

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
- Part Time Enrollment Policy
- Drop-In Policy
- Supply Policy
- Late Tuition Fees
- Returned Payment Policy
- Record Retrieval Policy
- Withdrawal Policy
- Discharge Policy
- Sick Days
- Vacation Days
- Holiday Closings/ Early Dismissals
- Weather and Emergency Closings

Parents Initials

Date

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

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

Parents Initials

Date

General Operating Procedure Policies

- Child Documentation Policy
- Adjustment Period Policy
- Diapering/ Toilet Training Policy
- Transitions
- Discipline Guidelines Policy
- Discharge Policy
- Accommodations
- Brigance Developmental Screenings
- Brigance Assessment of Learning
- Child Portfolios
- Hearing and Vision Screenings
- Wellbeing Check Policy
- Hand Washing Policy
- Medication Policy
- Allergy Policy
- Health Policy
- Nap/ Rest Time Policy
- Insurance and Liability Policy
- Outings Policy
- Birthday Parties and Holiday Policy
- Child Abuse Policy
- Drugs and Alcohol Abuse Policy
- Cleaning of Facility Policy
- Transportation Policy
- Parental Communication Policy
- Parental Involvement Policy
- Photo Policy
- Personal Information Release Policy
- Security Policy

General Operating Procedure Policies

Parents Initials **Date**

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

Risk Management

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

Parents Initials **Date**

Meal Service Information

- Food2You Catering
- Meal Components

Parents Initials **Date**

*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**