

INFINITY LEARNING CENTER

Infinite Learning - Infinite Possibilities

PARENT HANDBOOK

8985 W. Flamingo Road
Las Vegas, NV 89147
(702)485-1100

HOURS OF OPERATION

Infinity Learning Center is open 7 days a week (Sunday - Saturday) from 4:00 am - 10:00 pm. Regular hours are from 6:00 am - 6:00 pm and there will be an additional charge for Extended/After Hours and/or Week-ends.

We welcome children between the ages of 6 weeks to 12-years old. A facility tour is strongly recommended before enrolling your child so you and your child may meet your child's teacher, become familiar with your new school and have any questions answered. Parents are encouraged to come and visit the center at any time.

NON-DISCRIMINATION POLICY

Infinity Learning Center operates on a non-discriminative basis, based on equal treatment and access without regard to race, religion, national origin, ancestry, sex or handicap. The program refrains from religious practice of instructions. It is the intent of our policy to be able to enroll children with disabilities. However, in order to ensure adequate service to children with disabilities, we will only enroll children for whom reasonable accommodations can be made.

REQUIREMENTS AND PROCEDURES FOR ENROLLMENT

Before a child can attend Infinity Learning Center, we must have a completed registration packet, an up-to-date immunization record and a signed parent handbook. It is the parent's responsibility to keep updated immunization records on file at the center. Within 30 days of enrollment, a Health Statement signed by your child's doctor or nurse is required. This form will state that your child is healthy and able to participate in daily activities while at the center.

PARENT/GUARDIAN TUITION PAYMENTS

Weekly fees include holidays and children's absences and tuition must be paid in full each week. No deductions will be made if your child is sick or on vacation (after vacation time is used.) Two weeks advanced notice is required if your child will be leaving for any reason or any length of time. After your first year at the Center, you will receive 1 (one) week of vacation per year. In order to reserve their spot at the Center, your child's tuition will be charged at 50% of their normal rate during this week to hold and. Vacations MUST be arranged at least 2 weeks in advance with the Center.

At the time of enrollment, a registration fee is due and must be paid before starting our program. This is an annual fee and family discounts are available. Tuition is due on each Friday for the upcoming week. If tuition that is not paid by noon on Monday, a late fee will be added. If tuition still has not been paid by Wednesday, your child will be denied entrance until all tuition and late fees are paid in full. If tuition is still outstanding by Friday, your child will be dis-enrolled and your account will be sent to collections. Once paid in full, you may re-register, which will include an additional registration fee, if space allows.

In the case of no payment, the parent/guardian acknowledges the account will go to collections. Any and all fees accrued by the Center, including but not limited to collections fees, attorney fees, accounting fees, processing fees, interest, etc will be charged to the parent/guardian in addition to the original unpaid tuition. This also includes any charges and tuition incurred for the lack of two weeks' notice as required for termination of services.

All requests are required to be put in writing and directed through center administration. Infinity Learning Center reserves the right to terminate any child with no written notice if he or she is found to be threatening to other children in the program or to themselves.

HOLIDAYS

Infinity Learning Center observes the following holidays - New Year's Day, Independence Day, Thanksgiving Day and Christmas Day - and weekly tuition will not be adjusted on those weeks. For all other holidays, there will be a sign-up sheet at the front desk so that we can adequately staff the Center.

SAFETY AND SECURITY

Infinity Learning Center is equipped with the latest in safety and security technology. When you arrive, you will check your child into the center with our touch screen check-in system using the personal 4-digit PIN that you selected. Then, we welcome you to take your child back to his or speak directly to your child's teacher for daily progress and updates! If we aren't very familiar her classroom so you can give the teacher any important messages. The process is the same for pick up. You will again use your PIN to sign your child out before proceeding to the classroom to pick him or her up. After all, communication is KEY and we want you to be able to r with you or if someone from your check out list comes to pick up your child, we will ask for identification. We also have surveillance cameras that record every aspect of the daily program in each classroom, in the lobby and on the playground. In the lobby, you will find a TV screen where the administration, staff and/or parents can monitor each classrooms' program throughout the day.

MEALS

Breakfast, a morning snack, lunch, an afternoon snack and dinner are provided and are included in your child's tuition. Children up to two years old are served whole milk and children two years and older are served 1% milk. The menu for the month will be posted on the Parent's Board in the lobby each month.

PARENTAL INVOLVEMENT

Infinity Learning Center has an open-door policy. We not only welcome, but highly encourage parents to tour our school before registration, to observe the program at any time and to participate in your child's classroom. If you would like to help in your child's classroom, we ask that you make prior arrangements with the director to eliminate any disruption of the daily schedule. If you would like to become a regular parent volunteer, please check with the director for required training, background clearance and other requirements.

STUDENT PICK-UP

No child will be released to any unauthorized person at any time. If you require your child be picked up by a person that is not listed on their paperwork, you will need to provide us with written notice, in person. The notice MUST include the person's full name as it appears on their ID, as we will be checking their valid photo ID to verify their identity. For your child's safety, we will not accept phone calls as proper notice, as we cannot verify your identity over the phone.

Anyone picking a child up from infinity Learning Center is subject to show a valid ID upon request. By law, center staff is required to release a child to his/her parent or legal guardian, unless we have a court order on file restricting a parent's contact with the child.

Students are not allowed to be picked up by anyone under the age of 16 years old. Any other arrangements must be made in writing and approved by the center administration.

LATE STUDENT PICK-UP

If your child is not picked up at their scheduled time, a late fee of \$15.00 per child, for every 15 minutes, will be added to your account. After 30 minutes, the following will be done for the safety of your child:

1. We will attempt to contact everyone listed as an authorized pick-up on your emergency contact list until we get a hold of someone who can pick up your child.
2. If no one from your list can be contacted or no one from your list is able to come pick up your child, we will be forced to call the Las Vegas Metropolitan Police Department and have them pick your child up. If necessary, a note will be left on the door to let you know where to pick up your child.

**** It is mandatory that parents update Infinity Learning Center with current contact information at all times. ****

TRANSPORTATION TO/FROM SCHOOL & FIELD TRIPS

We provide transportation to and from school, as well as field trips. For school transportation, a written permission slip signed by a parent or guardian must be on file for each school year. It is advised that you take your child to school on the first day to get them familiar with the campus and the pick-up/drop off areas. It is the parent's responsibility to be sure the school has the proper information regarding who may pick your child up. It is also the parent's responsibility to let us know of any early dismissal days and/or breaks and holidays. If your child is enrolled in our before and after school program and is not at our center before school, we will assume your child is home for the day and will not pick him up from school unless we are contacted by a parent or guardian.

Remember ... communication is KEY!!!

For field trips, a separate transportation permission slip must be filled out for EACH trip and must be signed by a parent or guardian for the child to participate. Infinity Learning Center and its employees will not be held responsible for any accidents and/or injuries your child may experience while being transported to and from school or on field trips and parents agree to release Infinity Learning Center and its employees from any liability associated with the transportation of your child.

PERSONAL BELONGINGS

Infinity Learning Center provides each child with a locker or cubby for personal belongings. Please be sure that all items brought to the center are clearly labeled with first and last names. A complete change of clothing (shirt, pants, underwear and socks) is required to be at the center at all times in case your child needs to change. If your child uses the change of clothes, please be sure to bring a new set the following day. A fitted sheet, blanket and/or pillow may be left for nap time. Please leave your child's cup, as well as personal toys, at home as it is very easy for these items to get lost. Infinity Learning Center is not responsible for any belongings being lost or damaged.

ACCIDENT/INCIDENT REPORTS

Parents are informed of each occurrence of an accident that requires even basic first aid. These reports give information including a description of what happened, the time and location of the incident, and the first aid that was administered.

FIRST AID

Because each of the staff members at Infinity Learning Center have education in first aid, CPR, and fire extinguisher procedures/use, there is always someone on site who is trained for any potential situation. At all times, the center maintains first aid supplies on hand that include, but are not limited to:

1. A first aid manual
2. Sterile first aid dressings
3. Bandages
4. Scissors
5. Tweezers
6. Thermometer
7. Antiseptic Ointments
8. Eye Wash Health Kit

HEALTH AND ILLNESS POLICY

In order to ensure the safety and health of all children in the center, children with contagious conditions must be immediately picked up by a parent, guardian or anyone previously authorized to check the child out from the center, so they can be treated for the condition. Ill children will be removed from the classroom and placed in the sick area until picked up. Children may not be admitted back into the center until all visible symptoms of the child's condition have disappeared for a period of 24 hours or we receive a note from the physician stating that the child is no longer contagious. Children with any of the following (but not limited to) conditions will be sent home:

- * Rash
- * More than 1 incidence of diarrhea
- * Fever over 100 degrees
- * Green discharge from the eyes or nose
- * Vomiting
- * Any contagious disease or symptom
- * Croupy cough or wheezing

MEDICATION

Any parent with a child requiring medication while at the center will need to fill out a medication request form for each day the medication needs to be dispensed. A signed letter from the doctor must accompany the request and will need to be on letterhead or stamped with the office seal. The letter needs to include the child's full name, the doctor's name, address and phone number, what the child is being treated for and the exact dates, times and dosage for the medication to be given. This applies to ALL over the counter drugs as well. Prescribed medication must be in its original container with the child's name, expiration date, dosage and times to be given clearly printed on the label. If the label is not legible, we WILL NOT give the medication. All medication will be stored in a locked medication box and dispensed and logged by an employee who has been properly trained and understands these guidelines. Parent or guardian agree to not hold Infinity Learning Center or its employees responsible for any reaction the child may have as a result of being given medication that was requested by the parent or guardian.

EMERGENCY MEDICAL TREATMENT

At enrollment, parents are required to fill out and sign a Medical Treatment Release form for each child. This form authorizes the staff of the Center to make arrangements, as considered necessary, for the child to receive medical or hospital care, including transportation to such facilities. Under such circumstances, the physician named on the form is authorized to undertake such care and treatment of the child as he/she considers necessary. In the event the listed physician is not available at the time, authorization for such care and treatment is given to any licensed physician or surgeon. If there is any question about moving a child, the local Fire Department (C.C.F.D.) will be called to assess.

EMERGENCY DISASTER PLAN

If your child becomes injured, we will administer simple first aid such as washing the injury, applying ice, and bandaging. The teacher will fill out an injury report and one copy will go home with the child and the other will be placed in the child's file. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian
2. Call one of the persons listed on the emergency card.
3. Call the child's physician for his/her advice.
4. In the case that the above three fail, we will call an ambulance and have the child taken to an emergency hospital with a staff person accompanying them.

If an injury is severe, procedures 1-3 will be waived and 911 will be called immediately.

** Parents MUST complete the Release Form allowing Infinity Learning Center to seek emergency care for the child. Any and all expenses incurred will be the responsibility of the child's parent or guardian. Parent or guardian also agrees to not hold Infinity Learning Center or its employees legally responsible for any injury or illness the child may experience while attending our programs.

CPR CERTIFICATION

Infinity Learning Center always has a CPR and First Aid Certified employee on site.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

As required by law, every employee of Infinity Learning Center is a mandated reporter of Child abuse and Neglect. If abuse or neglect is suspected, we will report to Child Protective Services and/or the Bureau of Service for Child Care.

DISCIPLINE PROCEDURES

In accordance with Nevada State Childcare Licensing regulations, Infinity Learning Center staff will never use corporal or physical punishment, impose humiliating discipline, use any form of emotional, verbal and/or mental abuse, or interfere, for punitive reasons, with daily functions of living, such as eating, sleeping or toileting.

Then staff at Infinity Learning Center will use redirection, verbal guidance, restrictions from activities or short periods of inactivity when discipline is required. If these methods are unsuccessful, the following actions will be taken:

1. A member of management will speak to the parent, confidentially, to make them aware of the issue.
2. A conference will take place between the parent and the owner(s), the Director and/or the teacher(s) to map out a Plan of Action.
3. A follow-up conference will be scheduled to evaluate the child's progress.
4. Professional help/referral may be recommended.
5. Termination of service may occur if Infinity Learning Center cannot meet the needs of the child.

SMOKING POLICY

Infinity Learning Center is a smoke free facility. It is our policy that no parent or staff member smoke on our premises.

NAPS

All children 5 years old and under who attend a full day program will be required to take a "rest period" each day. Children are not required to sleep during this time, but they are required to rest quietly for the designated time.

BIRTHDAY AND OTHER PARTIES

If you would like to bring a special treat for your child's birthday, please be sure to let your child's teacher know in advance so they can plan accordingly. Per Health Department regulations, any food or beverages you wish to bring to the center must be packaged and sealed in its original wrapping. Home cooked items are prohibited.

PHYSICAL ACTIVITY STATEMENT

Physical activity is a large part of our daily activities. Children are taken outdoors for playtime twice a day for 30-45 minutes each time (weather permitting). Physical movement is encouraged throughout the day by having the children participate in classroom activities that promote physical activities such as dancing or moving to music, active games and other forms of movement activities. Each child is encouraged to participate. Adaptations are made for children with physical disabilities.

NOTICE REGARDING THE USE OF PESTICIDES AND AIR FRESHENERS

Please be advised that Infinity Learning Center is occasionally exterminated for pest control. Air fresheners may also be in use in common areas and classrooms during operating hours.

TOILET TRAINING GUIDELINES

We have designed a few guidelines in helping you prepare your child for potty training. Please do not take your child's readiness to potty personally. It is not a reflection of his/her I.Q. or your level of parenting ability. Be assured it will happen when your child is truly ready.

When is your child ready? Here are a few signs ...

1. They are aware of wetting or soiling diapers or they are saying their diaper needs to be changed.
2. They are aware of the "need to go" and can show or tell you such.
3. They are able to stay dry for a period of 2 hours or more or wake up dry from a nap.
4. They are able to pull his/her own pants up and/or down.

Parent's responsibilities:

- We ask that you dress your child in clothing that is easily removed by the child. No overalls, belts, onesies, etc. Elasticized waistband pants are great!
- Do not pressure the child into using the toilet. It is VITAL not to get into a power struggle that could cause stress, anxiety or bewilderment.
- Help your child learn at home in the evening and on the weekends for consistency.
- Stick to it!! Don't regress once you start. Remember this is a joint effort between home and school.
- Maintain regular eating and sleeping routines whenever possible, even if the child is only getting up for the potty routine.
- Ask the child to use the toilet before leaving home and when arriving at the center in the morning and again at pick-up time.
- Communicate with teachers about progress.

Teacher's responsibilities:

- Teachers will ask the child if he or she needs to use the toilet on a regular basis and take the child to the toilet at frequent intervals.
- Teachers will not force any child to sit on the toilet for prolonged periods of time and will allow the child to sit as long as he/she needs to.
- Teachers will communicate progress with parents.
- Children will be given positive guidance and praise for all attempts at "pottying" and will never be punished for wetting or soiling their clothing.
- Children will be supervised at all times while using the restroom.
- Children will wash their hands after using the potty.

INFINITY LEARNING CENTER FEES

Annual Registration fee: \$40

Late Payment fee: \$25

Returned Check fee: \$35, per check

Extended Hours/Weekend fee: \$15, per day, per child

Holiday attendance fee: \$25, per child

Late pick-up fee: \$15, each 15 minutes, per child

Missing diaper fee: \$1.00 per diaper

Missing wipes fee: \$0.50 per wipe

Missing change of clothes fee: \$10.00

Infinity Learning Center reserves the right to change fees and/or revise any policy without written notification to parents.

I have read and I understand the contents of Infinity Learning Center's Parent Handbook. I understand that if I have any questions or concerns, I am welcome to speak directly to the Director for clarification. I understand that while my child(ren) are enrolled, these policies may change at any time and that I will be notified of said changes.

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Parent's Printed Name: _____

Signature: _____

Parent's Printed Name: _____

Signature: _____

Date: _____