

Welcome to Oak Haven Kids Club Play n' Learn Program



Our teachers and staff are committed in offering a nurturing environment designed to engage your child and promote a desire to explore and learn.

Our program is designed for 18 months and older. If your child is 18 months-2 years old, an evaluation will be assessed to make sure your child is a good fit for the program. Factors in this evaluation mostly include ability to walk, eat independently, and behavior with others.

REGISTRATION

At this time, Oak Haven Kids Club is waiving the \$100 Registration and Supply Fee.

TUITION

Numbers of Days Enrolled	Monthly Tuition
1	\$110
2	\$190
3	\$270
4	\$350

Sibling discount of \$15.

DOCUMENTATION REQUIREMENTS

Oak Haven Kids Club Admission Form, and Play n' Learn Enrollment form must be filled out in full and kept on file. In order to participate in the Play n' Learn program each child must have a current copy of immunizations that will also be kept on file. Parents must update the record as needed.

WITHDRAWAL

Please give a written letter or email 30 days in advance before withdrawing your child from the program. Exceptions will be made for relocations. However, withdrawals for vacations or sick days are not allowed.

POTTY TRAINING

If your child is beginning to potty train, please communicate this upon enrollment so your child is taken to the bathroom more frequently.

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CHILD ARRIVAL AND RELEASE POLICY

It is normal and expected for your child to cry or cling to you. Our experience at OHKC has taught us a few key things that will help in this situation.

- As the parent, be prepared to let go of your child. Your child will pick up on your anxiety. Be firm and positive when you leave, reassuring your child you will return later in the day. At that time please leave promptly which will help you and your child transition.
- Your child may cry off and on during the day. Again, this is normal and gives the teachers a chance to interact with your child by comforting and soothing him/her. We will not let your child cry for a long period of time- rest assured, we will call you.

Arrival

Play n' Learn Program begins at 9am and ends at 1pm. If you drop your child off more than 5 minutes before the program begins, or more than 5 minutes after it ends, you will be charged our regular hourly rate. The payment will be due when your child is picked up.

Departure

Play n' Learn ends at 1 pm. Children are to be picked up by parents or an authorized adult with Identification. For any adult picking up your child that is not on the Admission Form, you must have them added on your Admission BEFORE pick up.

DISCIPLINE AND GUIDANCE

Our staff at OHKC ensure children understand the behavior that is accepted, and provide support and guidance to meet those expectations, as well as a nurturing environment.

Should a child exhibit a behavior that can harm him/herself or others, Management will discuss this with the parents to create a plan and address the behavior. At any point should the child become a danger to him/herself or anyone else, the parents will be called immediately to pick-up the child. While extremely rare, if the behaviors cannot be resolved in a timely manner, the parents will be asked to withdraw the child from the program.

WHAT TO BRING DAILY

- Diapers- Please send enough disposable diapers for the day. Write your child's name on each diaper. If your child runs out of diapers or pull ups, you will be charged \$1 fee per diaper used.
 - Diaper rash medication (if necessary) with your child's name on it.
 - Sippy Cups if needed, must be spill proof
 - Change of clothes
- Food- if bringing a lunch box, please be sure to label any Tupperware. Please remember, we are a PEANUT FREE FACILITY.

PLEASE LABEL EVERYTHING, INCLUDING DIAPERS AND ITEMS IN THE LUNCHBOX

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WHAT NOT TO BRING

We request that you leave any of the following items at home or in your car. If your child has a security blanket or "lovey" that is calming, you may bring it but please label it clearly.

Please avoid bringing:

- Toys from home
 - Money
 - Gum/Candy

HEALTH POLICY

We have a "good health" policy at Oak Haven Kids Club. If your child shows any of the following symptoms he/she will need to be picked up.

- Cold (green drainage, cough/congestion that is causing vomit)
 - Fever (100.4 degrees or more)
- Reddened eyes with discharge or crusted eyelids
 - Upset stomach (vomiting or diarrhea)
 - Rash of any form (blisters, open wounds)
 - Lice

If your child has any of these symptoms, please wait 24 hours before returning to OHKC.

BAD WEATHER POLICY

For bad weather, we follow Leander ISD decisions. Bad weather days are not included in our calendar and will not be made up if a day(s) is missed, nor will a refund on tuition be given for missed day(s).

OUTSIDE PLAY

Outdoor play is a part of our Learn & Play daily schedule if weather permits. Every child who is well enough to attend our program, is well enough for outside play. Children must wear closed-toe shoes, and dress appropriately for weather.

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