



Enrollment Agreement & Family Handbook

Name of Child (Last, First, Middle Initial):

Date of Birth:

Please initial each section listed below, then sign and date the last page along with the signature of the Provider.

SECTION 1: MISSION:

**Behííh byiitwáwuh' 'íitwáwáh tawáinnítééh nííθénwá' nch néinwá' tawáinnítáááninwá'
Téí'taahaach
Maká idómni Nakón wicóhage otéhige
Adé iná Namákoda žemáca mnihéiciya no.**

_____ **Parent Participation:** I understand that Parents/Guardians of any enrolled child must be an active learner of either the Aaniiih or Nakoda language. Children whose parents/guardians who are not actively learning and speaking Aaniiih or Nakoda may not enroll or continue to attend Life's Language Lodge school. Parents/Guardians can meet their annual obligation to learn and speak Aaniiih or Nakoda by having exhibited increased fluency in Aaniiih or Nakoda as determined by the Project Director of Life's Language Lodge or their designee (verbal test) or by enrolling in and completing 60 hours of Aaniiih or Nakoda classes annually, with a monthly average of 6 hours. Classes are provided throughout the school year at no cost by Life's Language Lodge.

SECTION 2: DAILY PROCEDURE

_____ **PARENT/TEACHER CONFERENCE:** I understand that Parent/Teacher conferences will be scheduled twice per year and I will be invited and encouraged to attend to discuss my child's development and school experience. I may be invited/required to attend additional meetings throughout the year to discuss my child's behavior or development as needed.

_____ **CLOTHING:** Please send your child dressed for comfort and play. Children will be involved in messy activities during their day that will give them experiences to develop to their fullest potential. We encourage children to feed and care for their own needs utilizing self-help skills. We encourage children to explore the world around them, awakening the Scientist within. Although center teachers provide protection from messy activities, children may still get dirty. They need to be free to participate fully in the activities without worrying about their clothes. Please send a change of clothes to be kept in your child's personal space. Accidents do happen and a change of clothes will make your child more comfortable. Teachers will remind you to change these clothes seasonally and as needed. Children will play outside every day (licensing requirement), so please send appropriate clothing for the weather – coats, mittens, hats, boots. Center staff will apply sunscreen to children before going outside during the summer. You will need to sign a permission slip provided by your child's teacher regarding the application of sun screen. It is required that all children wear shoes when attending childcare. For the safety of your child, he/she may not wear flip-flops.

_____ **PHOTOGRAPHS, VIDEOS, & AUDIO TAPES:** Life's Language Lodge (LLL) participates in Early Achievers, ECEAP, EWU Transition to Teaching, and other professional development programs. These programs require photographs, videos, and observations of the children, parents, volunteers, visitors, and

staff of LLL. LLL also uses images of students, staff, and families to promote our mission and raise funds. Therefore, we ask that parents grant permission for LLL to use and share images of children and families for the purposes of advancing our mission. I, the undersigned, hereby grant permission for Life's Language Lodge, its employees, agents or volunteers to photograph and/or video my child for the purposes of promoting the school's mission. I understand the photos and videos may (or may not) be used for evaluation, curriculum and publicity purposes or any other use Life's Language Lodge intends, which may include print, web and broadcast curriculum and publicity materials or other curriculum or publicity purposes. I acknowledge that there will be no notice given to me as to when or how Life's Language Lodge may use the photos/videos. Children will not be identified by their English name in any publication of photos without the written consent of the parent/guardian. Upon request, any photos or videos taken will be freely shared with the parents of depicted children, but photos and videos shall be the sole property of Life's Language Lodge. By signing below, I acknowledge that I have received a copy of this release form and agree to all conditions herein.

_____ **ILLNESS/HEALTH POLICY:** For the health of all our children, if your child exhibits symptoms of a contagious illness during the day, we will remove your child from the classroom and they will be cared for by support staff until they are picked up. You will be asked not to bring them back until they have been symptom-free, without aid of medication, for 24 hours. Symptoms of a contagious illness may include, but are not limited to, rash, vomiting, diarrhea, fever, and evidence of bedbugs, pink eye or lice. If you are notified that your child has lice, he/she must be found to be nit-free by Fort Belknap Public Health Nursing with documentation in order to return to school. To help stop the spread of germs please have your child wash their hands when they enter the classroom. If you plan to stay and play with us, we ask that you also wash your hands. If your child has an allergy/illness that may affect every day activities, documentation from a physician will be placed in your child's file, as well as instructions on how to deal with the condition. For the safety of your child we will prominently post any allergies your child might have, unless you tell us in writing you do not want us to post this information. This is an extra precaution to offer protection from being exposed to an allergen. For food allergies, please provide a document from a medical authority specifically stating the allergy and which foods may be used as substitutions.

_____ **MEDICATION ADMINISTRATION:** If your child requires medication that must be administered by school staff, you must accurately complete a medication permission form. This form will be valid for nine months for all medications. If you would like for school staff to apply lotion or diaper cream, a medication permission form is required and will be valid for one year. All medications must arrive in the original container and labeled with your child's first and last name. Prescription medication must include on the prescription label, the child's name, date prescription was filled, date it will expire, name of the medical professional who filled the prescription, medication name and strength, and specific instructions for dosage, storage, disposal, and administration.

_____ **INJURY DOCUMENTATION:** The program will notify a parent immediately if there is an injury that may need an evaluation by a physician. All injuries are documented promptly, including the details of the incident (date, time location, type, child full name, witnesses) by the teacher on duty. Injury documentation is kept electronically for records.

_____ **CELL PHONE USAGE:** Picking up or dropping off my child(ren) is a valuable time for communication between staff, parents, and children. Therefore, I understand that I may not be on the cell phone while picking up and dropping off your child.

_____ **RELEASING YOUR CHILD:** School staff will release your child only to you or to those persons you have listed on the Emergency Contacts and Release Persons Form(s) who are 18 years of age or older. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. If you want a person who is not identified on the form(s) to pick up your child, you must notify school staff in advance, in writing (paper, email or text). Your child will not be released without prior written authorization.

_____ **FIELD TRIPS:** We may plan special field trips for the children away from the school. These trips are carefully arranged and shall be supervised by an adequate number of adults. You will always receive advanced notice of ALL field trips. Additional permission slips are required for your child to participate each offsite field trip.

SECTION 3: STATE LICENSING AND LIFE'S LANGUAGE LODGE POLICIES

_____ **ALL POLICIES & STATE REGULATIONS:** I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents, and I are bound by state childcare regulations, the Family Handbook, and all other company policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all policies and state regulations. I can find the written documentation of compliance reviews at the front of the center/home in a notebook at the check in station.

_____ **MEALS:** Breakfast, lunch, and an afternoon snack are served daily. We serve nutritious meals and snacks to all children. We strive to serve a variety of fresh fruits and vegetables and to cook foods on site using healthy ingredients. Life's Language Lodge will provide one culturally relevant meal per week. Menus will be provided upon request.

_____ **SUPPLEMENTING MEALS:** If parents wish to supplement their child's meal rather than have them eat something posted on the menu for that day, parents may bring the supplemented food to school that day and inform the teacher. The center has provided a refrigerator and a space for foods from home. Staff will place the food in the refrigerator or shelf designated for that use. Food brought from home must be in a sealed container (bowl, plastic bag, etc.) with the child's name and classroom clearly labeled. The parent should also notify the director in writing or via an email that they wish to make a substitute to a portion of their child's meal that day. It is important that children have a healthy balance of different foods in their diet.

_____ **PARTIES & SPECIAL OCCASIONS:** On special occasions such as holiday parties or birthdays, you may make arrangements with your child's teacher so that you may bring treats for the class to share. Please make the snacks provided low in sugar and fat. We encourage you to bring fresh fruits and vegetable, or you may bring a snack that is commercially prepared, and factory packaged (per MTDHHS Licensing regulations). **Please check with staff regarding possible food allergies**

_____ **FAMILY HANDBOOK:** I have received a copy of the Enrollment Application policies and the Family Handbook. I have read and understand the contents and policies and agree to be bound by same.

_____ **GREIVANCE POLICY:** If you have a question or concern, please discuss it with your child's teacher. It is very beneficial to your child that you help to create open communication and trust with the person caring for him/her each day. You may speak to your child's teacher at pickup or drop off times, or by scheduling a conference time, or by leaving a message for the teacher to call you. If you are unable to reach a plan of action together, speak to Life's Language Lodge Executive Director. Please remember that it is the desire of the LLL staff to work with you as a team to provide the best environment possible for your child. We recognize and support you in being your child's primary teacher.

_____ **MANDATORY REPORTING OF SUSPECTED CHILD ABUSE:** Any caregiver who has reason to believe that a child has been abused or neglected is required to promptly call the statewide toll-free Child Abuse Hotline at (866) 820-5437. All employees of Life's Language Lodge are required, by law, to report suspected or known child abuse and to fully cooperate in the investigation of any allegation.

SECTION 4: HOLIDAYS, ABSENCES, AND CLOSINGS

HOURS OF OPERATION: Life’s Language Lodge serves children Monday through Friday between the hours of 7:45 am and 5:15 pm. We can not accept children prior to 7:45 am and children are expected to be picked up by 5:15 pm.

ATTENDANCE: Consistent attendance will allow your child to receive the most benefit from our program. Regular routines and consistency in care are important for children. This also provides stability in the classroom and helps the children and teacher to get the most out of the interactions and experiences they have throughout the day. With this in mind we are a full time center, which means your child should be at the center at least 4 hours every day. Our policy requires that your child miss no more than 5 days per month.

CONSISTENCY OF CARE: Children thrive with routines. Therefore, I understand that to maintain consistency of care at home and within the classrooms, it is necessary for my child to arrive at the place of care before 9:00 am each day.

ABSENCE: I am required to call the childcare center by 9:00 AM if my child will be absent for the day. If a child does not arrive as scheduled, the parent will be contacted to verify reason for absence. Life’s Language Lodge will not add make-up days to the school calendar nor refund tuition for closures due to emergencies, snow days, or other unexpected or weather conditions. There are no make-up days or reductions in tuition for child absences due to illness, emergencies, family vacations, or other absences. There are no tuition reductions or make-up days for Thanksgiving, Christmas or for Spring, June, or Summer Breaks, holidays, nor for professional development days. Tuition is for the entire school year and is payable monthly as a convenience to parents.

CLOSINGS: Childcare providers will close according to their own schedule. Federal holidays are listed below and families should confirm with their providers if they will be closed on these, or any other, days.

• **New Year’s Day**

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| • Martin Luther King Day | • Labor Day |
| • President’s Day | • Native American Day |
| • Spring Break (Friday before and Monday following Easter) | • Veterans’ Day |
| • Memorial Day | • Thanksgiving Day and the following Friday |
| • Independence Day | • Winter Break |

We encourage providers to provide care every weekday of the year, excluding holidays, but there may be a time when inclement weather, natural/national disaster, or major building issue may disrupt service. Please contact the provider to ensure that it is open during inclement weather/natural disaster. You will receive credit for tuition charges if the school chooses to close during inclement weather/natural disaster.

SECTION 5: TUITION AND FEES

PAYMENT OF TUITION: If paid monthly, tuition is due on the first day of the month in which care and education is to be provided. If tuition is not paid on time, parents/guardians must make arrangements with Life’s Language Lodge administration before bringing a child for care for an unpaid month. Care cannot be provided for children for whom tuition payments or arrangements have not been made. LLL accepts cash, checks, money orders and credit/debit cards. A fee of \$30.00 is charged for returned checks.

_____CHARGES & PROCEDURE FOR LATE PICK-UP: The provider will let you know the exact hours of operation for your place of care. A late fee of \$15 for every 15 minutes or portion of fifteen minute period, per child will be charged if your child is not picked up by the scheduled closing time. This fee is due immediately and must be paid before your child returns to care.

SECTION 6: MISCELLANEOUS

_____ **STUDENT COUNSELING POLICY:** Life's Language Lodge has the goal of providing the best educational experiences possible, designing, and implementing a variety of educational, cultural and social programs to meet the unique needs of each of our students. Our goal is for our students to have a strong, healthy sense of self, to be confident, life-long learners, and to be cultural leaders who serve and empower their communities. In keeping with these goals, our teaching and social services staff will meet with students from time to time to assist them in their personal, educational and social development, including offering academic, cultural and personal counseling. Academic and cultural counseling will be performed by instructional, cultural, administrative staff, and personal counseling will be performed by licensed school or therapeutic counselors or counseling interns under the supervision of LLL staff. Usually, parents will not be contacted prior to their students receiving routine counseling at school. If students are identified as having an extraordinary need for therapeutic personal counseling, LLL administration will reach out to parents and notify them of such counseling services so that parents are aware of the counseling services being provided by the school and can be part of the plan to assist and empower their child.

_____ **BEHAVIOR MANAGEMENT:** Life's Language Lodge will always use positive methods and language while working with children. Teachers communicate behaviors routinely with parents (positive and negative) and work with them to coach children each day. The child's disruptive behavior will be documented and maintained in confidentiality. In the event, that behavior coaching does not work, there will be a conference to discuss how to promote positive behaviors. An Intervention Plan will be put in place with responsibilities of the Provider and Parents outlined clearly.

_____ **EXPLUSION:** Unfortunately, there are sometimes reasons to ask that a child be removed from Life's Language Lodge on a short term or permanent basis. Everything possible will be done to work with the family of the child in order to prevent this from happening. Reasons include but are not limited to: the child causing serious injury to other children or him/herself, parent's failure to complete required forms, physical or verbal abuse to staff or other children.

_____ **WITHDRAWAL FROM PROGRAM:** Please provide us a two (2) week written notice of withdrawal from the program. If this notification is not provided, you will be responsible for all tuition and fees for two (2) weeks, whether or not your child attends.

_____ **NO MODIFICATIONS:** No terms of this Agreement may be altered, revised, modified, or deleted by any person. Any policy changes will come from the main office. They will be sent to families with a request for acknowledgement. Alterations, revisions, modifications, or deletions of any term of this Agreement are null and void.

Life's Language Lodge does not discriminate based on disability in enrollment, admission, or access to our programs or services. Information concerning the provisions of the Americans with Disabilities Act (ADA), including the rights provided hereunder, is available from the Director.

These policies have been reviewed with me by my Provider. I understand and will comply with the policies included in the Enrollment Agreement and Family Handbook. The policies in this contract will supersede all other previous documents.

Parent/Guardian's Signature: _____ **Date:** _____

Parent/Guardian's Printed Name: _____

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Provider's Signature: _____ **Date:** _____

Provider's Printed Name: _____