additional documentation on our part to prove that we serve the foods we claim to the children that we claim to be serving. These records will be retained based on the requirements of the CACFP.

Classrooms

Our classrooms meet the needs of each age & development of the children they serve and therefore have different rules and regulations to meet. Ratios by classroom:

- Infant & Toddlers (under 2 years old) – 1 teacher to 4 children
- Two year olds – 1 teacher to 8 children
- Three to five year olds – 1 teacher to 10 children
- School Age – 1 teacher to 16 children

Our staff members are constantly assessing the development of each child in their care. As children are reaching certain milestones, we will begin to discuss the possibility of transitioning to the next room. This will be an ongoing conversation between teachers, management, and parents. This transition will begin with management sending home a letter stating that we are interested in starting this conversation. This gives parents a chance to meet their child's new teacher, ask questions about the differences between the rooms, and to begin talking to the child about the exciting new change.

Breastfeeding

Breastfeeding is a natural way to feed a baby and provides many health benefits to both infant and mother. Because breastfeeding mothers need ongoing support from child care providers to provide milk to their babies, RSLC subscribes to the following policy.

1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk (curtained area in the Commons). Breastfeeding mothers, including employees, shall be provided a private and sanitary place (not a bathroom) to breastfeed their babies or express their milk. This area provides an electrical outlet, comfortable chair, table, nearby access to running water, and breastfeeding support materials.
2. A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the child care's refrigerator. Mothers should provide their own containers, clearly labeled with name and date. The child care facility will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention in ensuring that breast milk is properly treated to avoid waste. Universal precautions are not required in handling human milk.
3. Sensitivity will be shown to breastfeeding mothers and their babies. Our facility is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed

their baby at any time, and holding off giving a bottle, if possible, when mom is due to arrive. Formula and solid foods will not be provided to any infant unless the mother has requested us to do so. Babies will be held closely when feeding and bottles will never be propped. Caregivers will have a continually ongoing communication with parents regarding feeding preferences (i.e. feeding on demand preference versus scheduled feedings).

4. Staff shall be trained in handling human milk. All child care staff will be trained annually in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.
5. Breastfeeding promotion information will be displayed. Our facility will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the facility. There are no advertisements of formula in our facility.

Toileting & Diapering

Obviously, one of the largest developmental milestones in early childhood is potty training. Some refer to that time in a fearful or negative connotation and we strive to change that tendency. We watch for each child to show signs of readiness for potty training including identifying when they have pooped or peed, seeing other children using the potty, hiding when they are having a bowel movement, etc. Each child that is over two years old will be given an opportunity to try out use of a potty multiple times throughout the day. Some children are excited to try something new, some are more timid. We believe in meeting children where they are in their development, so some may take a bit longer to potty train than others do. That's perfectly normal and healthy.

When your child begins use of underwear, we **require** that children use plastic underwear covers. This helps to reduce the spread of mess throughout the classroom when an accident occurs. We work hard to keep our rooms as sanitary as possible, so these are mandatory. The use of underwear with a plastic cover allows children to feel the wetness when they've peed in their pants and since most children do not enjoy the feeling, it becomes a natural deterrent to peeing in their pants. Children must be at least mostly potty trained before they will be transitioned to our Preschool Class.

Rest Time

Missouri State guidelines require that every preschool aged child in our care rest on a cot for at least 30 minutes. Even if your child is getting ready to attend Kindergarten, all preschool children must be given that 30 minutes of rest time on a cot. If they do not choose to sleep, they may lay quietly or read a book.

Safe Sleep

Per regulations effective November 20, 2015, we will abide by the following safe sleep policy for infants:

- Infants will only sleep in approved cribs / play pens
- Infants that are easily able to roll from their front to their back and vice versa will be placed on their back to sleep; if they happen to roll over they may stay in their preferred position.
- Infants that cannot easily roll from their front to their back and vice versa will be returned to their back to sleep when a caregiver finds that they have rolled over in their sleep

- Pacifiers may be used during sleep only if their Infant Care Form indicates that they use a pacifier. No attachments may be used during sleep
- Infants will not be overdressed during naps so as to avoid them overheating
- No loose items may be in the child's bed while they sleep (no toys, loose blankets, boppys or pillows, etc.). Wearable blankets or swaddle wraps may be used. Sheets must tightly fit the mattress.
- No infant's face will be covered during sleep. Beds will not be covered during sleep times
- Infants who fall asleep in a swing or arrive asleep in their car seat will be moved to their bed to finish their nap
- If we receive written, signed instructions from a licensed physician with instructions outside of this policy, we will follow the instruction of the physician regarding that specific infant's care
- Every staff member will complete Safe Sleep training within 30 days of hire and every 3 years thereafter
- Caregivers will check the child every 10 minutes to ensure that they are not overheated or in distress
- Caregivers will remain in the infant room at all times. They will maintain diligence of their supervision, even while infants are sleeping.
- No equipment will be used that interferes with the caregiver's ability to see or hear a child who may be distressed

Center School District

We are in the Center School District and serve children attending Indian Creek Elementary as well as Center's Early Childhood Center. We are on their bus routes and children are dropped off at our door. We do not currently have the ability to pick up children from any additional schools.

RSLC partners with Center's Parents as Teachers program. This means that they assist us in building-wide developmental assessments and can make referrals for services if deemed necessary.

Staff Requirements

RSLC works diligently to hire only the most caring, skilled, and dependable staff members we can. We screen employees through multiple steps including a background check through the Family Safety Care Registry as well as a fingerprint-based background check through the Missouri Highway Patrol, checking references, and hiring on a probationary period. During that period, teachers are paired with staff that mentor exactly how we work with children. Every staff member is required to complete at least 12 hours of training annually. Of those 12 hours, Safe Sleep and CPR/First Aid, Health & Safety, and Social-Emotional trainings are required. Every new employee receives an orientation to RSLC to ensure that all of our employees understand and agree with our teaching and caregiving philosophies and regulations.

Mandated Reporters

As are all professionals working with children, staff members of RSLC are mandated reporters for suspected child abuse and/or neglect. Should we suspect that any child in our care are being abused or neglected, a hotline call will be made to the Missouri Children's Division. We will not release children into the care of anyone who appears to be under the influence of drugs or alcohol. The police will be called.

Children's Division

As a licensed child care facility who is contracted with the Missouri Children's Division to provide care for children in foster care and families receiving child care subsidy, we must comply with regulations of and cooperate with investigations of the Children's Division. If your child is ever involved in an investigation of child abuse or neglect and the Children's Division asks to speak with your child, it is our policy to comply with such a request. We will do everything in our power to ensure that your child is safe and comfortable during any and all interviews with CD workers. This includes a member of our staff (usually a director or assistant director) sitting in on the interview. If at any time we become uncomfortable with the interview, we will ask the worker to please step out of the room and will address our concerns with the worker before allowing the interview to continue.

Emergency Preparedness

Our primary concern for the children in our care is their safety. It is for this reason we have an Emergency Preparedness Plan. In addition to this written plan, we practice Fire Drills with all children on a monthly basis and Tornado or other Disaster Drills with all children on a quarterly basis. In the event of a power failure, parents will be notified within one hour and will be expected to pick up their children within the following hour. RSLC partners with local businesses to offer shelter for children and staff in the event of emergencies which would require us to leave the facility (Price Chopper). In the event of an emergency which requires RSLC staff and children to relocate to a safe area, you will be notified via phone as soon as everyone is moved and safe. Please see the Director with any questions or concerns.

Should an accident or incident occur at RSLC involving your child, you will receive a written Accident / Incident Report upon picking up your child. If your child is involved in an incident or accident that results in a serious injury or minor injury that is on their face, head, or is clearly visible, you will receive a call from management to notify you just as soon as the injury has been tended to and TLC applied.

Security

The safety of every child we serve is RSLC's number one priority. Therefore, we assess and reassess our security measures often. The first level of security we employ is the locked front door. To enter, people must know the four digit code to unlock the door. Should someone ring the doorbell, a staff member (typically a member of management) will answer the door and ask what or who the person is looking for. This code is changed at least bi-annually and anytime we deem necessary to ensure the safety of all staff and children onsite. We regularly check the identification of any unknown person attempting to pick up one of our children.

Attendance

We record your child's attendance via our use of the Kinderlime app. It is your responsibility to time your child in when dropping off and out when picking up via our tablet in the entryway. Each time you time

your child in or out, a signature is the last step on the tablet. Your child's pin code will be provided upon enrollment. We retain these records for at least 3 years.

Discharge Policy

It is our hope to care for your children until they complete elementary school. However, we understand that life circumstances may change your need for care for your child. In the event of a parent's need to terminate care, we require a two week written notice. If the parents decide to terminate care, and a proper two week written notice is not given, it is understood that the parents must pay the full two weeks tuition in advance regardless of attendance. Deposits are non-refundable.

In the event that Management chooses to terminate a child from care, a written notice will be given to that parent. In the event a child is terminated from care due to physical violence or in any way endangering other children, RSLC reserves the right to terminate care immediately. We base this policy on the Missouri Child Care Licensure rule stating: "After attempts have been made to meet a child's individual needs, any child who demonstrates an inability to benefit from the care offered or whose presence is detrimental to other children may be discharged from the facility and the care of a child may be discontinued if the provider and the parent(s) cannot establish a mutually satisfactory working relationship."

Any child who disappears for more than one full week without communicating plans with management will have abandoned their spot and will be discharged from RSLC.

Grievance Procedure

If a parent has a concern about any aspect of their child's experience here at RSLC, we ask that you please bring the concern to management at your earliest convenience. That enables us to address the concern quickly which cuts way back on misunderstandings since the facts are fresh in everyone's minds.

No Smoking Campus

RSLC is a non-smoking campus. This applies to anyone onsite whether a customer or staff member. Please refrain from smoking near RSLC, especially if your child is in the car with you.



ACKNOWLEDGEMENT OF RECEIPT OF FAMILY HANDBOOK



By signing below, I agree to the attached guidelines, policies, and procedures set forth in the RSLC Family Handbook. I also acknowledge that I have been offered a copy for my own records.

Child(ren)'s name(s): _____

Parent name: _____

Parent signature: _____

Date: _____

Provider signature: _____

Date: _____