



## Family Handbook

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## **Mission Statement**

Our goal at Wildflower Learning Center is to provide a high-quality, nurturing education to children from birth to age 5, while ensuring that every single child that walks through our door is cared for, protected and loved.

## **Teaching Philosophy**

Wildflower Learning Center's philosophy centers around the idea that in order for a child to flourish and learn, they need to feel safe, welcomed, and loved. If a child does not feel safe, they are not able to learn. We teach through play, and feel that our children should be able to engage in play-based learning the majority of the day.

## **Programs Available**

We offer five classrooms for children from 6 weeks to 5 years of age. Our infant room is for children 6 weeks to 1 year. Our littlies room is for children 1 year to 2 years old. Our toddler room is for children 2 years to 3 years old. Our preschool classroom is for children aged 3 years to 4 years old. Our Pre-Kindergarten classroom is for children aged 4 years to 5 years old.

## **Drop In Care**

Drop in care will be available based on daily room capacity. If you think drop in care will be beneficial for your family, please come in person to fill out all required forms. The cost for drop in care will be \$50 per child per day for all classrooms.

## **Tuition and Fees**

5 Days (M-F):

Infants: \$1200/month

Young Toddlers: \$1200/month

Toddlers: \$1200/month

Preschool: \$1000/month

Pre-K: \$1000/month

2 Days (Tu/Th):

Infants: \$600

Young Toddlers: \$600

Toddlers: \$600

Preschool: \$450

Pre-K: \$450

3 Days (M/W/F):

Infants: \$850/month

Young Toddlers: \$850/month

Toddlers: \$850/month

Preschool: \$700/month

Pre-K: \$700/month

Half Day (M-F 8-1 or 1-6):

Infants: \$600

Young Toddlers: \$600

Toddlers: \$600

Preschool: \$500

Pre-K: \$500

## **Registration Fees**

\$150 per school year charged annually with the August tuition payment. This will help cover the classroom costs such as art supplies, paper, pencils, etc. as well as recurring training for all teachers.

## **Payment Schedule**

Tuition is billed on the 1st day of each month. If payment is not received by the 5th day of the month, a \$25 late fee will be applied to the following month's tuition.

## **Late Pick Up**

Our center closes at 6:00 pm Monday through Friday. There is a \$1 per minute charge if your child is not picked up by this time. This will be applied to the following month's tuition.

## **Make Up Days**

Our center currently does not offer make up days for any reason. If you have any questions or concerns, please feel free to contact us.

## **Calendar**

Wildflower Learning Center follows the Marana Unified School District Calendar.

## **Inclement Weather**

Wildflower Learning Center may have to close due to unsafe weather conditions, such as flash flooding. If this occurs, we will notify all families as soon as possible through the parent portal system.

## **Communication**

Messages will be sent to families via email and our parent portal on an as needed basis. We can be reached any time at [foster@wildflowerlc.com](mailto:foster@wildflowerlc.com).

## **Dress Code**

We strongly recommend that you send your children to school in clothes that are comfortable for moving around and that can get dirty. We spend a lot of our days learning through play and experiences which can get messy.

## **Enrollment**

If you have decided you would like to enroll your child in our center, please reach out to Beth or Alyssa by email at [foster@wildflowerlc.com](mailto:foster@wildflowerlc.com) or fill out our contact form at <https://www.wildflowerlc.com/get-in-touch>.

## **Disenrollment**

If you would like to disenroll your child from our center, we require a 30 day written notice or the equivalent of 1 month's tuition paid. If you have any questions about this policy, please do not hesitate to ask.

## **Dropoff and Pick Up**

Our center is open from 6:30 am until 6:00 pm Monday through Friday. In order to be dropped off and picked up, an authorized adult must be present to sign the child in and out. The sign out sheet will be located at the entrance to your child's classroom.

Before leaving your child at school, please make sure that their teacher is present and aware that they have arrived. You must walk your child all the way into their classroom each morning and pick them up from their classroom each afternoon.

## **Illnesses**

If you believe that your child is sick, please keep them home.

If they have a fever that is 100.4 degrees or above within the last 24 hours, they are required to stay home. They can return to school once they are fever free for 24 hours **without** the use of fever reducing medicines. If your child comes down with a fever while at school, we will call and ask for them to be picked up in a timely manner.

If your child has thrown up within the last 24 hours, they are required to stay home. They can return to school once they have gone 24 hours without throwing up **without** the use of medicines.

If your child has had diarrhea within the last 24 hours, they are required to stay home. They can return to school once they have gone 24 hours without diarrhea **without** the use of medicines.

If your child has tested positive for COVID, they are required to stay home. They can return to school after a negative test result has been sent to Beth or Alyssa from your child's pediatrician.

## **Medication**

If your child has been prescribed medication from their pediatrician or another doctor that needs to be administered during the school hours, please see Beth or Alyssa so that the proper forms can be filled out. The form will need to be filled out every 10 days if the medication needs to be administered for an extended period of time.

## **Naps and Rest**

Each of our classrooms will have a dedicated nap time, however the time will vary depending on which room your child is in. Napping is not mandatory, and if you would not like your child to nap they will participate in quiet time activities with their teacher. If your child is going to be napping, please send a blanket and pillow that are clearly marked with your child's name on them. We will send these items home every Friday to be washed and brought back Monday.

## **Potty Training**

We will gladly partner with you and your family when the time comes to begin potty training.

We ask that your child still be sent to school in diapers or pull-ups until they have had 5 days in a row of no accidents at home or at school. We have bathrooms that are easily accessible to each of our classrooms to help make this transition as smooth as possible for everyone.

## **Room Advancement**

We will move children up in classrooms twice a year based on the academic calendar. Every August we will move up anyone who has had a birthday between January and July, and every January we will move up anyone who has had a birthday between August and December. If you would like your child to switch classrooms for any reason at another point in the year, please reach out to Beth or Alyssa so we can discuss the best solution.

One exception is that your child **must** be potty trained in order to move from the Toddler room to the Preschool room. We want our preschool teachers to be able to spend their time working with your children on all the new skills they will learn that year, and having the classroom potty trained helps to make that happen.

## **Supplies**

We provide all classroom supplies that are used on a day to day basis, such as paper, pencils, scissors, crayons and colored pencils. If any of our classrooms are planning special projects, you will receive a letter from your child's teacher asking for any donations or supplies they might need from home at least a week in advance.

The supplies we need you to provide are:

- At least 1 extra change of clothes including a shirt, pants, underwear, socks, and shoes (everyone)
- Appropriate seasonal outerwear (everyone)
- Pillow and blanket (everyone)
- 1 stuffed animal for nap time (1 per day)
- Diapers and wipes individually labeled with your child's name (for any child not yet potty trained)
- Formula, bottles, bottle nipples, pacifiers, etc (for infants, young toddlers and toddlers)

## **Toys and Games**

Every classroom in our center is filled with toys and manipulatives that are developmentally appropriate for your child's age. Because of this, we ask that you please refrain from sending toys from home as we do not want them to get damaged or lost, and there will be plenty for your child to do here during the day. The exception is that each child can bring one stuffed animal that they would like for nap time, which will stay with their blanket and cot.

**Meal Policy**

Wildflower Learning Center will provide both a morning and an afternoon snack for your child. We do not provide breakfast or lunch, so you will be required to send these meals with your child to school if they are with us during that time. Your child's lunch needs to include milk or 100% juice as mandated by the state licensing agency. If you do choose to send juice, please limit it to 4 ounces or less and we will supplement with water as needed.

**Notice of Pesticide Application**

Any time the property has been treated with pesticides, a notice will be posted at the front of the building.