



Future World  
Early Learning Center

## About Future World Early Learning Center

2231 North Street Baton Rouge, LA 70802

Welcome to Future World Early Learning Center. Here we believe that children learn through play and self centered initiated activities. We understand how children emerge as whole beings-physically, socially, emotionally, and intellectually. We incorporate interesting, age appropriate activities to make our children's learning experience a fun experience. We do not discriminate against any race, creed, religion, color, handicapping condition, ancestry, or national origin. This also applies to hiring of our staff and application of our children. In advance, we would like to thank you for choosing Future World Early Learning Center; It is our hope that this will be a positive experience for you and your child/children.

This handbook is your guide to our programs, policies and procedures. Please take time to review this handbook and become more familiar with our policies and procedures. Please make sure to sign and return the acknowledgement form located in the back of the book prior to your child's first day.

### GENERAL INFORMATION

#### **Hours of Operations:**

Business hours are from 6:30 am until 5:30 pm Monday through Friday. The Center is closed on weekends and holidays.

\*\*\*However, CCAP prohibits any childcare center from keeping a child for over 10 hours consecutively in one day. Future World Early Learning Center policies also do not allow children to be left at the center for more than 10 hours consecutively in one day. Emergencies may arise and will be looked at on an individual basis. For meal planning and staffing purposes, children are not permitted to enter Future World after 9:00 a.m.\* except with a written doctor's excuse. A phone call alerting the center of a child's tardiness would be greatly appreciated. We do not accept any children after 11:00am for any reason except scheduled doctor's appointments with prior notice given.\*\*\*

#### **Registration:**

A nonrefundable registration fee is due at the time of enrollment and is charged annually, and due by \_\_\_\_\_ to cover administrative costs and supplies. If a child drops from the center and wishes to re-enroll, a registration fee is required again.

**Tuition:**

Weekly charges are \_\_\_\_\_ (ages 6 weeks-5 years). Payments are due Friday of each week. Tuition is payable in advance of services rendered. If tuition is not paid by the Friday before services are rendered it is considered late. If the tuition is not paid by the due date, you will incur a \$35.00 late charge after the first day and your child will not be allowed to enter the center on the following day unless tuition is paid in full. Repeated failure to pay tuition by the due date will result in termination of services.

**\*\*\*NOTE: Please note, paid tuition is for the child's spot and not attendance. Payment is required whether the child is in attendance or not. If the child is not officially dropped meaning arrangements have not been discussed with the Director, they are still active and payment will be charged. There will be no refunds of any kind for any illness or absence. The enrollment contract cannot be broken without giving a two weeks' notice or payment of two weeks of tuition.**

**Child Care Assistance:**

Parents are responsible for tuition payments, however if you are on child care assistance it is your responsibility to report your child attendance (clock in and out by dialing the TOTS toll free Number at 1-888-281-1093 or using the TOTS machine), by whichever one is used to account for your child attendance. We are only paid by your child's attendance record that you provide. If your child's attendance is not reported and the state does not pay your child's portion, we will notify you at that point, and you will be responsible for any remaining tuition balance that is not paid by childcare assistance. All child care payments are due weekly or at the beginning of each month (the 1st of each month). **We at Future World E.L.C. are not responsible for contacting the LDOE for any unpaid amount or about anyone who's been removed from the program.**

**Withdrawing/ Disenrollment:**

Nonpayment of tuition, repeated behavioral problems, conduct unbecoming of a parent on premises which includes, but is not limited to, derogatory comments, unruly behavior, cursing, yelling, violent threats, etc. will lead to disenrollment. *Refusal* to supply the center with needed supplies for your child or having adequate records filled out in a timely manner may also result in disenrollment. \*Any other reasons the owner may deem appropriate that may or may not be listed. If you choose to disenroll your child from our center, you are required to give us a two week paid notice upon departure of the center.

**\*If we elect to unenroll your child based on any of the above listed reasons we may/may not refund tuition that has been paid in advance. \*If a child is withdrawn on good standings all tuition will be refunded.**

**Open Door Policy:**

Future World has an open-door policy, meaning that anytime during regular hours of operation, parents are welcome to visit the center as long as your child is enrolled.

**Arrival/ Departure:**

To help us continue to provide a safe and secure facility, it is mandatory that you check your child/children in and out daily on Pro-Care. If you have any questions regarding checking your child in/out, please see your Center Director. Once your child is checked in please walk your child to his or her classroom.

**Late Fee Charges:**

Daily late fee charges are applied to any child picked up after business hours. The charge of \$5.00 plus \$1.00 per minute/per child for every minute after close, will be applied. This fee is due at the time of service and made payable to the staff that is present with your child/children. If your child is not picked up after the normal closing time and you have not notified the center of the possibility of a late pick up, the following guidelines will apply:

- **We will attempt to contact you or the person(s) authorized to pick your child up**
- **If we have not been successful in reaching you or another authorized person within thirty minutes after closing time, the center Director or person in charge will determine whether child protective services or the appropriate authorities should be contacted based on licensing regulations.**
- **Once appropriate authorities are contacted, a note in a sealed envelope will be posted on the center door advising you of the specific information including name and phone number of the agency or person to contact.**

**Transportation:**

A transportation fee is \_\_\_\_\_ per week, per child. Payments are due on Friday (a week in advance).

Pickup Time: 7:15am - 8:15 pm

Drop Off Time: 3:45 pm-4:45 pm.

Please note that if the child misses the pickup time you are responsible for ensuring that your child gets to school. If you are not at the designated pickup location during pick up/drop off time, your child will be brought back to the center and you will be responsible for picking up the child before closing.

**\*Transportation fees are nonrefundable even in case of absences. If you no longer want to Participate in transportation, please give a two week notice in writing and contact the Center Director\***

**Uniform:**

Future World does require ALL students (with the exception of infants) to wear uniforms. Uniform shirts shall be ordered within the first week of enrollment. FWELC will allow 2 weeks

of entry without a uniform shirt due to shirts being ordered. After two weeks, students will be required to have their **uniform shirt with a logo** in order to attend school. Uniform consist of:

- Black Polo Shirts with logo
- Khaki Bottoms/Dresses/ Skorts
- Closed Toe Tennis Shoe

**\*Each child must keep a set of change of clothes at the center at all times in the case of accident\***

### **Absences:**

We charge a full-week of tuition if your child does or does not attend any portion of the week. If your child will be absent on a particular day, please notify the center of the absence and reason for the absence if it was health related.

### **Health:**

The learning center is a place for healthy children. Children will not be admitted if he or she has:

- High temperature (99 or above )
- Skin eruptions (sores)
- Discharging eyes/ears
- Discharge of the nose (green mucus)
- Has Hand Foot and Mouth. \*\*\*\*Your child may not return to center until 24 hours fever free and no sores are present in the mouth or have dried up and scabbed over.\*\*\*\*
- Vomited two or more times in a 24-hour period.
- Your child has diarrhea that is not associated with dietary change

*\*Please note that Parent will be asked to provide doctors note in order for student to return*

### **Medicine:**

The center does not dispense medication of any kind. Please arrange medication time(s) that is convenient to you (the parent).

### **Meals**

The center provides nutritionally balanced breakfast, lunch and evening snacks daily. Menus are posted in each classroom.

- Special diets required by a physician need to be described in writing and signed by the physician.
- Families who are vegetarians or have cultural or religious limitations on certain foods, must indicate so on the initial application. We make every effort to provide special diets but may ask the child's parent to provide certain items.

**\*\*\*If your child has any known allergies, please alert the Director of your facility immediately and list the allergen information on your enrollment agreement.\*\*\***

### **Accidents and Injuries:**

In the event of an accident or emergency, every effort will be made to notify the parent(s) immediately. If the parent(s) or others on the emergency list cannot be reached, the center will secure medical attention at the emergency rooms of the nearest hospital.

**\*\*\*PLEASE make sure all phone numbers and emails are accurate. We need to be able to contact someone in the event of an emergency \*\*\***

### **Personal Items:**

Please label all items your child brings to the center. Personal toys should remain at home. The center will not be responsible for any lost items. **NO JEWELRY** (of any kind) should be worn at the center.

### **INFANT Feeding Schedule:**

All infants must have an infant information form filled out by parents to indicate their feeding schedule/instructions for formula/food to be kept in the infant room.

**Diaper/ Formula:** These items will be provided by the parent(s). Formula should be sent already made in bottles with tops. Parent(s) must send enough ready-made bottles to accommodate the needs of the infant. All bottles / items should be labeled. Other supply lists can be obtained from each teacher.

### **Holiday Closures:**

The center will be open during normal operating hours on a regularly scheduled day. The center will be closed in recognition of various holidays throughout the year.

- |                         |                         |
|-------------------------|-------------------------|
| *New Year's Eve         | *Labor Day              |
| *New Year's Day         | *Thanksgiving Day       |
| *Good Friday            | *Day After Thanksgiving |
| *Memorial Day           | *Christmas Eve          |
| *Juneteenth             | *Christmas Day          |
| *Martin Luther King Day | *Day After Christmas    |
| *Fourth of July         | *Mardi Gras             |

**\*Holidays are subject to change (Additional Days may occur)\***

**Communication:** ALL newsletters, updates, and special activity days will be posted in PROCARE. Please be sure you are registered with PROCARE. If you need any assistance enrolling, please contact the director.

### **Community Resources List:**

- <https://www.voagbr.org/parent-resources>
- <https://www.fhfgbr.org/programs/>
- <https://www.familyroadgbr.org/>

## Acknowledgement of Receipt

Please read this handbook carefully and refer any questions you may have to your Center Director. After you have read this handbook, please complete this acknowledgement form and return it to your center director on or before your child's first day.

I have read and fully understand the guidelines and procedures set forth in the Policy and Procedure Manual. I have a copy of this handbook for my personal reference.

Child's Name(s) \_\_\_\_\_

Primary Parent of Guardian Full Name (Print): \_\_\_\_\_

Primary Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

