2025

1406 ProMotion Plaza Leeds, Al 35094



2026

205-699-1023

#### **Mission Statement**

The Mission Statement of Great Beginnings Learning Center is to nurture the "whole child" in areas of physical, intellectual, emotional, social and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognize the individual needs and differences of children. Using available local and state resources that will enhance the programs available through Great Beginnings to all children regardless of race, color, religion, political party, national origin, sex, age or disability. All teaching will be done using Christian principles, teacher-assisted and directed activities. Children are encouraged to be independent thinkers and life-long learners.

# **Purpose and Goals**

Great Beginnings Learning Center has a tri-fold purpose. The first purpose is to provide a ministry to the families of the local and surrounding communities. The center seeks to provide a spiritual environment with strong leadership to help the children grow and develop into young individuals ready for grade school.

Secondly, the center seeks to provide a facility where parents can leave their children while they embark upon endeavors in life. Parents can be assured that their children will receive excellent care.

Thirdly, the center seeks to provide an environment for children that is conductive to learning. The teachers will provide an array of activities that will foster intellectual, social, emotional and physical development. The activities include language development, creative arts, drama and construction with building blocks, supervised play, computers and field trips.

# <u>Curriculum</u>

We know the first five years of childhood are the most important in a child's development and learning. The curriculum we use for our entire program will be The Creative Curriculum paired with the Conscious Discipline Curriculum. These two curriculums ensure that the children will be taught new material at each age level and that there will be sufficient review of materials each year with great themed studies. Children can progress steadily from year to year to meet our state age-appropriate milestones.

Our teaching method is through learning centers and the use of a variety of materials and activities designed to grow cognitive, social, emotional, physical and creative development. GBLC places great emphasis on the actual process and the actual experiences of each activity, not just the final product. Preschoolers will choose from art, blocks, home living, puzzles and manipulatives where activities have been planned to help teach the children. Computers or Tablets can be incorporated into the learning center in some of our K3 & K4 classes.

### **Field Trips**

Periodically field trips will be scheduled during the year to enhance the learning experience with the curriculum. A field trip permission form will be required to be completely filled out and signed by parent/guardian and any fee for the trip for child to attend the trip. In the event your child will not be attending a class field trip, the child must be picked up prior to the scheduled time of the field trip. The entire class staff is needed on the trip to ensure proper supervision and safety of the class during the trip. Students are strongly encouraged to wear sneakers on all field trips. Toys, electronic devices, games and other such items will not be taken on trips.

• Fees will be charged for special snacks, day projects, activities and special guests over the normal summer care.

# **Preparing Your Child for Pre-school**

Pre-school is going to be a new and great experience for your child. It is worthwhile for parents to help their child overcome the fear of facing new situations. You may help your child by:

- Always speak of going to school as a pleasant, joyous event. GBLC is a Preschool, please never refer to
  GBLC as the baby school. We provide the children with a nurturing & fun learning environment;
  We are NOT a "Babysitting service".
  - Prepare your child for the fact that they will stay at school to enjoy playing with new friends, and mom or dad will be back at the end of the school day.
  - o Get to know the teacher. Your child will be happy and secure if they know that their teacher and parents communicate well.

The first days of school can be a very happy or unhappy experience for your child. By your words and actions on the first few days, you can help. Guard your actions about leaving your child in tears. When a child realizes that you are not available, they will accept the teacher's guidance more readily. We suggest you place your child in the hands of the teacher, assure them that you will return for them and leave promptly.

Your child may have some fears and anxiety about being away from you. Children need time to adjust to their new surroundings. Our caring staff will be there for your child when you depart. Feel free to call the director when you arrive at work to see how your child is doing.

# **Role of the Parent**

The Staff of Great Beginnings Learning Center recognizes the vital role that parents play in the school life of children. For this reason, parents are considered an integral part of all phases of the program. The Center is a living and learning environment in which parents, teachers, staff and children work together cooperatively for the children's greatest possible gains.

#### **Parents Responsibilities**

Parents must cooperate with the center in carrying out all minimum standards, rules and policies affecting the operations. Any questions regarding the Center's policies and procedures should be directed toward one of the Directors. Great Beginnings Learning Center strictly complies with the Performance Standards for Centers of the State of Alabama and parents are expected to also follow these standards as they are required by law. GBLC takes pride in our educational structure and schedule and will need all children to be in attendance by 10 am each morning in order to attend for the day, if a child will need to check in late for the day after this time a doctor excuse will need to be provided to the office before dropping off in the classroom.

#### **Parent Participation**

Parents are needed and valued as an essential part of the educational process. Parents are welcomed into the classroom as observers or participants. Teachers will seek parental involvement in many ways. We seek and value your active involvement and want to do all possible to achieve good communications between parents and preschool.

Parents are free to visit the program at any time. However, be aware that children are accustomed to the normal routine of morning drop off and afternoon pick up so it can be very upsetting for some children if you visit and then leave again during the day. If that is the case, we recommend you come to the office and view the monitors and refrain from visiting with your child until they are older and understand you will be leaving soon. If you wish to eat lunch with your child, please notify the main office or classroom teacher.

<u>PreK4 OSR/ parents</u> are required to participate in parent participation hours- which can include a variety of seminars, attending orientations, parent conferences, center programs, chaperoning for field trips, or volunteering in or on behalf of the class.

#### **Parent- Communication**

Teachers at Great Beginnings Learning Center will continuously seek opportunities to communicate frequently with all families concerning all aspects of a child's day. The teacher will be utilizing an app in procare to seamlessly communicate all aspects of a child's day with families. Parents will, in addition, receive updated information through periodic newsletters and reminders for schoolwide information concerning their children & families. Additional material will also be available from classroom teachers & office staff in our foyer areas and on our GBLC website. Please always communicate to us your needs so we can assist our families the best way we can.

Teachers communicate verbally with family members daily at drop-off and Pick-up times. These discussions must be brief because the teachers' primary responsibility must be care and education of the children. If a greater length of time is needed than is allowed in the morning or at the end of the day, please feel free to call the preschool and a time can be scheduled for a parent-teacher conference.

If an individual other than the parent/guardian is picking up a child, the individual must be on the child current pick up list. Parents please notify the child(ren)'s teacher. The individual MUST show identification, such as a driver's license. Reminder. the individual must be on the child's pick-up list before the actual pick up date. There are NO additions over the phone, email, or notice brought in by the person picking up.

All parents will follow the following drop off and pick up procedures. Failure to follow these guidelines can result in termination of preschool services immediately, these procedures are in place to ensure the safety of children/parents in the parking lot. (There will be NO reimbursements of any payments made)

Enter the parking lot through the proper entrances following the arrows clearly marked on the ground.

- Park in designated parking spots.
- Leave the parking lot through the proper exits following the arrows clearly marked on the ground.

Parents that have children in both buildings must pick and drop off at the building of their classroom doors, please do not walk through the classrooms.

# **Safety Tips During Arrival and Departure**

- 1. Turn off your car and take the keys out of the ignition before entering the center in the morning and the afternoon.
- 2. Turn off or turn down loud music.
- 3. Drive very slowly when approaching or driving in the parking lot of the building. Please follow parking lot arrows for entering and exiting the preschool.
- 4. Do not leave small children unattended. We know it's convenient not to have to bring in your small infants while you take their older siblings to class or pick them up at the end of the day; however, there are many things that can happen when left unattended.
- 5. No employee will knowingly help or allow a parent, guardian, or permissible pick-up person to leave in a vehicle that does not have proper car seats or safety belts. Safety seats and belts are the law and are required. Proper actions will be taken in these cases.

# **Door Access into the Preschool Building**

The safety of your children is a major objective of Great Beginnings Learning Center. I would like to remind all families of a few important points.

- 1. Please use the front entrance with the key code when entering the building for drop off or pick up.
- 2. Please remember only let yourself in any door to the preschool building please be aware of another person trying to hurry in with you. If you do not know the family member, please ask them to wait right outside of the door and one of the office staff will meet them to provide any guidance with pick up and drop off.
- 3. Please remember even in the event of an emergency a person picking up MUST be on the pick-up list with the office.

# **Developmental Assessments**

Families are a very important part of their child's assessments; parents will be asked to provide written and verbal information throughout the school year to their child's teacher. Teachers will observe daily throughout the day and keep track of developmental milestones. All information will be kept by your child's teacher and parents will get a formal result near the end of the year with scheduled parent-teacher conferences unless teachers feel the need for an earlier conference.

### Meals & Snacks

The center will provide two meals and one snack each day: breakfast, lunch and an afternoon snack. All meals are prepared based on the state nutrition program. Menus will be posted in the foyer of each building. The center will participate in the state Child and Adult Care Food Program; all parents/guardians are to fill out a Child Food Program Eligibility Application annually in order for the center to maintain state compliance.

Parents must provide food for children who are on special diets that are prescribed by the child's physician. Parents must have a physician or dietitian to sustain the need for a special diet in writing. Notes from physicians are needed to substantiate food allergies.

Extra snacks, other foods and/or beverages are not permitted in the center. The center provides a balanced snack, which meets nutritional guidelines. Soft drinks are not allowed, **NO EXCEPTIONS.** 

Breakfast will be served until 8 a.m. Breakfast will not be served after this time, under ANY circumstance, please make arrangements for your child to eat if they will be arriving after. (Please DO NOT call to ask for breakfast to be held). Final lunch counts are made at 10AM. If your child will not be here during the classroom serving time you will need to get your child lunch before arrival, they will not be included in the daily lunch count. Please call to inform us of a late arrival before 10 a.m. If you fail to call, your child will NOT have lunch since we cook for daily attendance. Toddler classes eat @ 10:30. K3/K4 classes begin lunch @ 11:00. Snacks begin at 2:30 p.m. (See classrooms' daily schedules.) Food will not be allowed in the class after mealtimes.

# Nap Time

After lunch, a nap/rest time will be required for all children. <u>Children may NOT be dropped off after 10:00</u> <u>a.m.!</u> It is very disruptive for the other children in their class. GBLC will provide a small blanket to sleep on and one to cover over them in a large plastic bag, make sure your child's name is on it. Your child's blankets will come home every Friday and are to be returned on the following Monday. For the sake of health and wellness of your child GBLC requires the large bag to return each Monday or another set will be available to purchase for the child to stay in attendance this day.

# **Personal Belongings & Toys**

Toys and money should NOT be brought to the center unless it is requested for a special occasion. (requested by GBLC)

-Lost toys that are brought will be the responsibility of the child to keep safe from being broken. No child or family will buy or replace broken/lost toys. GBLC will not replace broken/lost toys.

- Bottles and pacifiers are NOT allowed in the pre-school learning areas.
- All parents are asked to bring an extra set of seasonal clothes for your child to be left in the cubby.
- The extra clothing should include top clothes, socks and under clothes (Note: When a child is being potty trained, several pairs of clothes should be provided.) Clothes must be easy to remove by the child.

#### Please put your child's name or initials in all items left at the center.

Children's clothing should be comfortable and easy for them to manage, especially during the critical stages of potty training. Children need to be able to engage in messy and active indoor and outdoor play. Therefore, play clothes which can withstand hard use and can be easily laundered are important. Parents are asked to understand that reasonable efforts will be made to protect clothing but stains from paint or food may occur. Children should wear sturdy shoes with non-slip soles to help prevent falling from climbing equipment.

In the event that a child does not have extra clothing, we will seek out extra clothing; however, we will NOT use another child's clothing. The parents will be notified to bring extra clothing within 1 hour of the phone call.

Nap Time blankets and naptime belongings need to be brought to and from school in the large Ziploc type bags.

# **Discipline & Behavior Management Policy**

The guidelines for discipline at Great Beginnings Learning Center are to foster and teach children to be independent, self-monitors of their behavior that walk in Christian love. This will be achieved through behavior guidelines provided by teachers and staff.

Children attending Great Beginnings Learning Center will not be subjected to any form of corporal punishment by the director or any other staff of the center. The definition of "staff" includes any regular or substitute caregivers, volunteers, cooks, vehicle drivers or any other individual who might come in contact with the children while providing services for Great Beginnings Learning Center.

Great Beginnings Learning Center teachers and staff will provide verbal guidance by:

- 1. Speaking kindly to children
- 2. Providing positive verbal praise when interacting with children
- 3. Giving clear instructions
- 4. Avoiding making comparisons between children
- 5. Modeling Christian behavior
- 6. Promoting positive self-esteem

Great Beginnings Learning Center teachers and staff will provide behavioral guidance by:

- 1. Supervising children for all activities (indoor, outdoor, and field trips)
- 2. Planning developmentally appropriate classroom activities
- 3. Ensuring that children know the consequences for inappropriate behavior.
- 4. Providing consistency in discipline practices
- 5. Ensuring that teachers and staff will be positive role models.
- 6. Giving children choices
- 7. Knowing and understanding the mental and emotional needs of the children
- 8. Redirection immediately following physical aggression, hitting with objects, kicking or biting
- 9. No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking or spanking.
- 10. No child shall ever be disciplined for not sleeping during nap time.
- 11. No child shall ever be placed in a locked room or closet.
- 12. No child shall be disciplined for toileting accidents or any other accidents.
- 13. No child shall be delegated to providing discipline of another child.
- 14. Food shall not be withheld as a means of discipline.

# **GBLC Biting/Excessive Behaviors**

As part of our commitment to providing a nurturing and supportive learning environment, we understand that children are navigating big feelings and developing their emotional regulation skills. At times, behaviors such as biting or aggression may arise, and we want to assure you that our teachers and staff work diligently within the classroom to address these situations with care and understanding.

In the event that such behaviors become excessive, we follow a structured process to support both the child and the class as a whole:

- 1. **First Instance:** The teacher will initiate a conversation with the parent to discuss strategies being implemented at school and share pointers that can be applied at home.
- 2. **Second Instance:** A written record of the incident will be created, and a meeting will be held involving the teacher, parent, and school administration to evaluate and enhance the approaches at both school and home.
- 3. **Third Instance:** The administration will meet directly with the parent to discuss the situation. At this stage, a notice will be issued, indicating that further occurrences may lead to disenrollment.

Our ultimate goal is to help every child learn and grow in the best environment possible. However, repeated instances of biting or harmful behaviors can disrupt the classroom dynamic and are not in the best interest of the class as a whole.

In the event Great Beginnings Learning Center has exhausted all procedures to help guide discipline problems, and working one on one with the families, termination of childcare will be a last resort. Parent cooperation is mandatory to keep termination from being a final result.

# Reporting Child Abuse and Neglect

We understand the importance of family unity, however, if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we (owner, director, and teachers) are required by law to report it to the Department of Human Resources.

#### **Inclement Weather**

During periods of inclement weather, the center will close or will not open if travel is extremely hazardous. The center will also be on the same school closing schedule as Leeds for inclement weather. If Leeds schools close early or start late or decide to not have class at all, Great Beginnings will have the same schedule. Watch our GBLC Facebook page and the Procare app for all updated information. It is against DHR recommendation and EMA for the center to allow parents to pick up their child and leave during a "weather/tornado warning;" therefore, all families are strongly urged to pick up before weather gets bad or remain in the center in our safe areas until the weather warning expired.

#### **Air Quality/Heat Index**

During the months where air quality or High temperatures is concerning GBLC will monitor the alerts. While being outside some each day is always best for the children, outside time will be limited or scheduled indoor vigorous play will be implemented during the high temperatures. Parents are highly discouraged from leaving Idling vehicles in the parking lot.

#### **Fire Safety**

GBLC has developed a fire evacuation plan. In the case of a fire, teachers will remove children from the building as quickly as possible. All areas of the building will be checked to ensure total clearing of the building. Emergency telephone numbers are posted near phones and a call will be made to report the fire as quickly as possible.

Fire extinguishers are located throughout the center. The building is equipped with a fire alarm system as well as a sprinkler system. GBLC conducts regular fire drills to prepare the children and the staff for emergency situations.

# **Illness Guidelines**

Exposure to illness & many contagious diseases are a normal part of preschool and childhood in general. Toddlers are particularly susceptible to some sickness because their immune systems have not fully developed yet. GBLC works with all parents in the effort to prevent the spread of communicable diseases and parents are expected to take appropriate action and report instances of exposure or illness to the preschool office. GBLC will need to take action to notify all families of the possible exposure and have families watch for symptoms with their own children.

The National Health Agencies recommend that children be excluded from activities and care in a group for the following reasons.

- 1. Any illness that prevents children from participating comfortably in the program activities.
- 2. The illness results in greater care than the staff can provide without compromising the health & safety of the other children in care.

- 3. The Child has the following conditions: Fever at or above 100.4 degrees, lethargy, irritability, persistent crying, difficulty breathing, or other signs of severe illness.
- 4. Diarrhea. GBLC understands that this is a difficult standard to apply but adheres to the definition of Diarrhea as two loose movements within an hour. Children should not return for 24 hours & symptoms have stopped.
- 5. Stools or Diarrhea contain blood.
- 6. Vomiting in the previous 24 hours and up to 24 hours after pick-up at the preschool for the initial vomiting.
- 7. Mouth sores (unless a dr. excuse from the child's Dr. stating the child in noninfectious)
- 8. Rash or fever, discharge, and behavior change, until a physician has determined it is non-communicable. (Ring worm must be treated for 24 hours and covered upon entering the center)
- 9. Pink or red conjunctivitis with white or yellow discharge until checked by a physician and cleared. (Pink eye must be treated with prescription and without discharge to return to preschool)
- 10. Strep throat until 24 hours after the treatment has been initiated.
- 11. Impetigo, until treatment has been initiated for 24 hours.
- 12. Head lice until the following day after the child has been treated (child must be checked upon entering the preschool for care) NO nits can be present!

A child must remain at home if he or she is contagious they must be fever free without medications for 24 hours. This would mean a child leaving the preschool during the day with symptoms would not be able to return the next day without written notice from a physician that the child is not contagious. All parents will be contacted immediately to pick up for sickness that show up during the day. Parents have 1 hour from the contact to pick up the child. Please remember GBLC is trying to prevent the spread of illnesses and needs all parents to work with un in the effort.

### **Medications**

GBLC will only administer medications to children with our approved medical forms. DHR has recently required us to receive a signed statement by a doctor that any medication can be given at all. No child will receive fever reducers unless specified by a pediatrician what the medication is for, each instance will need a different specification. (There is no blanket form for long term medication to reduce fever) Medication forms must be filled out each week. In the event of long-term medications, a doctors' note must accompany medication form. All medications need to be given to the teacher, never put medication in children's bags or in a child's cubby. All medications found in bags or cubbies will be disposed of immediately and not returned. Medication forms must be filled out for the following as well.

- Tylenol for teething/pain & must have the dr. notice accompanied medication & form.
- Diaper Creams
- Lotions
- Bug Sprays
- Sunscreens
- Cough medications
- Teething Aids (oral & tablets)

No child will receive medication for any reason without a current medical form and the signed statement from your child's pediatrician. It is the parents/guardians' responsibility to get these filled out and turned into the teacher or staff. Copies of these forms are on the front counters by the office as well as on our website.

### **Injury & Medical Care**

Minor injuries to a child will be treated by the teacher by cleaning and applying a band aid if needed. The teacher will then complete an ouch report on the app for parents to view. In some cases, a parent may be notified of the injury by phone. Teachers of Great Beginnings Learning Center receive CPR & First Aid training each year during our weeklong closure for teacher training.

In the event of a more serious injury, the teacher will render first aid and the office staff will inform parents by phone immediately using the emergency contact provided during enrollment. The parents are generally asked to come to the center and to transport injured child to a medical facility or pediatrician. If a parent or contact person cannot be reached GBLC director/assist. director will fulfill the immediate need of the child and transport the child for emergency assistance.

### **Times of Operation**

Great Beginnings Learning Center will open at 7 a.m. and close at 5:30 p.m. Parents are expected to be on time for pick up. After 5:30 p.m. you will be charged \$1 per minute per child if you are late. This fee is due at the time of pick up, however will be added to your invoice if not paid at pick up. If you are late more than three times in a month a rate of \$2 per minute per child will be the late pick-up rate.

# **Enrollment Procedure**

At the time of enrollment parents are required to sign a tuition agreement, pay a yearly registration fee (nonrefundable), curriculum/supply fee and first week's tuition in advance. The registration fee serves as a security deposit to secure the child's space in the classroom for no more than one week. In the event the spot needs to be held a \$25 each week (no more than 1 month) (Fees are not refundable). The space is forfeited if the child does not start, or fees not paid. Curriculum/supply fees are not refundable.

- 1. Applications for enrollment can be picked up from the center during regular office hours of 8a.m 4:30p.m. or printed from our website. (preschoollife.net)
- 2. The application & fees completed and returned to the center prior to the first day of attendance.
- 3. Parents are required to provide Alabama immunization records prior to the first day of attendance.
- 4. Parents are encouraged to visit the center before their child is enrolled and should bring their child with them. This will give the child an opportunity to meet the teachers and the other children before their first day of full attendance. Please schedule an initial tour of the preschool.
- 5. During the pre-enrollment visit parents are encouraged to share information about their child, voice their expectations of the program and ask questions.
- 6. It is the responsibility of the parents to report to the office all changes of phone numbers, employment, and contact information.

It is typical that children remain enrolled in the classroom in which they begin the school year or where placed when started. However, there is the possibility that a child could be moved to another class in his or her age group if a withdrawal of children occurs in another age group. Adjustments by moving children might be made so that the children in a classroom will be closer in development and/or birth months.

### **Required Forms**

All families are required to provide enrollment forms before the first day of attendance. Preadmission record, certificate of immunization record (provided by the pediatrician) and Parents are required to keep the immunization records up to date. Children may be sent home and only be able to return with updated records. In addition, parents are asked to complete all information on all forms, this information helps in assisting the center in providing the best care and education possible for your child.

# **Withdrawal Policy**

Parents withdrawing their child for any reason during the year should provide two weeks' written notice (forms are available in the main preschool office) tuition will continue to be assessed through this period. Tuition is NOT prorated.

### **Attendance**

The Center is open from 7:00 am until 5:30 pm, Monday through Friday, unless otherwise stated due to official closing dates or emergency related conditions However, it should be noted that much over 9 hours is considered inappropriate for young children to be cared for in group settings. Therefore, in the event a child exceeds 10 hours daily a modified schedule will be put in place. Families are not paying for a full day care based on Open time – Close time, families are paying for care within the parameters of care for a normal workday and what is developmentally appropriate for the children in care. Great Beginnings Learning Center prides its program as a preschool not a Daycare/Babysitting service, and we will maintain our program with quality care, curriculum, and learning experiences.

### <u>Tuition</u>

Each child's tuition is an ongoing fee, which is separated into weekly, biweekly or monthly payments.

\*\*ALL Tuition must be made in auto draft.

- NOTE: <u>Tuition is required if your child attends the center or does not attend, as long as your child is enrolled in the program you are paying for your child's classroom spot.</u> If your account becomes seriously past due services will be immediately terminated. In the event you leave with a balance and unpaid 2 weeks written notice it will be turned over to collections. If this happens, you will be responsible for all costs and fees incurred while in collections. All tuition is non-refundable.
- Families that utilize Child Care Central services
  - 1. Families are required to follow CCC attendance procedures.
  - 2. Families are required to meet GBLC attendance & payment procedures.

Tuition that is not paid by CCC for any reason is a parent/guardian obligation and will be billed to the parent for immediate payment under the same guidelines & fees for non-payment as all families enrolled.

# **Penalty Charges**

Re-enrollment fee of \$65 is charged when a child is dropped from the program by the parent or center and reenrollment at any given time within the same year. If a client wishes to continue services, and if the slot is still available, the \$65 re-enrollment will be requested upon entering the program. (Please remember when children are dis-enrolled for any reason, families wishing to re- enroll will be placed on the wait list if there is no immediate availability)

Late payment penalty of \$15 will be charged to all accounts not paid by Monday at center's closing and each week there after the balance is not paid. The center may discontinue services if tuition is two weeks or more delinquent.

Late pick up fees: \$1 each minute per child after 5:30 p.m., after the Third late pick up the rate for late pick up will be \$2 each minute per child after 5:30 p.m. All late pick-up fees must be paid upon arrival, however if not paid for whatever reason the late fee will be added to your child's invoice and is subject to late fees if not paid. (The \$15 late payment fees will be assessed on accounts each week for unpaid late pick-up fees as well.

**Returned check/Auto draft fees:** There will be a \$35 service charge for all forms of returned payments. If the parent takes care of the return within three (3) days, there will not be a charge of \$15 for late payment. (ONLINE payment will be the only form of payment to pay weekly payment & return fee in FULL. When the center receives three (3) returned payments, we will no longer accept checks/debits as a method of payment. Payment must be made 2 weeks ahead of the actual care to continue with GBLC.

**Delinquent accounts/Collections:** Payments are considered late after close on Monday, the \$15 late week will be charged each week. Accounts are considered delinquent when payments are two weeks past due. If a parent decides to withdraw from the program, a two-week written notice is required. Any parent failing to do so will be charged their normal rate for two weeks automatically through the auto pay program. All unpaid balances will be sent to collections after 30 days of the last day the child attends the program. \* No additional request will be made after the child is disenrolled, monthly invoices were sent out though the teachers as well as emailed monthly.

**After-School Pick-Up:** Communication between parents and Great Beginnings Learning Center is very important. GBLC asks that all parents/guardians contact our office to let us know that your child will not be riding for the day. At pick up at the school the driver must stay with the children that have already loaded therefore in the event your child does not come out of the school on time and miss the van/bus the school will contact the parent/guardian to pick up GBLC will not return to the school.