

SMART STUFF LEARNING CENTER

3600 South Halsted Street
Chicago, Illinois 60609
(773) 475-7615
www.smartstufedu.com

**Parent Signature and Consent of
Smart Stuff Learning Center's Policies and Procedures**

I have read and fully understand the following Smart Stuff Learning Center's policies and procedures.

Tuition Policy

- Tuition Rates
- Tuition Policy
- Yearly Increase
- Registration Policy
- Re-Enrollment Fee
- Security Deposit
- Spot Hold Deposit for Enrollment
- Drop-In Policy
- Supply Policy
- Late Tuition Fees
- Returned Payment Policy
- Record Retrieval Policy
- Withdrawal Policy
- Discharge Policy
- Sick Days
- Vacation Days
- Holiday Closings
- Weather and Emergency Closings

Parents Initials

Date

Procure Software, Authorized Pick-Up and Late Pick Up Policy

- Procure Software – Sign In/Out
- Authorized Pick Up Contacts
- Late Pick Up Fees

Parents Initials

Date

General Operating Procedure Policies

- Adjustment Period Policy
- Transitions
- Discipline Guidelines Policy
- Discharge Policy
- Accommodations
- Screenings
- Child Documentation Policy
- Birthday Parties and Holidays
- Child Abuse Policy
- Drugs and Alcohol Abuse Policy
- Cleaning of Facility Policy
- Diapering/ Toilet Training Policy
- Wellbeing Check Policy
- Handwashing Policy
- Health Policy
- Medication Policy
- Nap/ Rest Time Policy
- Insurance and Liability Policy
- Outings Policy
- Transportation Policy
- Brightwheel App
- Parental Communication Policy
- Parental Involvement Policy
- Personal Information Release Policy
- Photo Policy
- Security Policy

Parents Initials

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I choose to have my child opted out of the Photo Policy. _____

Risk Management

- General Information
- Staffing Guidelines
- Food Service Sanitation
- Transportation
- Fire Procedure
- Tornado/Severe Weather
- Illness or Injury
- Bomb Threats
- Utilities and Maintenance Emergencies

Parents Initials

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Meal Service Information

- Meal Components

Parents Initials

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I have read and fully understand all policies and procedures stated in the Smart Stuff Learning Centers Child Care Handbook.

Child's Name

Parent/Legal Guardian Print

Parent/Legal Guardian Signature

Date

