

## Child Guidance (Discipline) Policy

No child shall be subjected to any form of corporal punishment. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, Kumu Leti's House will practice the following age and developmentally appropriate discipline and behavior management policy:

We:

1. DO NOT handle children roughly in any way, including spanking, shaking, or otherwise physically punish the children.
2. DO NOT place children anywhere alone separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT use food, rest, or toileting as punishment or as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their level.
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

## Ongoing Disciplinary Challenges

Ongoing behavioral challenges will be addressed through mandatory Parent-Teacher Conferences. Together, Kumu Leti and parents will develop a plan to support the child in overcoming inappropriate behaviors both at home and in Kumu Leti's House. There is a zero-tolerance policy towards dangerous or violent behavior. If a child's persistent negative behavior poses a risk of physical harm to themselves, peers, Kumu Leti, or property, we reserve the right to terminate the child from Kumu Leti's House .

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Kumu Leti's House will inform the child's family and work together to make contact with Easter Seals for early assessment and assistance.

**I have read and understand the above Child Guidance (Discipline) Policy.**

Print: \_\_\_\_\_

Sign: X \_\_\_\_\_ X \_\_\_\_\_



## Financial Obligations

### Enrollment

There is a \$200 non-refundable Annual fee for each child enrolled; \$50 for registration and \$150 Annual Activity fee. A signed contract is required to hold and guarantee your child's spot into the child care program. Families will need to sign and return the Enrollment Contract, Registration Forms, Emergency Form, Consents, all signature pages from the Parent Handbook (3 pages: Financial Obligations, Discipline Policy, and Parent Handbook Agreement Form), and medical records indicating that your child has had a physical, immunizations and TB clearance if applicable. All of this *must* be turned in *before* the first day of your child(ren)'s attendance.

### Tuition and Fees Incurred

Daily tuition is \$100 for not potty trained and \$80 for potty trained. Please do not send payments to school with your child(ren), they may get lost. Please hand them to Kumu Leti or send them electronically. Please always include your child's name when paying for tuition.

Daily tuition may be paid weekly or bi-weekly, but must be communicated with Kumu Leti. There will be a \$5.00 late charge for *each* day a payment is not paid after the last day of the week your child attends. There will be a \$25.00 service charge added to your child's account for checks that are returned by the bank due to insufficient funds. If your child(ren) is picked up late (after 3pm), a \$5.00 late fee per child for every 15 minutes beyond the closing time will incur, (that is, 1-15 minutes late – \$5.00; 16-30 minutes late – \$10.00, etc.). These fees will automatically be added to your account on BrightWheel. Chronic tardiness may result in the child(ren)'s termination from Kumu Leti's House. If tuition is not paid within the first month that your child attends, it will result in the child(ren)'s immediate termination on the 1st day of the following month.

The child(ren) may re-enroll if all outstanding fees are paid, and the penalty fee of \$25 for reinstatement is paid by the end of the month. If you have more than one child enrolled in Kumu Leti's House, your family will be penalized a flat reinstatement fee of \$25. After the last day of the month, your child(ren)'s spot will be filled, and your child(ren)'s file will go on the waiting list.

**Other payment plan options** are as follows:

**Annual** Payment Plan: Full year tuition is due by 1st day of school

**Half-Year** Payment Plan: Two payments due: 1st day of school and January

**Quarterly** Payment Plan: Four payments are due August 1st, November 1st, February 3rd, and May 1st.

**Monthly** Payment Plan: Eleven *consecutive* monthly payments. The first monthly payment is due by the first day your child(ren) begins. With the following payments to be due on the first business day of each month thereafter.

**Bi-monthly** Payment Plan: First payment due by the first day your child(ren) begins. Second payment due the first school day of the third week in the month.

**Print:** \_\_\_\_\_

**Sign:** X \_\_\_\_\_ X \_\_\_\_\_

**Please make checks payable to Leticia Morales**



# Family Handbook Agreement & Liability Waiver

## Handbook Agreement

By enrolling my child(ren), I agree to follow the rules, regulations, and policies of Kumu Leti's House, including but not limited to those in the Family Handbook, registration forms, and Operations Policies.

These documents have been provided to me and are available for review at any time at Kumu Leti's House.

By signing below, I acknowledge that I have received a copy of the Family Handbook and policies. I understand it is my responsibility to read, understand, and abide by their contents, and to ask for clarification if needed. I am aware that policies and procedures may be updated throughout the year, and I agree to remain informed of and comply with such updates.

## Agreement

In consideration of Kumu Leti's House accepting and enrolling our/my child(ren):

**Child's Name:** \_\_\_\_\_

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## Liability Waiver

The undersigned hereby releases Kumu Leti's House, its owner, employees, officers, board of directors, and agents from any and all claims, actions, disputes, lawsuits, and liabilities of any kind arising out of or relating to my (our) child's enrollment and/or participation in activities at Kumu Leti's House, whether occurring on or off the premises, excluding only willful or intentional acts by Kumu Leti's House or its representatives.

- I certify that I have read the Family Handbook and am aware of the policies of the school.
  - I agree to abide by and follow the school's policies and philosophy.
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## Acknowledgment & Signature

**WE (I) HAVE READ AND UNDERSTAND THE ABOVE TERMS AND AGREE TO ABIDE BY THEM.**

**Print:** \_\_\_\_\_

**Sign:** X \_\_\_\_\_ X \_\_\_\_\_