



**wave**  
childrens learning center

## **~Parent's Handbook~**

**Revised February 2011**

**"Where laughter and learning go hand in hand"**

**1000 N. Great Neck Rd. Virginia Beach, Va 23454**

**Phone 757-962-9403 [waveclc.com](http://waveclc.com)**

*Dear New and Returning Families,*

*Welcome to **Wave Children's Learning Center (Wave CLC)**. Right now, your child's future is the most important thing on your mind. We are aware of the excellence and care needed to shape that future, and we are privileged to partner with you in order to provide a solid foundation for your child.*

*It is a pleasure and blessing to present our resources to you. We trust this handbook will provide all of the information you need to understand the policies and procedures of Wave CLC. Your signature on the enrollment packet acknowledges that you have read this handbook and agree to support the policies and programs of Wave CLC. Call us directly at 962-9403 if you have any questions or comments. Our office hours are 9am-5pm Monday-Friday. Visit our website at [waveclc.com](http://waveclc.com) to view monthly newsletters.*

## **INTRODUCTION**

Wave CLC is an educationally-orientated facility embracing Judeo-Christian principles and values. Activities are provided daily in order for your child to have opportunities to utilize age appropriate materials, encourage small and large motor development and other skills according to their interests and abilities.

Wave CLC began in 2004 and has the capacity for 225 children. We are a one stop shop for families, providing programs with convenient quality care for children from 3 months to 11 years old. We are open Monday through Friday from the hours of 7am-6:30pm. We are a fully licensed facility that is inspected by the Virginia Department of Social Services.

## **ORGANIZATIONAL STRUCTURE**

Advisory Board, Executive Director: Pastor Chris Elliott, Director: Karen Wilkins, Administrative Coordinator, Classroom Coordinators, Team Leaders, Teachers, Assistants and Volunteers.

## **VISION STATEMENT**

To provide a competent and courteous staff that encourages the development of the whole child by means of enriching, "hands-on" experiences, positive peer interaction, child and teacher initiated instruction, and devotionals that promote God's love for each child. We want to see children develop strong character in a happy and secure environment.

Wave Children's Learning Center strives to see children enjoy their childhood and experience educational excellence, preparing them to enter and excel in public and private school.

## **MISSION STATEMENT**

Where Laughter and Learning Go Hand in Hand

## **NON-DISCRIMINATORY POLICY**

Wave CLC admits students and does not discriminate on the basis of race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school in administration of its educational and admissions policies.

## **STAFF**

All of our staff members participate in continuous training for professional advancement in order to remain current to the ever changing needs of today's families and educational standards. Our staff is CPR trained and certified and background checked. All team leaders and teachers meet qualifications standards of social services for Early Childhood professionals.

## **OUR PROGRAMS**

Your child's spiritual, social and educational development are areas of focus in all Wave CLC programs as well as your child's overall safety. To round out our programs, children will enjoy special events throughout the week and school year. They include our Wave Chapel, presentations from special guests, field trips, parades, drama, nature walks, introduction to sign language, music and Spanish. Computer class (MegaByte Tykes), Dance (Dancing Little Stars), Introduction to Sports (Starz) are available at an additional cost.

### **\*\*WAVE CLC INFANT/TODDLER PROGRAM**

The caregivers are committed to excellence in the quality of nurturing developmental milestones that come so quickly in those first few months of life. The program is structured by use of the infant/toddler Creative Curriculum and Baby Signs.

**Wave Infant (3 to 16/18months)** Children will be in their own cribs until 12-14 months. They will then transition to a raised cot, preparing them for the toddler room. To transition into the toddler room, your child must be able to walk well, sleep consistently on a cot, need only one nap, drink from a sippy cup (not a bottle), and eat finger food independently.

**Wave Toddler (16/18months to 30/32 months):** Children will enjoy a number of group activities including walks, art, story time, table toys, lessons in Baby Signs, eating and napping. To transition into the two's room, children will need to show interest in potty training, drink from a cup, and be able to follow directions (sitting well for circle time).

### **WAVE CLC TWO'S & EARLY PRESCHOOL PROGRAMS**

Children will experience small circle time segments and lessons based on various themes and literature. Centers include dramatic play, manipulatives, blocks, reading, art, and sensory.

#### **Two's (24months-32/33 months)**

In preparation for early preschool, we will begin progression towards potty training based on the child's interest and partnership with parents (diapers are permissible). This class offers daily reports. The Two's is an important stage where children begin to learn to share classroom materials and emerge in social development. Children in this class begin drinking from a standard cup, not sippy cups.

**Early Preschool (32/33 months-3yrs.old):** This class is designed as an introduction into preschool. This is a fun stage when children will often say "I can do it by myself." Children will use standard cups, not sippy cups. Children need to demonstrate a consistent observable potty trained routine in order to enter into the preschool programs. It is required that Velcro sided pull-ups or training underpants with plastic covering (not diapers) are used, along with two/three changes of clothes.

### **\*\*WAVE CLC PRESCHOOL PROGRAMS**

Wave Preschool is designed as an alternative to our Montessori program. These classes are age specific. We incorporate a quality learning experience using the Creative Curriculum as a foundation to create learning environments. Children will enjoy fun learning centers, along with thematic, well thought out lesson plans. The learning centers include art, manipulatives, writing, language arts, home living, library, blocks, science, and sensorial. The Preschool educational period will be offered from 9am-1pm for two (T/Th), three (M, W, F) or five days a week.

**Three's/Young Four's** (Must be 3 years old by September 30<sup>th</sup>): Children must be potty trained. Please refer to our toileting policies for more details. This is the age when children are asking all those curious questions of who, what, when, where and how. We are glad to see children explore and discover answers.

**Pre-Kindergarten/Four's/Five's** (Must be 4 years old by September 30<sup>th</sup>): We are excited to guide children in lessons and activities that will prepare them for kindergarten. We utilize Zoophonics, Handwriting Without Tears, and other resources to compliment Creative Curriculum in developmental progress.

**Transitional Kindergarten/5-6year olds (TK):** This class is especially designed for children who just miss the age of eligibility for kindergarten or for a child who needs an additional year prior to entering kindergarten. These children need the gift of time that is essential to learn more about friendships, assert independence, and absorb more skills needed for future success in school.

### **\*\*WAVE CLC Montessori Preschool**

Wave Montessori is a preschool program with a Montessori emphasis. Children explore and learn at their own pace in a well-structured environment, giving them hands-on interaction with their surroundings, as well as opportunities to foster independence. The Montessori work cycles include language arts, math, practical life, sensorial, science, art, culture and geography. Our mixed-age class is offered as half-day (8:30am-1pm) or full-day (8:30am-5pm), five days a week for children 3-6 years old. Children who have graduated from our Montessori preschool may return for before or after care their kindergarten year for Montessori enrichment.

### **\*\*WAVE CLC ELEMENTARY BEFORE/AFTER SCHOOL CARE**

Before and After School services are offered out of respect for your time and busy schedule as a parent. This program is for children in kindergarten through 5<sup>th</sup> grade. We provide transportation to and from area schools in safe insured vehicles (14 passenger and activity buses). Trantwood Elementary provides transportation on school buses for students attending their school. To ensure each child safely arrives to and from school, parents are to notify WCLC within two hours of any scheduled drop off and/or pick up times. There will be a fee charged for failure to notify WCLC of such changes. Along with excellent care, our program also provides homework time and various activities that provide fun group time.

### **\*\*WAVE SUMMER REC PROGRAM**

This exciting program is designed for rising kindergartners (age 5 by Sept. 30<sup>th</sup>) up to rising 5<sup>th</sup> graders (up to age 11). Summer Rec incorporates sports, water games, fun and educational field trips, arts, crafts, character building, clubs and much more. Don't let your kids miss out. Programs begin the week after public schools close, and end the day before school starts Monday thru Friday from 9am-5pm.

**\*\*Extended day is available.**

### **TRANSITIONING TO A NEW WCLC CLASS/PROGRAM**

Children will make a transition to the next program based on developmental readiness, chronological age, age appropriate peer grouping in each class and space availability. We make it a priority that each child's transition be as smooth as possible; giving each child ample time to integrate into their new classroom through a series of visits. When children become eligible to transition into the next program, and there is space available, parents will be notified.

### **ADMISSION PROCEDURES**

**Tour/Interview:** Parents/guardians will be given a tour, meet some of the staff and discuss with the Director or Administration personnel whether WCLC is the place for your child. We encourage all prospective parents to have their child(ren) accompany them on tours. This gives everyone the opportunity to experience our school environment (teachers, classmates, and classrooms).

**Registration:** Pay the registration fee, complete enrollment packet and turn in all forms (physical, shot record, birth certificate, financial agreement) and pay tuition before the first day. It is the responsibility of the parent to make sure that all forms and information is regularly updated in order to ensure the best care for their children. If, at any time, there are changes in your personal information, please notify the front desk. Parents/guardians must read and comply with Parent Handbook. Enrollment will be processed when non-refundable registration fee is paid.

**Acceptance/Orientation:** Based on availability and developmental criteria. For example, children must be fully potty trained and function independently to enter our preschool programs (3yrs-6yrs.) Parents will then meet with the admissions coordinator to review center policies, tuition accounts, and the financial agreement as well as meet the WCLC Director.

**Processing:** Photos, fingerprinting, and data entered into our computer security system. Student supplies accepted.

**Re-Registration:** There are no automatic re-enrollments. New Enrollment forms, new Financial Agreement forms, and annual registration fee must be submitted for all children. At Early Registration Night every February we allow our current WCLC families priority to re-enroll their child(ren) at a lower registration fee. Once we open registration to the public, full registration fee is required for all and registration becomes available on a first come first serve basis.

These are the available enrollment plans:

#### **Infants/Toddlers**

- Summer & Fall contract Infant/Toddler program \$130 non-refundable registration fee

#### **2s, Early Preschool – Before & After**

##### **School year**

- Preschool program is a \$100 non-refundable registration fee
- Elementary Before/After School Program is a \$60 non-refundable registration fee

##### **Summer**

- Preschool program is a \$50 non-refundable registration fee.
- School Age Summer Rec. (Kindergarten-5<sup>th</sup> grade) program from mid June through August is a \$60 non-refundable fee.

### **ACCESSIBILITY/SECURITY**

Our facility is equipped with a state-of-the-art security system to limit access to authorized individuals. Our computer system and coded doors are a few means to provide security. Front doors are locked at all times. Press the intercom button and a staff person will assist you.

## **PARENTAL RESPONSIBILITY DURING ARRIVAL AND DEPARTURE**

Our drop off and pick up procedures have been put in place to provide safe transitions. Only authorized individuals will be permitted to pick up children. Please provide written permission when you need to add someone to your child's authorized pick up list. WCLC cannot accept pick-up authorization over the phone. Those individuals will be asked to show a picture ID. Children must be checked in and out at a computer station prior to drop-off and pick-up. The computer generated receipt must be presented to the classroom for authorization. Children are not to be unsupervised at anytime while on WCLC premises. Please hold your child's hand while walking out of the building and crossing the parking areas. WCLC Staff will supervise your child when you are late picking up your child. After operational hours, WCLC staff will call parent/guardians and then call emergency contacts if you cannot be reached. If contacts are unreachable by 7pm, WCLC will call the authorities out of concern for you and your child. A late fee must be paid the same night when picking up your child.

## **PARKING**

When parking near the Wave CLC Facility, there are several 10 minute parking spots for parents to make your drop off more convenient. Please observe the following:

- Do not leave children locked in cars unattended.
- Please park in designated marked parking areas
- Do not park vehicles curbside; this is a designated bus loading/unloading zone.
- Please follow the yellow arrows for safe exiting and entering of the parking lot.
- Please drive a safe 10 mph and be watchful of children.
- Wave CLC is not responsible for missing items left in vehicles.

## **TRANSPORTATION/FIELD TRIPS**

Field trips are a great source of hands on enrichment. We will transport with the use of our fully insured WCLC buses. You are welcome to drive your own child to our destination. Destination, contact number, time of departure and return will be posted at school entrance doors. Appropriate student emergency contact numbers as well as a first aid kit accompanies WCLC staff. Your child will be expected to follow the rules during WCLC transportation. Non-compliance with safety rules could result in removal from field trips or other transportation. There maybe instances where parents will be required to chaperone their child if there is a safety or behavioral concern, and/or any special accommodations needed.

## **COMMUNICATION IN AN EMERGENCY**

In the event of a medical emergency, 911 will be called as well as parents. When parents cannot be reached, staff will follow the emergency contact list you have provided. You must notify the office and your child's teacher, in writing, of any changes in your address, telephone numbers, email address, or place of employment. Parents must pay for any emergency services rendered by a medical facility. **WCLC's Emergency plan is available for review upon request.**

In the event of a natural or man-made disaster warning or actual event, WCLC will implement our "Shelter-In-Place" policy or evacuation policy as deemed necessary.

- If there was a threat to the building or in case of a fire, children will be evacuated to the parking lot. If there is a major threat to the building WCLC will transport children to our designated "safe spot" located at the Great Neck Area Library (1251 Bane Drive off Old Donation Pkwy next to the Fire Station.) **Our emergency plan is reviewed annually and is approved by local authorities.**
- Shelter-in-place is in your child's classroom away from windows.
- If WCLC requires your child to be picked up due to an emergency, arrangements must be made within one hour of WCLC contacting you. If parent, guardian, or emergency contacts cannot be reached, WCLC staff will remain with your child(ren) and/or call proper authorities for assistance.

## **INCLEMENT WEATHER**

WCLC will communicate school delays or closures to parents/guardians via Wavy10.com as well as broadcasted via television on WVEC channel 13. A recorded message will be left on our school's voicemail for parents/guardians to call and check. Wave CLC will generally close or delay openings in conjunction with Virginia Beach City Public Schools in our area.

### **SICK CHILDREN POLICY**

For the protection of all children, we cannot accept a child for the day at WCLC if he/she shows any of the following symptoms: fever, diarrhea, pink eye (conjunctivitis), vomiting, rash, thick colored mucous emanating from nose, head lice, pinworms, impetigo, common cold, etc. Parents should exercise every precaution and keep their child at home when they are ill or exhibit any of the mentioned symptoms. **Children must be symptom free without the use of medication for 24 hours, not 24 hours from the time the child was picked up from school, before they are eligible to return.** If a child becomes ill at school/daycare, parents will be called and required to pick him/her up within 1 hour. Parents are informed if there is an outbreak of any communicable disease in their child's classroom.

### **MEDICAL/HEALTH REPORT AND IMMUNIZATIONS**

All health information forms and shot records must be current, completed, and turned in by first day of school. You must inform the office and teacher if your child has any known allergies. As your child receives additional immunizations, we need to **update** our records with date and type of immunizations given, the dosage and the doctor's signature.

**\*Immunization records for children under 24 months of age are required to be updated every six months.**

The following is a list of ages and immunizations to be given:

Birth	Hep B	12 months	Hib, OPV, MMR, Var
2 months	DtaP / DTP, Hib, IPV, Hep B	15 months	DtaP / DTP
4 months	DtaP / DTP, Hib, IPV	4-6 years	DtaP / DTP, OPV, MMR
6 month	Dtap / DTP Hib, Hep B		

An alternate schedule for Hepatitis B vaccine is 2, 4, and 12 months of age. Alternate schedule for Polio is at 2, 3, 6 months and 4-6 years old. Hep B protects children from hepatitis B, a liver disease. DtaP/DTP protects children from diphtheria, tetanus and whooping cough. Hib protects from Haemophilus influenzae b, which causes meningitis and other serious infections. MMR protects children from measles, mumps and rubella. Var protects children from chicken pox. OPV protects children from polio.

**Physical Examination Reports must be updated annually for children 5 years and younger.**

\*Before the child's first day of school, exams are to be completed **no later than the following:**

Birth-6 months	2 months prior to first day of attendance in the Infant classroom
7-18 months	3 months prior to first day of attendance in the Infant/Toddler classroom
19-23 months	6 months prior to first day of attendance in the Toddlers or 2s classroom

### **MEDICATION/TOPICAL OINTMENTS**

WCLC will only administer prescription medication. Medication must be brought to the Administration office to be checked in and recorded in our medication log. All medicines must be in original container and labeled with:

- Child's name
- Name of medication
- Dosage amount
- Times to be given
- Expiration date and last date to be given

### **Medication Permission forms**

Parents must complete and submit a Medication Administration form with doctor's signature.

\*A Medication Action Plan from the child's doctor is also required for a child whose symptoms and/ or reactions may be severe/life threatening.

### **Topical Ointment forms**

WCLC will apply topical ointment (diaper cream or sunscreen) when Topical Ointment Form has been completed by parent/guardian. Topical Ointments will be returned to parents after 7 business days. Do not leave topical ointment in

diaper/book bag. Give immediately to your child's teacher once form has been completed. We will not apply or allow insect repellent at WCLC. All medications are checked weekly to ensure that they have not expired.

**NEVER SHALL MEDICATION OF ANY KIND (antibiotics, Tylenol, cough drops, chapstick etc.) BE PLACED IN YOUR CHILD'S BOTTLE, CUP, POCKET, OR LEFT IN BOOK/DIAPER BAG. IF THIS POLICY IS VIOLATED WAVE CLC WILL NO LONGER ACCEPT PRE-MADE BOTTLES AND NO LONGER ACCEPT MEDICATIONS TO ADMINISTER TO YOUR CHILD. IF THIS POLICY IS VIOLATED A SECOND TIME WAVE CLC RESERVES THE RIGHT TO TERMINATE ENROLLMENT FROM OUR PROGRAM. "KEEP OUT OF REACH" ITEMS MUST BE PROPERLY LOCKED AWAY (this includes Chap Stick, all lotions, and hand sanitizers)**

### **TOILETING POLICIES**

Children must be completely potty trained and function independently to enroll in our preschool programs (3-6 year olds). Please send your child to WCLC in underwear and not pull-ups. Although we expect that very young children may have infrequent accidents, parents will be notified in the event of frequent potty accidents. Frequent accidents will require a meeting with teacher or Director to assess your child's needs. Potty probation may be implemented. We cannot clean clothing that has been soiled. For those children in our early preschool class, we ask that you use Velcro sided pull-ups and that we work together to help your child become potty trained. We will never punish a child for potty accidents.

### **PARENT BEHAVIOR**

We welcome you to share concerns or questions with the appropriate administrator. We are here for your family. However, parents can undermine the safety, academic productivity and/or social development of children by refusing to comply with the policies and procedures of WCLC. Therefore, WCLC reserves the right to refuse or terminate enrollment of a child for lack of cooperation of parents/guardians or for behavior that places teachers/children at risk and disrupts their care.

### **DAYCARE/SCHOOL SUPPLIES**

In preparation for the school year and year-round needs, please provide your child with the following supplies:

- **Daily items needed:** Lunch box/bag dated daily and labeled with name, tote bag, spare clothes.
- **Full day students additional daily items:** crib sheet, blanket (no pillows please)
- **One time annual donation of:**
  - 1 container of baby wipes or hand wipes
  - 1 box facial tissue and 1 paper towel roll
  - 1 bottle of Clorox Anywhere Spray
  - Gallon size zip lock bags
  - Full day students need crib sheet, blanket, Preschool Students 2 boxes crayons, 1 glue stick or glue bottle
  - 1 inch binder

**\*Infants, Toddlers and Two's must keep a supply of baby wipes and diapers/pull-ups throughout the year and at least 2 complete changes of clothing.**

**\*Infants must have a 24 hour supply of food/bottles.**

**Label all personal belongings clearly with your child's name.** This includes, but is not limited to: jackets, sweaters, lunch boxes, blankets, sheets, topical ointments, change of clothes, bottles, pacifiers, etc.

### **LOST AND FOUND**

We are not responsible for any stolen, broken or lost toys/items brought from home. Please do not have your child bring anything valuable or sentimental. We store lost and found items for 1 month then items are donated.

### **SNACK/MEALS**

A light nutritious snack is provided everyday by WCLC both in the morning and afternoon. Two of the four food groups are represented with each snack which can include the following: crackers, pretzels, cheese, 100% fruit juice, milk, etc. A

menu is available in every classroom. Upon written request we will make every effort to accommodate special diets for religious purposes, allergies, etc. We invite parents to join their children at snack or lunchtime. There is a \$6.00 charge whenever WCLC provides a lunch for your child. Lunch must have meals that represent all four food groups.

**Do not send the following food items for children 3 and under: popcorn, nuts, raisins, hot dogs (unless cut in quarters), grapes (unless cut in half), or other items that can pose a choking hazard.**

## **REPORTING ABUSE/NEGLECT**

Virginia law requires WCLC to report suspected child abuse/neglect. Staff is trained in recognizing signs of abuse or neglect. Unexplained bruises could cause unnecessary alarm. Notify us if an accident occurs at home.

## **DRESS**

Our days are full, busy and sometimes messy. Please dress your child in appropriate “play clothes”. It is important for children to be able to manipulate belts, buckles and zippers on whatever they wear. When they are in a great rush to use the bathroom, tiny buttons can be a cause of traumatic accidents.

## **BIRTHDAYS**

We enjoy recognizing your child’s birthday in class. However, we cannot conduct birthday parties. We ask that you limit the celebration to a special treat that can be served at a designated time that has been prearranged with your child’s teacher.

## **DISCIPLINE POLICY**

WCLC believes that discipline is not only to correct unacceptable behavior, but also to teach and train what is appropriate. We implement “101 Positive Principles of Discipline” developed by Katherine C. Kersey, Ed.D.

*“Discipline is a slow, bit by bit, time-consuming task of helping children to see the sense in acting a certain way.” J.Hymes*

Discipline will be administered with love, consistency and compassion and never in anger, devoid of forgiveness, or in a manner that is demeaning to the worth of the individual. Physical/corporal punishment is not allowed nor is withholding food or rest, or punishment by another child. Parents/guardians have been given responsibility for the discipline of their children. This stewardship is conferred upon staff during the WCLC programs.

Students are expected to follow the instruction given by staff and to show respect to staff, as they should their parents/guardians. At WCLC your child will be in a safe environment where he/she is valued as a unique individual with positive guidance. We want to see children grow in wisdom and stature, to be intrinsically motivated to make right choices and treat others the way they want to be treated. Disciplinary guidelines are administered according to the following procedures along with the implementation of **101 Positive Principles of Discipline:**

1. Rules are explained and discussed with the child (with consideration to age appropriate expectations).
2. Staff will seek understanding regarding the child’s action clarifying situational context.
3. Persistent misbehavior issues will be documented. The child may be placed on probation. A conduct report will be sent home daily for parental review.
4. A child may be suspended or disenrolled based on, but not limited to, aggressive behavior such as continual biting, hitting, cursing at staff or other classmates, inappropriate touching, destruction of school property, etc.
5. Immediate disciplinary responses may include: Redirection, verbal warning, thinking time (5 minutes for a 5 year old, 2 minutes for a 2 year old and so on), loss of privilege, parent notification/conference.

## **TERMINATION OF ENROLLMENT**

WCLC reserves the right to remove any child from the program at any time. Before the removal of the child, WCLC will hold a conference with parent(s) unless the behavior of the child is destructive to self, others or the program environment. In that case, the child shall be removed immediately. If a child has been absent from school for 30 days without notice, the child will be disenrolled from the program.

## **TUITION POLICIES/LATE FEES**

Financial agreement forms must be completed and signed by the child's first day of school. You may pay tuition monthly. Payment is due the 1<sup>st</sup> of the month. Tuition is deemed late after the 5<sup>th</sup>. A late fee of \$25 will apply. A \$10 charge will be added per week following. Child will be disenrolled if payment is over 30 days late. No exceptions will be made including: slow mail delivery, the 5<sup>th</sup> falling on a weekend, forgetting, etc. To withdraw or change your child's schedule, a written notice/request must be submitted to WCLC administration office **30 days prior to the last day of attendance/schedule change**. Tuition will be charged for the entire month. We offer a 10% discount on tuition for siblings. The discount goes to the lower tuition rate.

To encourage timely payment, we accept VISA, Master Card, American Express, Discover, check, money orders, and cash. You may give WCLC credit card authorization for automatic transaction. There is a returned check fee of \$35.

Children may not switch days of attendance to make up for absence or days when the school is closed, nor will credits be given for missed days. Credit will be given to holiday care advance payments with a 24 hour written notice. Pre-paid tuition is non-refundable. If space is available, you may make arrangements to pay for an extra day at a daily rate or ½ day rate with approval from Director and teacher. Monthly tuition will not change due to school closure, student non-attendance, illness, etc.

In the event you are late picking up your child, you will be charged a late fee:

Over-plan fee: During operational hours, \$10 per half hour or fraction of half hour will be charged. This applies if your child is picked up after scheduled time.

Over-time fee: After operational hours, \$15 per quarter hour or fraction of quarter hour will be charged. This applies if a child is picked up after Center is scheduled to close. Staff will contact parent/guardian and then proceed to call emergency contact list until someone is reached to pick up your child(ren).

Accounts will be placed on probation for any of the following reasons: the second time payment is overdue and late notice has been made; the second time a check is returned due to insufficient funds; or the second time we receive a request for tuition payment arrangements. Account probation will be determined by Tuition Accounts, Director and Executive Director.

## **VACATION AND HOLIDAYS**

Children on a school year contract are eligible to have a 10% tuition discount for one month during the calendar year after your child has been enrolled in WAVE CLC for 3 months. Your requests must be submitted in writing to the office for approval prior to vacation to have your month pro-rated.

## **SOLICITATION OF STAFF/OTHER**

WCLC asks parents/guardians to please not solicit staff, during work hours, for private care or other employment while you have children currently enrolled in prospect staff person's class or program.

Oral messages may not be sent with the child. The parent/guardian must give any messages in writing or in person to both teacher and proper administrator. The parent/guardian must give WCLC two weeks written notice if it becomes necessary to receive written progress or attendance records. The records will become available when monthly tuition is paid in full. Parent/Teacher conferences are made available twice a year. You may make special arrangements with the Director or teacher on "as needed" basis.

## **PARENT INVOLVEMENT/CLASSROOM VISITS**

Throughout the year we will notify you of any special programs, events, etc. concerning your child. We encourage your participation and are grateful for your help in the following areas: field trips, room helper, classroom parties, office and classroom volunteers (with background check), donations, and most importantly, bringing your child to school on time and reading all notices and newsletters sent home. Custodial parents will have the right to be admitted to WCLC. Come by our office to sign-in on our visitor's log prior to arrival in the classroom.

## CLASSES BEGIN/OPEN HOUSE/ORIENTATION

The school year begins the day after Labor Day. We will also welcome children on the Friday before school starts from 11:30am-12:00pm for Student Orientation.

## Wave Children's Learning Center CALENDAR 2010-2011

Open House for Fall and Summer Registration begins _____	February 21, 2011
<b>All Programs Closed</b> _____	<b>March 4, 2011</b>
*Spring Break <b>Open for Holiday Care</b> (School Closed) _____	April 18-22, 2011
Memorial Day ( <b>All Programs Closed</b> ) _____	<b>May 30, 2011</b>
Family Picnic _____	June 10, 2011
Graduation _____	June 13, 2011 7-8pm
Last Day of School _____	June 16, 2011
Professional Development Day ( <b>All Programs Closed</b> ) _____	<b>June 17, 2011</b>
Summer Programs Begin _____	June 20, 2011
Independence Day ( <b>All Programs Closed</b> ) _____	<b>July 4, 2011</b>
<b>All Programs Closed</b> _____	<b>August 4-5, 2011</b>
Last Day of Summer Programs _____	September 1, 2011
Professional Development Day ( <b>All Programs Closed</b> ) _____	<b>September 2, 2011</b>
Labor Day ( <b>All Programs Closed</b> ) _____	<b>September 6, 2011</b>
School Year Begins _____	September 5, 2011
Costume Parade _____	October 31, 2011
Veterans Day (Open for regularly scheduled day) _____	November 11, 2011
Thanksgiving Break ( <b>All Programs Closed</b> ) _____	<b>November 24 &amp; 25</b>
Holiday Program & Silent Auction _____	December 12, 2011 7-8pm
Christmas Eve ( <b>All Programs Closed</b> ) _____	<b>December 23, 2011</b>
*Winter Break <b>Open for Holiday Care</b> (School Closed) _____	December 23-30, 2011
New Years ( <b>All Programs Closed</b> ) _____	<b>January 2, 2012</b>
All Programs Resume _____	January 3, 2012
*Martin Luther King Jr. Day ( <b>Open for Holiday Care</b> ) _____	January 16, 2012
*President's Day (Open for regularly scheduled day) _____	February 20, 2012
Open House for Summer & Fall Registration _____	February 27, 2012
<b>*All Programs Closed</b> _____	<b>March 2, 2012</b>
<b>*Teacher Professional Development Day (All Programs Closed)</b> _____	Spring TBA
*Spring Break <b>Open for Holiday Care</b> (School Closed) _____	April 9-13, 2012
Memorial Day ( <b>All Programs Closed</b> ) _____	<b>May 28, 2012</b>
Family Picnic _____	June 8, 2012
Preschool Graduation _____	June 11, 2012
Last Day of School _____	June 14, 2012
Professional Development Day ( <b>All Programs Closed</b> ) _____	June 15, 2012
Summer Programs Begin _____	June 18, 2012
Independence Day ( <b>All Programs Closed</b> ) _____	<b>July 4, 2012</b>
<b>Parent Teacher Conferences</b> _____	<b>Fall/Spring</b>

- School Closure days apply to children who attend preschool only. Holiday Care: Daycare will remain open for those students who are enrolled at Wave CLC for full-time care.
- Holiday Care for **Elementary** Before and After Care students will include an **additional cost** when the public schools are closed. There is no additional cost when public schools have adjusted dismissal days.
- Parents must always sign-up to reserve holiday care.
- WCLC Adjusted Dismissal: All programs are dismissed by 12:30pm.

\*Wave CLC Calendar can be subject to change. We will notify you in event there is a change in the schedule.

(revised February 18, 2011)