



1190 Western Drive, Hartford, WI 53027

www.dreamcenterwi.com

262-673-3154

PARENT HANDBOOK

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Mission Statement

The Dream Center, LLC staff is committed to providing a developmentally appropriate curriculum that focuses on the whole child. Physical, social, intellectual, and emotional development is emphasized in a safe and nurturing environment. Our goal is to support each family by developing a partnership with parents and communicating daily to build mutual understanding while ensuring the welfare and optimal development of each child.

Philosophy

The Dream Center, LLC staff believes that learning should be a fun, enriching, and positive experience. We believe that children learn through all five senses and we will provide opportunities for children to experience learning in multiple disciplines. We provide a safe, caring, educational, and fun atmosphere where your child is our highest priority. The Dream Center is a non-denominational learning center. Therefore, religious training is not a part of our program. In addition to the monthly themes, the center will also explore various cultures. Toys and dolls will promote cultural diversity. Guest speakers may also visit the center to help the children appreciate these differences. Our Early Childhood Program promotes student success through parent involvement, professional development and a collaborative environment committed to the well being of students.

General Information

Our hours of operation are from 6:00 a.m. to 6:00 p.m., Monday through Friday, January through December with closings reserved for major holidays. We reserve the right to open 10 minutes before the first child is scheduled to arrive and to close 10 minutes after the last child leaves each day. The Dream Center is licensed in the State of Wisconsin to care for up to 100 children. We do not discriminate on the basis of race, gender, disability, political persuasion, religious beliefs, ancestry or economic status in regards to admission privilege of enrollment or discharge. ***All students must be toilet trained to enroll in our programing.*** Please feel free to contact us in person, by phone or by email. The Hartford Jt1 School District rents additional classroom space from 7:45 AM-11:30 AM. During these hours, the Dream Center does not operate licensed day care activities in that classroom.

The Dream Center Offers:

- Experienced, licensed teachers in Early Childhood, Elementary, and Special Education
- Every staff member is CPR and First-aid certified
- Energetic and enthusiastic teachers
- A clean, safe environment with a sprinkler system
- Secure facility with 24 hour video surveillance
- Building with a comfortable temperature, which will not be less than 67°F and will not exceed 78°F
- Outdoor play area
- Structured, age appropriate activities and free play
- Smoke-free environment
- Additional monthly events at the center
- State of the art dance facility for additional instructional opportunities

Program and Education Policy

The program at the Dream Center will include activities that allow the children to:

- Be successful and feel good about themselves
- Develop pre-kindergarten skills
- Use and develop language skills
- Develop large and small motor skills
- Use materials and take part in activities that encourage creativity
- Learn new ideas and skills
- Participate in imaginative play
- Learn about their own culture and other's cultures and learn respect for people of different ages, races, cultures and abilities

Curriculum

Weekly activities will be planned according to the age and developmental level of the children. Transitions will be used from one activity to the next so that students will not be waiting in line for a long period of time. These transitions include the use of songs, finger plays, and "body basics" techniques. Staff will use a whole language approach with emphasis on phonics and pre-reading strategies. Staff will complete a weekly plan according to the established theme. Curriculum will include a flexible balance of classroom & gymnasium activities and individual & group activities.

Admission

Our Center is licensed for up to 100 children. We will accept enrollment per class, depending on the age of the children and student to staff ratio. ***Children must be toilet trained before he/she can enroll in our program.*** Our program services children between the 2 and 12 years of age. The Dream Center is licensed January through December 6:00am-6:00pm. Other programs include seasonal/holiday classes. Class offerings are available Monday through Friday. Additional summer programs will be available. Parents are welcome to visit following Covid precautions and protocol.

Enrollment/Registration Fee

An annual registration fee of \$40.00 per student, per calendar year is due at the time of registration and will be used to reserve your child's enrollment. The registration fee is non-refundable. The state limits the number of attendance hours per day and requires a strict staff to child ratio.

Forms

The following forms must be completed for your child's file:

- CFS 58: Field Trip and Other Activity Form
- CFS 60: Child Health Report (signed by a physician)
- CFS 62: Child Care Enrollment Form
- CFS 104: Alternate Arrival/Release Form
- CFS 2345: Health History and Emergency Care Plan
- CFS 4192: Immunization record
- Tuition Agreement Form
- Authorized Pick Up Form
- Financial Contract
- COVID 19 Waiver

All required state forms, tuition agreement, financial contract, and the Parent Handbook Acknowledgement Form must be signed and returned prior to the first day of attendance. Your records will remain confidential. To ensure that you can be reached quickly in an emergency situation, keeping your child's information updated is essential. A copy of the Dream Center license and recent licensing inspections will be posted on the bulletin board outside the classroom. A copy of the center policies will be available at all times at the sign-in table.

Tuition

Tuition for Pre-K programs is due on the first of each month via the online portal. Tuition for weekly care is billed and collected on the Friday of each week. The tuition deposit is due at the time of enrollment. Payments not received at this time will incur a \$10 late fee per day. Payment methods include debit card, credit card, and state assistance. Pre-K students will be required to pay one month's tuition as a deposit due at the time of enrollment. Part-Time students will be required to pay a \$125.00 deposit. Full-time students will be required to make a \$195.00 deposit. Deposits will be returned at the conclusion of the fulfilled contract on May 28. In the event the contract is not fulfilled through May 28, the deposit will not be returned. In the event that the Dream Center has to close or isolate due to COVID, virtual instruction will resume and tuition will still be due.

SCHOOL ONLY:

Pre-K (2 days per week)	\$100.00 per month
Pre-K (3 days per week)	\$150.00 per month
Pre-K (5 days per week)	\$240.00 per month

DAY CARE (*Includes Pre-K/4K)

Part Time (3 set days per week; up to 25 hours)	\$125.00 per week
Full Time (5 days per week; 6am-6pm)	\$195.00 per week
Before/After Care (AM <i>or</i> PM Only)	\$50.00 per week
Before/After Care (AM & PM)	\$75.00 per week

Arrival and Departure

All children must be accompanied to their classroom. Under no circumstances should your child be allowed to find his/her way into the Center. Parents of children in our pre-K program will drop off and pick up their child to Dream Center staff at the front door. Parents should wait in their cars until a Dream Center staff member comes to the front door. Parents should not congregate outside or enter the building. Staff will check child temperatures, provide hand sanitizer and sign in students. Parents should follow these procedures until further notice. Parents should not drop off their child more than 5 minutes early and should pick up promptly at 11:00 AM. Parents of children in our before/after school care or day care program are responsible for escorting their children to the classroom and communicating to a teacher that they have arrived, and signing in the ProCare app on the iPad. Staff will check the child's temperature and provide hand sanitizer to the child upon entering the classroom. The teachers will sign children in or out daily for wrap around care for 4K students and before/after care bus students. Parents must list, in writing, the names of people authorized to pick up a child from the Center. Your child can be released only to adults (18 years and older). The children will remain in the classroom and staff will be instructed to take a head count every twenty minutes. Staff will have immediate access to all names and numbers of the children in the class. In the event of a missing child, staff would direct another adult to do an immediate search of the building inside and out. Parents would be contacted and local police would be called if necessary. In the event that an adult other than the parent picks the child up, the designated person would need to be identified by the parent in written format and verified with a photo ID. In the event that there are custody issues, a written plan will be established and followed. No child will be released to a person who appears to be impaired by drugs or alcohol. No child will be released at any time to an unauthorized person.

Attendance and Absences

Attendance will be recorded through signing in and out on the attendance software program. Your child's place is reserved on the days for which she/he are scheduled. Therefore, no credit for absence will be given. We follow Wisconsin state licensing rules on the number of children per teacher. We cannot allow children to switch days or to make up for absences. Please notify the Center within 15 minutes of the start time if your child will be absent. If a child is absent without notice, the Director will make an attempt to contact parent and document in the attendance log.

Holidays

The Dream Center will close on following nationally recognized and/or observed holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day. The Dream Center is closed for In-services and during Worlds Conference (refer to calendar). In addition, the Dream Center follows the Hartford Jt.1 School District Calendar and will be closed on all dates listed on the [school calendar](#). Day Care is available on these days if there is enough interest. We reserve the right to close early on any day enrollment is extremely low. You will be notified two weeks in advance of such closing. The Dream Center may offer care on Holiday breaks, inservices or other scheduled days off if there is enough interest.

Inclement Weather

The Dream Center may be closed due to inclement weather. Announcements regarding a closure will be made on WTKM, WTJM (Channel 4) and its affiliated radio stations. If the Hartford Jt1 School District is closed, the Dream Center will be closed as well. We reserve the right to close early in a weather emergency. During such an emergency, you will be contacted by phone to pick up your child(ren), as soon as possible. The designated emergency contact will be called.

Behavior Management

Our staff regularly provides positive reinforcement and verbal praise for appropriate behavior of all children. We believe in positive reinforcement and redirecting. These methods help build self-esteem and self-control in children. We use praise and role modeling which sets clear limits and promotes consistency. We also believe that it is important to let children know what they should do instead of what they shouldn't do. We do not permit nor tolerate corporal or physical punishment (spanking, slapping, shaking, etc.) or any type of embarrassment or humiliation of the children. The Dream Center staff is trained in Shaken Baby Syndrome. We understand that there may be times when a child may become distraught, fussy, or won't stop crying. The first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. We understand that crying is normal, and that all children may have times when they cannot stop crying. However, there also may be times when staff may need parental advice or assistance, and we will contact you if necessary. In situations where a child exhibits inappropriate behavior or language, we offer verbal reminders and suggestions for acceptable behavior and/or redirection. The child's parents will be included to strategize for behavior plans and updates regarding progress will be made regularly. To ensure a safe environment for all children and staff, inappropriate behavior such as, but not limited to, hitting, biting, pushing, kicking, scratching or hair pulling will not be tolerated. If efforts to correct the situation prove to be unsuccessful, the Dream Center reserves the right to terminate the child's attendance.

Time-Out

The following describes those behaviors that would result in a time out:

- Any behavior that would cause that child or another person harm
- Behavior that is distracting or upsetting to the group
- Behavior that is humiliating to another person (name calling, derogatory remarks or racial slurs)

Time outs will only be used on children three years of age or older. When a time out is given, it will consist of one minute per year or age, not to exceed five minutes. A time out will consist of removing the child from the situation, to an area away from the situation, but within sight and sound of the other children in the group. The child and the person giving the time out will be seated, face-to-face, and discuss what the problem is and the length of time the child will need to be removed from the situation. The person giving the time out will also discuss what the child can do rather than telling the child what they cannot do. Staff is trained in child guidance and positive behavior modification.

Discharge Policy

Enrollment in our Pre-K and Day Care program is a binding contract and commitment from September 1, 2020 through May 28th, 2021. Our summer care program begins June 1, 2021. If you end your contract early, you will forfeit your deposit. If you choose to terminate your child's enrollment, an advance one month notice is required in writing plus you will forfeit your deposit. If you fail to notify the Dream Center of a change in your child(ren)'s enrollment, fees will continue as usual until written notice is received, notifying the Dream Center of the 1 month until termination.

The Dream Center reserves the right to terminate a child's attendance for any of the following reasons:

- Failure to pay fees
- Failure to submit required forms
- Failure to follow rules and policies
- Slander or inappropriate statements about staff or facility
- Unclean or unsanitary behaviors
- Continuous behavior infractions
- Chronic late pick-up
- Not being potty-trained
- Solicitation by parent or representative of staff for personal gain during employee's working hours
- If efforts are made to accommodate the needs of any child or parent prove unsuccessful

Parents will be notified verbally and/or in writing, followed by termination. All fees must be paid in full, prior to the last day of attendance or the Dream Center will take appropriate and necessary actions needed to collect.

Items Provided by Parents

All children should have a change of clothes that is clearly labeled with their name that will stay at the Dream Center. Parents are also asked to provide school supplies, which is listed online at dreamcenterwi.com. Parents are to provide a healthy snack at designated times throughout the year for the entire class; these dates will be assigned by staff at the beginning of each month. Snack must include items from at least two different food groups and a drink. If providing juice, it must be 100% juice. Parents are responsible for providing lunch if the child will be attending the wrap around program. An appropriate lunch includes at least three items from the five food groups. A guideline is posted outside of the classroom. In the event that a child has an allergy and cannot eat the provided snack, the parent of the child with the allergy is responsible for keeping a supply of approved snacks for his/her child in the event that a snack is brought in that is not acceptable for the child. Children with allergies will be provided with an alternative “allergy free” area if applicable. Children who participate in more than 4 hours of care, will need to provide a sleeping bag for his/her child during rest time.

Clothing

Please dress your child in durable play clothes each day. Clothing for the appropriate weather conditions should be at the Center every day of attendance. At least one extra change of clothing (including socks, underwear, top, bottoms, and shoes) is required. Check periodically that the clothes are in your child’s current size and appropriate for the season. All clothing should be labeled; the Dream Center is not responsible for lost items.

Toys/Pets

Toys (other than for rest time) are limited to show and tell directed by your child’s individual class teacher. Under no circumstances will toys of a violent nature (guns, swords, lasers – real or pretend) will be allowed in the center. The Dream Center is not be responsible for lost or damaged items. Pets are not allowed at the Dream Center other than for medical purposes.

Birthdays and Celebrations

When your child has a birthday, you are welcome to bring in a healthy treat and a book of his/her choice. Please be sure to bring enough for each child in your child’s classroom. The treat must meet the state guidelines. Please be sure to arrange the day and time with your child’s teacher.

Illness Policy

The Dream Center is not licensed to provide care for sick children. Therefore, we are unable to care for a child exhibiting the following symptoms:

- | | |
|----------------------------|--|
| *chicken pox | *rash |
| *constant hacking cough | *ringworm |
| *diarrhea | *scarlet fever |
| *fever greater than 101° F | *sore throat |
| *infectious hepatitis | *vomiting |
| *inflammation of the eyes | *covid-19 |
| *measles | *any other condition that has the potential to |
| *meningitis | affect the health of others |
| *mumps | |

Children who exhibit these symptoms will not be admitted for the day, as required by Wisconsin state guidelines. Should these symptoms develop during the day, we are required to separate the child (from the other children) and give them their sleeping bag to rest. At that point, a parent or emergency contact will be notified to pick up within an hour. Once a child is sent home ill, they should not return to the Dream Center until the following conditions are met: once the child awakes the next day, they should be observed for the above listed symptoms. The symptoms should not occur for at least 2 hours WITHOUT Tylenol, fever reducer, cough suppressant, or other medications. The child should be able to eat without subsequent abdominal pain, vomiting, or diarrhea. They should feel well enough to participate in their usual classroom activities and not want to lie down or be held constantly. This policy not only prevents the spread of illness to other children, but allows ill children to avoid the rigor of our daily schedule when they just don't feel good. We strongly recommend establishing a backup childcare plan in advance, for such situations. For the safety of children and staff, please notify The Dream Center, LLC if your child has been exposed to or has contracted any of the communicable diseases listed above. If contracted, a statement from your child's physician that the condition is no longer contagious is required, for reinstatement to Dream Center. Reinstatement will also be granted if your child has been absent for a period of time equal to the longest usual incubation period for the disease or illness as specified by the health department. For example, if the longest incubation period for chicken pox is 10 days, the child can return after 10 calendar days and all pox scabs are scabbed over, if no doctor's note is provided. As required by the state of Wisconsin, notification of exposure to a child with a communicable disease is posted at the entrance of each center. Sick days are charged at the usual daily tuition rate. Please refer to COVID policies and guidelines.

Medication

The Dream Center, LLC can administer prescription and non-prescription medication to your child, once an Authorization to Administer Medication Form is submitted. The state of Wisconsin requires that medication is provided in the original container and labeled with your child's name, dosage, and directions for administration. The state prohibits us from administering non-prescription (over-the-counter, OTC) medications, if the exact dosage is not listed on the label (example: "under 2 years of age, ask your doctor for dose"). In these cases, an authenticated note from your child's doctor regarding the specific dosage or a chart of weight guided dosages, signed by a doctor, is required for us to administer the OTC medication. It would be a good idea to ask for such a chart at any doctor's visit, before it's needed (example, Tylenol®) to keep on file. Self-medicating ointments such as lip balm, cream, and lotion require filling out a Medication/Ointment form. The items are kept safely out of reach and can be used according to the parent's direction. State regulation prohibits The Dream Center, LLC from administering fever reducing medication, such as Tylenol®, solely for the purpose of "keeping a fever down." The cause of the fever needs to be determined in order to avoid masking an infection that could be spread to other children. Your child's doctor will help you determine the cause of the fever. Administering a single medication to more than one child is also prohibited by the State. If two children from the same family need to receive medication from the same bottle or eye dropper, we need a note from their doctor indicating that it is O.K. to administer it to both children from the same bottle. Most of these requests are state determined, over which we have no control. Thank you in advance for not asking The Dream Center, LLC to bend these strict guidelines.

Health & Abuse

The State of Wisconsin prohibits The Dream Center, LLC staff from releasing a child to an adult who shows signs of drug or alcohol abuse. If such a situation occurs, the emergency contact (from the registration form) will be notified to pick up the child. We are also required by law to report all signs of neglect or abuse of children in our care. The Dream Center, LLC is liable for this responsibility and can be fined or have our license revoked for failure to comply. Wisconsin state law prohibits The Dream Center, LLC staff from knowingly releasing a child to a vehicle without an appropriate car seat or restraint. A licensee, employee or volunteer at a day care center who is aware or who has reasonable cause to suspect that a child has been abused or neglected must immediately contact the county department of social services or human services or a local law enforcement agency to report such incidence or suspected incidence of child abuse or neglect. The licensee must ensure that all employees and volunteers who are in contact with children at the Center has received training every two years in child abuse and neglect law, ways of identifying children who have been abused or neglected, and the procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities. Any providers of child care who know or have reasonable cause to suspect that a child has been abused or neglected shall immediately contact the Washington County Social Services and/or local law enforcement agency.

The Dream Center requires completion of the form "Suspected Child Abuse/Neglect Report" at the time that abuse or neglect is suspected. The form is to be filled out by the person(s) suspecting the abuse/neglect. The completed form will be kept in the child's file. Staff will receive training in reporting child abuse as part of the orientation program upon hire.

Injury

If your child has had a minor accident during the day, you will be notified upon pickup with a detailed report of the event. In the event of a medical emergency, we will quickly contact you or your emergency contact. If the parent or emergency contacts are not available, a staff member will take your child to the emergency department of:

Aurora Medical Center of Hartford
1032 E. Sumner Street (Hwy 60)
Hartford, WI
Phone: 262-670-4000

If a medical emergency arises while a child is under our care but not on center property (i.e. field trips), an attempt will be made to quickly contact you or your emergency contact. If neither can be reached, a staff member will take the child to the emergency department of the closest area hospital. The Dream Center, LLC reserves the right to initiate the emergency medical system by calling 911 if a situation warrants it.

Medical Log/Responsibilities/Entries

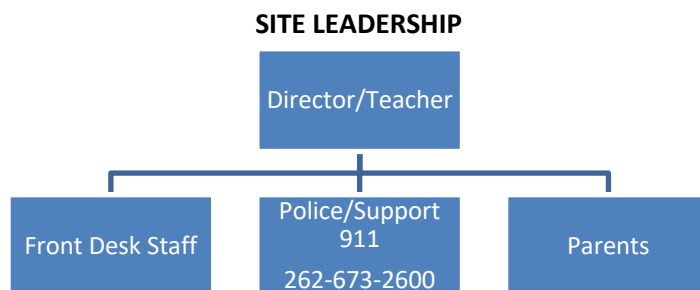
Teacher or assistants that witness an injury on the premises will document the occurrence in the appropriate medication and injury log book. The book shall be kept in the classroom. Injuries will be presented to the parent on the day of the occurrence. The parent shall then sign and date the entry. All entries are confidential. The name of the child injured will be documented in the entry; however, other children involved in an incident but not injured shall be entered as “another child”. If your child becomes ill at the center, you will be notified by the teacher and required to arrange pick-up within a ½ hour. Incident and/or accident reports will be completed if your child falls, gets a bump, bruise or scrape or is injured in any other way. Any incidents or accidents that occur at the Center will be recorded in your child’s individual classroom medical logbook. Minor injuries will be washed with antibacterial soap and warm running water. A bandage may be applied as needed. Parents will be notified of minor injuries at the time of pick-up. Serious injuries will be treated by your child’s physician or local emergency room. You will be contacted by telephone as soon as possible by the Director or your child’s teacher in cases of serious injury. An accident report (CFS-55) will be completed at the Center. One copy will remain in the child’s file and one copy will be submitted to the Center’s Licensing Specialist.

Communication with Parents

The rules, license and violations will be posted on the board outside the classroom. Parental notices, handouts and information will be posted on this bulletin board as well. All parents will receive a weekly email. All staff completes biannual evaluations on all children. Parent-teacher conferences are offered in November (if needed) and again in February. Conferences may be held in person or via Zoom. November conferences are by request. Daily discussions between parents and their child’s teacher are encouraged and can be done through the child’s daily journal. In the event that there is a behavior issue staff will communicate via the journal or discuss possible joint alternatives/solutions with the parent.

Contingency Plans

The facility floor plan with evacuation routes, shelter areas, fire alarms, fire extinguishers, and contact information will be posted in the classroom. In the event of an emergency, all paper work will be completed and sent to the proper departments and agencies within 24 hours of the emergency.



All staff will maintain certification in CPR, First Aid for infant, child and adult.

Written plan for responding to a fire:

The Dream Center evacuation plan is posted. Students will proceed to the mailbox outside the Center with staff direction. All fire exits will be clearly marked, smoke detectors will be checked monthly, and students will participate in monthly fire drills.

Written plan for responding to a tornado:

A Tornado Watch means that a tornado is likely over a large area. A Tornado Warning means that a Tornado has been sighted. The Director will monitor the warnings. Staff will direct students to the women's bathroom in the Center and bring the telephone to the shelter area. Staff should report any injuries and/or damage.

Written plan for responding to a missing child:

Prompt notification to the police department will be made once the initial search of the facility has been made or attempts to confirm the location of the child such as confirmed pick up by family member, etc. have been made. A search of all areas of the facility and surrounding area will be conducted. Notify the police department so a perimeter can be established for the search. Staff will do a head count of all children on a continual basis.

Written plan for responding to other emergencies:

In the event of an emergency situation that requires an evacuation of the Dream Center (1190 Western Drive), one of the following plans will be implemented. In all situations, the teacher in charge shall take an accurate attendance list and account for all children and staff, bring any necessary medications/supplies and emergency records and a cell phone.

If the emergency is confined to the immediate area of the Dream Center, fire, or hazardous materials release and the children cannot remain on the premises, the children will be relocated to Motion Controls (1174 Western Drive) by walking as a group to the facility. They will remain at this location accompanied by caregivers while parents/emergency contacts are notified and arrangements are made to either transport home or arrangements are made for the remainder of the day. All other emergencies should be reported to the Director or necessary agencies immediately.

Emergency Contact Information

In case of emergency, you may contact Sheila Trost by calling 262-339-9221. An additional emergency contact person has also been confirmed; Virginia Allar will be available by calling 414-659-8185. A complete list with all children's emergency information is posted on the classroom wall. A list of emergency numbers is posted on the wall by the phone in the classroom. The Dream Center will keep a first aid kit in the classroom, lobby, and Director's vehicle. The Director will have a vehicle at the Center at all times.

Equal Opportunity Provider

The Dream Center is an equal opportunity provider. Applications for enrollment are accepted without regard to age, race, color, religion, sex, handicap, national origin or political beliefs. Childcare services provided by the Dream Center and the interactions with the children, parents, guardians, and potential customers that it serves comply with ADA policies.

Sanitation

Toys and equipment will be sanitized weekly with a bleach/water solution (1 tbsp bleach to 1 quart water) and air dry.

Universal Precautions

All staff is required to use universal precautions when handling blood or blood-containing bodily fluids. Single-use vinyl gloves are to be used during any clean-up incident of blood, emesis or other bodily fluids. When single-use gloves are removed, they will be discarded in a plastic bag.

Handwashing

Hand washing at the Dream Center is defined as washing the hands with antibacterial soap and warm running water for at least 20 seconds. Staff must wash their hands (as above) after using the restroom, after all wiping of bodily secretions with a disposable tissue, and before and after handling food. Children are required to wash their hands (as above) after using the restroom and before any snacks. All staff will be instructed to keep the Center clean and orderly.

Field Trips

The Dream Center will participate in optional field trips. Parents will be notified via email as well as a permission slip for each event. Parents will be given the date, time, and destination of any field trip. While on the field trip, teachers will take regular attendance of the children as well as partner the children with parent volunteers. Emergency information will be carried at all times. Parents will be encouraged to attend the trip. A nominal fee may apply. Children will be transported to all field trips via the bus. Only the registered children of the Dream Center and their parents are allowed to ride the bus.

Transportation

The Dream Center does not provide transportation in company vehicles. In the event of a field trip, transportation will be provided by Wittenberger Bus Company. The Center shall verify that the bus is equipped with the following:

- A fully charged fire extinguisher which shall be located at the front and securely mounted to the right of the driver in such a way that it will not pose as an obstruction or hazard to the passengers
- A removable first-aid kit in an accessible place within the vehicle
- Forward-facing seats. Each seat exit must be free of obstructions.
- A vehicle safety alarm.

The Dream Center will also verify that the person who will be driving the vehicle is properly licensed as to the type of vehicle that he/she will be driving. The center shall maintain on file a record of each child transported together with the name and address of the bus company. The contact name at Wittenberger Bus Company is Dawn. Company phone number is 262-673-3777. The Dream Center will keep a letter documenting that all buses providing transportation will be equipped with the vehicle safety alarm.

The following vehicle-related safety practices must be observed at all times:

- Children must not be left unattended in a vehicle.
- Children must be accepted and discharged from the curbside of the vehicle.
- The interior and exterior of the vehicle must be maintained in clean and safe condition.
- The driver must ensure that at the end of each run, the vehicle is checked to see to it that no child has been left in the vehicle. This will be verified by the teacher as well. The teacher is required to do a walk through of the bus and complete the check out form for the class. Parents will also be required to check his/her child out on the attendance sheet.
- Smoking is not allowed in all vehicles occupied by children.

Acknowledgement

Parents are required to review and sign the last page of the Handbook in acknowledgment of the rules, regulations, and policies of the The Dream Center, LLC Handbook. (For families with separate households, please have all responsible parties sign and date this acknowledgment. Separate acknowledgments are available upon request).

2020-2021 DREAM CENTER CALENDAR

PLEASE REMEMBER THIS IS TENTATIVE

August 26	Parent Meeting Via Zoom
August 27	Open House (Assigned Time Slots)
September 1	First Day of School (Refer to day of the week your child is enrolled)
September 7	Labor Day – No School
October 16	Pumpkin Farm Field Trip
October 21	M/W Picture Day
October 22	T/Th Picture Day
October 30	No School-Inservice (Wrap Around/Day Care Available)
November 25-27	No School-Thanksgiving Break
December 22-Jan 3	No School-Winter Break
January 4	Classes Resume
January 18	No School-Inservice (Wrap Around/Day Care Available)
February 15	No School-Inservice (Wrap Around/Day Care Available)
March 8	No School-Inservice (Wrap Around/Day Care Available)
March 29-April 5	No School-Spring Break (Wrap Around/Day Care Available)
April 10-13	No School – Easter Break
April 27-May 1	No School – Worlds Conference
May 14	Glacier Rock Farm Field Trip
May 28	Last Day of Pre-K
May 31	No School – Memorial Day
June 1	Summer School/Care Program Begins
July 3-4	No school – 4 th of July Holiday
August 26	Last Day of Summer Care

2020-2021 Financial Policies & Contract

Payments: Parents/Guardians will pay monthly on the 1st of the month for Pre-K tuition with a one month deposit due at the time of enrollment. Part Time, Full time, or before/after care tuition will be billed and collected on the Friday of each week. Full-Time Care, Part-Time Care, and Before/After Care must make a deposit at the time of registration in addition to the \$40.00 annual non-refundable registration fee per child. Full-Time Care must make a \$195.00 deposit. Part-Time Care must make a \$125.00 deposit. Before/After Care must make a \$100.00 deposit. Payments will be collected through the Jackrabbit portal in the format of ACH withdrawals.

Annual Registration: A \$40 annual non-refundable fee per child is billed at the time of registration.

Full Term Contract: Enrollment in our Pre-K and Day Care program is a binding contract and financial commitment from September 1, 2020 through May 28, 2021. Our summer care program begins June 1, 2021. If you end your contract early, you will forfeit your deposit. If you terminate your child's enrollment, an advance one month notice is required in writing plus you will forfeit your deposit. If you fail to notify the Dream Center of a change in your child(ren)'s enrollment, fees will continue as usual until written notice is received notifying the Dream Center of the one month until termination.

NSF: Payments made with non-sufficient funds will be charged \$35 fee.

Holidays: The Center will be closed for all legal holidays and dates listed on the school calendar which has been provided. No credit is given; these are paid holidays for our staff. ***Please refer to school calendar for Christmas Break, Spring Break, Conference Days, and other days off.***

Teacher In-service Days: See Calendar

Attendance: If your child will be absent, parents/guardians are responsible to call in within 15 minutes of normal expected arrival or we will call you.

Late Pick-ups: The Center is licensed from 6am-6pm. Any drop-off before 6:00 AM or pick up after 6:00 PM will result in a \$25 fee. At 6:15pm, the Hartford Police will be notified if there has been no contact from the family. \$30 per 30 minutes increments will be charged after 6:15pm.

FMLA Leave (Holding Fee): When a child is temporarily on leave for situations covered under FMLA, a weekly rate of 50% of the normal tuition will be required to hold the spot. The spot is reserved for a minimum of 4 consecutive weeks and a maximum of 12 consecutive weeks.

_____ Parent Signature	_____ Name-Printed	_____/_____/_____ Date
_____ Dream Center Signature	_____ Dream Center Printed Name	_____/_____/_____ Date

PARENT ACKNOWLEDGMENT FORM/TUITION AGREEMENT

I acknowledge that I have read the Parent Handbook from the Dream Center and I am fully aware of its contents. I have read and understand the fee commitments, contract, and conditions detailed in the Parent Handbook. I am in agreement with these conditions and abide by them. I agree to the financial contact, agreement and policies.

I undersand that I am responsbile for the contracted tuition amount (payments will be automatically withdrawm from my bank or credit card on file). I am responsbile for the full contracted amount, even if my child does not attend, or attends fewer days than my scheduled days. One Free Week of vacation is allowed during the School Year and one Free Week is allowed in the Summer Session *for Full Time students only*. The Dream Center must be notified two weeks in advance of the vacation week. Vacation must be a Monday through a Friday and is non-transferable. All other policies in the Dream Center Handbook (found online) do apply.

Child's Name: _____

_____/_____/_____
Parent Signature Date

_____/_____/_____
Dream Center Signature Date

COMPLETED BY OFFICE STAFF:

Registration forms completed:	yes	no
Registration fee received:	yes	no
Deposit fee received:	yes	no
Financial policies received:	yes	no