

WELCOME TO LINDER YOUNG LEARNERS ACADEMY

Dear Young Learner Parents,

Welcome to Linder Young Learners Academy!

I would like to take a moment and welcome your family to our school, and familiarize you with Linder Young Learners Academy (Linder).

Our mission at Linder is to provide each child and their family the foundation for a successful long-term academic experience by creating a safe, nurturing, and thought provoking learning environment, while instilling principled values, peer interaction, and socialization aptitude in an atmosphere where curiosity and exploration are both encouraged and embraced. Linder Young Learners Academy offers an excellent learning adventure in preschool education that begins with a core curriculum that emphasizes Gifted and Talented enrichment programs, while pursuing an academic infrastructure that will allow for a seamless transition for each child's progression into their academic careers.

Our experienced teachers invite you and your children to enjoy our facility and share in the excitement of a new beginning at Linder Young Learners Academy.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah K. Kaschik". The signature is fluid and cursive, with the first name being the most prominent.

Deborah K. Kaschik
Executive Director

Operational Policies

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"Expanding Today's Young Minds – One Child at a Time"

I. SCHOOL CALENDAR & HOURS OF OPERATION

HOURS OF OPERATION

Unless otherwise notified, Linder Young Learners Academy hours of operation are Monday through Friday 6:00am to 6:30pm.

SCHOOL CALENDAR

Linder Young Learners Academy makes its best efforts to follow the **Spring Independent School District's** schedule. The hours of operation are Monday through Friday throughout the year except for specific holidays below, and certain other days specified by Linder.

| Linder Young Learners Academy base Holiday Schedule | |
|--|------------------|
| Thanksgiving Th/F (week of) | Good Friday |
| Christmas Eve and Day | Memorial Day |
| New Year's Day | Independence Day |
| Martin Luther King Jr. Day | Labor Day |

II. ADMISSIONS & TUITION

ENROLLMENT POLICY

Enrollment in Linder Young Learners Academy (Linder) shall be without regard to creed, race, ethnicity, national origin, sex, or religion.

The ongoing enrollment at Linder shall be at the sole discretion of Linder, its Executive Director or designee, based on, and in the best interest of the student, the expectation that the student will and continue to benefit from LINDER's experience, and the general well-being of the other students enrolled.

REGISTRATION

To secure an available space for your child's enrollment at Linder, please complete Linder Young Learners Academy Parent Agreement and Handbook, and the Enrollment Application in their entirety, and return both documents to Linder with your child's non-refundable Registration Fee and first week's tuition.

The Registration Fee is paid annually at the beginning of each school year. Applicable Summer Activity Fees are due at the beginning of summer.

DRESS CODE

Parents or guardians agree to provide Linder Young Learners Academy required uniforms for their child(ren). All students must wear their uniform Monday through Friday and for any field trips, unless otherwise notified by the Executive Director.

Linder Uniform – Navy Blue, Hunter Green, or White polo style shirt with khaki or navy shorts, skirts, or pants. School approved plaid jumpers or skirts are also acceptable (see Director for guidelines).

CHANGE OF CLOTHES / DIAPERS AND WIPES

Provide a complete change of clothes, season appropriate, including socks and two changes of underwear, to be kept at school in your child's cubby. REMEMBER TO LABEL EVERYTHING, see our website for labeling solutions. If your child uses diapers, you shall supply disposable diapers and baby wipes. In the event diapers and wipes are not supplied, Linder may charge for the use of school supplies.

TUITION

Tuition and other associated fees are billed on a concurrent basis. The Tuition and Fee Guide outlines current pricing for each program and designates your choice of billing and payment cycle. The Tuition and Fee Guide lists other discounts and fees, if applicable. Any portion of tuition and associated fees paid five or more days after assessment will be subject to a late fee.

All students enrolling at Linder shall pay all tuition and associated fees on or before the first day of attendance. Tuition payments are prorated from your child's first day of attendance.

In order to maintain Linder's high level of services and standards, no portion of any paid or unpaid tuition or fees for that month will be credited or reimbursed in the event of an absence, holiday, withdrawal, or dismissal from the school.

Inability to maintain consistent tuition and fee payments may result in the loss of continued attendance privileges at Linder Young Learners Academy, which will constitute a default, entitling Linder to all remedies as prescribed by law including but not limited to reasonable attorney's fees.











PAYMENT METHODS

We understand that paying monthly fees & tuition can be monotonous and easily forgotten in today's increasingly faster pace of life. To assist our families, we encourage LINDER Parents to sign up for **Tuition Express**, Linder Young Learners Academy convenient tuition payment service. Signing up is easy and free. To sign up, complete the form or visit our website at www.Linderyounglearners.com.

NCI Daycare Assistance: Eligible families can participate in the NCI Daycare Assistance program and receive a discount credit off their tuition. Please see Director to find out more.



VACATION CREDITS

Students who are enrolled at Linder Young Learners Academy shall be eligible to receive vacation credits. Each vacation credit is valued at \$100.00, and is awarded on the criteria shown below:

-  After six (6) months of continuous enrollment, one (1) vacation credit is awarded.
-  After one (1) year of continuous enrollment, two (2) vacation credits are awarded.
-  After two (2) years, and every year thereafter, of continuous enrollment, three (3) vacation credits are awarded.
-  A maximum of three (3) credits, per child are awarded each calendar year.
-  Vacation credits not used in the calendar year in which they are awarded will not carry forward to any future years.
-  Vacation credits shall only apply to tuition fees, and only to the extent of the Tuition Fees during the time not in attendance. All other normal fees shall apply.
-  Vacation credits are not transferable.
-  Two (2) weeks notification is required before using the credit(s).
-  Vacation credits may only be used when the child is not in attendance.
-  Part time students shall only receive 50% of the value of the credits.

TUITION DISCOUNTS

Linder Young Learners Academy offers the following on-going tuition discounts:

| DISCOUNT TYPE | AMOUNT | DESCRIPTION |
|--|---------------|---|
|  Multi-Child Enrollment | 10% | For families having more than one child enrolled. Discount is for tuition only. |
|  <i>Spring ISD</i> | | Please contact the Director for details on discounts. |

All tuition discounts and programs offered by Linder Young Learners Academy are applied to monthly tuition only, and only one discount type per child per family. Linder Young Learners Academy will apply the greater of any discount in which you are eligible. For eligibility and additional information, please contact the Executive Director.

RETURNED PAYMENTS

Any returned checks or credit/debit card submissions to Linder shall be subject to a processing fee, and any two checks or credit/debit card submissions consecutively returned to Linder will result in your account status being placed on a cash basis. In the event, you request Linder to re-submit any check or credit/debit card payments, and it is returned, then additional processing fees will apply.

III. ATTENDANCE & WITHDRAWAL

DAILY ATTENDANCE & LATE FEES

Parents/Guardians or authorized pick-up and drop off individuals shall complete the signing in and signing out process each day their student attends Linder Young Learners Academy.

Linder understands that external circumstances outside the control of our parents are inevitable and may result in a delay in picking up your child, are inevitable. In acknowledging these events, Linder anticipates that our parents will, make all reasonable efforts to arrive on time for student pick-up. In addition, it is not Linder's intent to implement or enforce a rigid "Late Fee" schedule. However, continual or repeated occurrences of late pick-ups will be subject to having a late fee applied.

Any student left at Linder Young Learners Academy for an unreasonable amount of time without Linder Young Learners Academy successfully contacting or locating an authorized pick-up person, Linder Young Learners Academy shall be obligated to contact the proper authorities including Texas Department of Family and Protective Services and Child Protective Services.

If Linder Young Learners Academy believes a parent, guardian or any other person authorized to pick-up your child is picking up your child under the influence of drugs or alcohol, Linder Young Learners Academy will immediately contact the appropriate authorities including local law enforcement and Texas Department of Family and Protective Services and Child Protective Services.

FAMILY CHANGES

Please notify Linder Young Learners Academy of any changes to family status, address and contact information as soon as the information changes. We would not want an emergency situation to happen and discover the information we have on file about your family has not been updated.

WITHDRAWAL

Students withdrawing from school should submit a two week written notice before the student's withdrawal date. Verbal notification of a student's intended withdrawal is not an official notification, and will not be considered as a withdrawal notification. All normal fees and tuitions will apply during that final month.

In the event notice is not given, Linder Young Learners Academy will charge your account an amount not to exceed one half month's normal fees and tuitions.

IV. MEALS & SNACKS

BREAKFAST, LUNCH, AND SNACKS

Linder will provide a nutritious breakfast, one AM and one PM snack for all students attending class. In addition, Linder will make available one balanced, nutritious lunch daily. Water is always available to each child at every snack, mealtime, and after active play in a safe and sanitary manner.

The lunch will include a main course, dessert/fruit, and a non-carbonated drink. Any food exceptions to the posted menu due to a medical condition will require a health care provider's documentation, and religious food exceptions must be noted at the time of enrollment. Please note that Linder makes no guarantees that menu substitutions are available for religion; however, Linder will make every effort to accommodate students requiring such substitutions.

Weekly menus are available on the bulletin board in the hall.

Since menus and lunch count requirements are prepared on a monthly basis, refunds or credits are not available for missed classes, lunches or meals from home.

V. SCHOOL POLICIES




BIRTHDAYS

Linder Young Learners Academy is honored to assist you and your family in celebrating your child's birthday. Any goodies brought in for the celebration are purchased from a provider in advance, and that there are enough treats for every child in your child's classroom. Ingredients must be on the label and contain no nuts; Linder is a nut free facility. Only one birthday celebration per day in each classroom is allowed, combined birthdays are permitted. Celebrations must be scheduled with the teacher a week in advance. See your child's teacher or the Executive Director for an accurate student count and to discuss the celebration.

DISCIPLINE & CARE OF SCHOOL PROPERTY

Linder teaches students to adhere to school rules and respect the rights and property of others. LINDER will contact you, if your child does not respond to the positive methods of discipline or abides by this policy. Refer to Appendix for a detailed description of our discipline policies.

Linder's "School Rules" revolve around three principles:

-  *"If it's not yours – don't take it"*
-  *"If it's not true – don't say it"*
-  *"If it's not considerate of others – don't do it"*

Damage of school property or fellow student's property by any child is the responsibility of the parents. In the event of any property damage, the Executive Director will contact you to discuss replacement solutions.

LOST AND FOUND

To ensure that your child returns home with their personal belongings, take care to label all articles of clothing, including any backpacks, coats, shoes, or lunch boxes that your child may bring to school.

For your convenience, Young Learner Parents may purchase customized labels for your child's clothing and accessories. Please ask any member of our Leadership Team or visit our website at www.Linderyounglearners.com for product and ordering information.

PROHIBITED ITEMS

Toys, stuffed animals with hard parts for nap time, electronics.
Chewing gum on school grounds is prohibited.

REST TIME

Children younger than 5 are scheduled for a rest time during the day. This time is scheduled after lunch and the children go down for their naps for approximately 2 hours.

SHOW & TELL

From time to time children will be asked to bring special items on certain days for Show & Tell. Please review information and discuss with your child's teacher regarding appropriate items.

TRANSPORTATION

The children will be transported off campus to and from public schools and all field trips on Linder Young Learners Academy vehicles and driven by experienced, qualified drivers.

EMERGENCY CARE

Linder Young Learners Academy provides emergency care as authorized in the Enrollment Application.

OUTDOOR ACTIVITIES

Linder Young Learners Academy provides scheduled supervised daily outdoor activities for each child on age appropriate equipment. Each play area is specifically designated and defined for the appropriate age group and is continuously monitored for appropriate behavior and safe play.

INTERNET USE

Integrating technology is an important aspect of Linder Young Learners Academy curriculum and philosophy. To maximize today's technology, I hereby authorize my child to have access to the Internet via Linder Young Learners Academy approved access provider only, and with teacher consent and continuous supervision at all times, I understand that notwithstanding all security and firewall measures put in place by Linder Young Learners Academy, exposure to inappropriate subject matter may inadvertently occur.

By signing the Parent Acknowledgement, you agree to indemnify, defend and hold harmless Linder Young Learners Academy, its employees, affiliates, and authorized agents, from any and all claims, demands, actions, liabilities, and expenses, resulting from or related to your child's use of the Internet, and further hereby waive any and all claims that may arise or I may have against Linder Young Learners Academy its employees, affiliates, and authorized agents from my child's use of the Internet, and the use thereof by Linder Young Learners Academy's teachers, administrators, officers, principals, employees, and other students.

OUTSIDE SERVICES

The policy of Linder Young Learners Academy is not to offer any childcare or educational services off its premises, except school sponsored events, which are authorized in advance by each attending student's parent/guardian.

In the event, that any parent/guardian makes arrangements with any staff or faculty member of Linder Young Learners Academy, to provide any childcare, educational service, or any other service either directly or indirectly associated to services offered by Linder Young Learners Academy, such services are provided by that employee or staff member on an independent basis.

In addition, any employee, providing such service, is not acting as an employee, agent, representative or affiliate of Linder Young Learners Academy, and further, under no circumstances does Linder Young Learners Academy offer assurances or guarantees that the employee is able to perform such services outside a professionally supervised environment, and no assurances or guarantees should be implied or inferred under any circumstances.

In addition, I agree to indemnify, defend, and hold harmless Linder Young Learners Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, affiliates, and authorized agents, whom voluntarily provide such services.

STUDENT INFORMATION

Texas State Law requires that each student's parent/guardian update the information provided herein with any necessary changes, and such changes shall be dated and initialed by the parent or guardian and Executive Director or designee.

PHOTOGRAPHY & VIDEO

By checking "Grant" in Linder Young Learners Academy Enrollment Application, I acknowledge that Linder Young Learners Academy may use photographs, video, and/or sound recordings of my child for any school purpose, including but not limited to marketing, promotional, publicity, or community awareness without compensation, and all film, negatives, recordings, and video are the exclusive and sole property of Linder Young Learners Academy.

SOLICITATION

Linder Young Learners Academy discourages the distribution of any sales material, advertisements, or any other type of literature, in or on our school campus. All materials must be approved by the Director and the decision will be made as to what and how it will be distributed.

ENROLLMENT AGREEMENT

Your child's original copy of Linder Young Learners Academy Enrollment Agreement and the Parents Agreement/Handbook signature page is kept on file at all times during your child's enrollment at Linder Young Learners Academy. Should you wish to review Linder Young Learners Academy Parent Agreement and Handbook, please visit our website, www.Linderyounglearners.com, or ask for a current copy at the front desk.

AMENDMENTS & CHANGES

Linder Young Learners Academy reserves the right to change or amend at its sole discretion this Parent Handbook and Agreement at any time and without notice to comply with governmental requirements or for any other reason necessary. Parents will be notified electronically of any policy changes.

ANIMALS

When animals are present in the school on a permanent basis, parents will be notified electronically. If you do not wish for your child to come in contact with animals at Linder, please notify the front office.

VI. STUDENT HEALTH & WELLNESS

ALLERGIES

Please notify the Executive Director of any allergies your child may have so that we may take the appropriate actions necessary to maintain the comfort and health of your child.

HAND WASHING

As part of Linder Young Learners Academy total learning experience, it is our goal to instill our students with the best personal skills, including hygiene. All of our staff members both adhere to and teach our students to wash their hands after any visit to the restroom, before mealtime, after diaper changing, and on any other occasion where hands may be dirty.

ILLNESS

Any student becoming ill or having exhibited signs in the previous 24-hour period of an oral temperature of 100° or greater, intestinal irritation accompanied by diarrhea or vomiting, an undiagnosed rash, or abnormal or excessive discharging from the ears, eyes, and nose, shall not remain at school, nor will be admitted to school for classes.

Linder Young Learners Academy will notify parents/guardians immediately after observing any signs of such ailments, and after notification, it is the parent/guardian's responsibility to arrange to pick up their child within one (1) hour.

Any student exposed to or have contracted any communicable or infectious diseases shall not return until the disease is treated by the student's physician as listed in the Enrollment Application or other health care professional, and is no longer contagious. Linder Young Learners Academy will require written notice from the physician or health care provider treating any such diseases or infections' validating the student is able to return to classes.

COMMUNICABLE/CONTAGIOUS DISEASES

Linder Young Learners Academy will immediately report, in writing, any occurrence of contagious disease your child may have, either directly or indirectly, encountered any type of contact. Any student who is absent because of a communicable disease, must have written authorization from a professional health care provider confirming that the child is no longer contagious, before returning to classes.

IMMUNIZATION & MEDICAL RECORDS

To maintain a healthy campus, you must submit your child's most recent immunization and medical records before attending the first day of classes. In addition, each student's medical records must be updated each year in accordance with Texas State Law. *Tuberculin Testing Requirements: the policy of the Department of State Health Services is to ensure that only children with risk factors for exposure to a person with infectious tuberculosis disease shall be screened for latent TB infection (LTBI) and/or TB disease. Documentation is not required to be on file.*

Staff: Linder recommends that all staff be vaccinated per the CDC guidelines.

<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

MEDICATIONS

Only authorized personnel of Linder Young Learners Academy will administer “Approved” over-the-counter and/or physician prescribed medication upon your completion of the Medication Authorization form for each type of medication to be administered. All prescription medicines must have the prescribing physician’s name and prescription number clearly visible and affixed to the medication on the original label provided by the pharmacists. The prescribed medication is administered only to the person’s name on the label. Medications may not be shared. “Approved” over-the-counter medication means the medication is age appropriate for the child. If the medication is not age appropriate for the child, a doctor’s note is required to administer the medication. Linder will not administer medication that is not in its original box and/or container, or past the expiration date.

By signing the Parent Acknowledgement in section twelve (XII) of this Parent Agreement and Handbook I hereby acknowledge that the personnel designated by Linder Young Learners Academy to administer approved over-the-counter and/or physician prescribed medications will only dispense said medications in strict accordance with the instructions provided on the original labeling of each individual medicine. Under no circumstances will Linder Young Learners Academy or its employees, agents, representatives, affiliates, or volunteers deviate from the original labeling administering/dosage instructions.

I acknowledge and understand that my authorization for Linder Young Learners Academy to dispense any approved over-the-counter and/or physician prescribed medications is purely for convenience. Further, I understand and agree that no member of Linder Young Learners Academy leadership team or its employees, agents, representatives, affiliates, or volunteers are specifically trained to administer any such medications.

By consent and signature of the Parent Acknowledgement I agree to indemnify, defend, and hold harmless Linder Young Learners Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, agents, representatives, affiliates, or volunteers, who may administer approved over-the-counter and/or physician prescribed medications to my child.

HEARING AND VISION SCREENING

The State of Texas requires a screening or a professional examination for possible vision and hearing problems for children upon turning four years of age. Linder must have this documentation on file.

PREVENTING CHILD ABUSE

Linder teachers are trained annually regarding preventing and responding to abuse and neglect of children.

VII. SCHOOL SAFETY

INCLEMENT WEATHER

In the event of severe weather such as hurricanes, flooding, icy streets, etc. please visit our website www.Linderyounglearners.com and listen to the local radio or television station for instructions. Linder will follow Spring Independent School District course of action concerning school closings.

SIGNING IN/OUT

To ensure the security of each student, Linder Young Learners Academy requires that each day your child attends school; you must sign your child in and out.

A biometric sign in monitor is conveniently located in the lobby.

If someone other than you will be picking up your child from school, that person must be on file or listed on the **Alternate Release Authorization Information** in section two of our enrollment form. In any case, anyone picking up your child other than you must check-in at the front desk and show picture ID.

PARENT NOTIFICATION AND COMMUNICATON

Parents can be notified of necessary information via e-mail or phone. In the event a parent cannot be reached, Linder will notify the next person on the student's contact list. If you have any questions or concerns, you may contact the front office. You are welcome at Linder at any time to visit your child's classroom. We welcome parent involvement in all center activities. Please see the Director for more information.

The Center's most recent Licensing Report, copy of the Minimum Standards and how to contact the local licensing office at 936-756-1551 (operation #878599), DFPS Child abuse hotline 800-252-5400 and DFPS website www.dfps.state.tx.us .

VISITORS

Parents are welcome at Linder at any time. All visitors must check in at the front office before they can visit any area of the school.

EMERGENCY PRACTICES

Emergency Evacuation:

In the event of an emergency evacuation, Linder will evacuate the children by walking east from the building to the fire station located in front of the school. For evacuation purposes, the Fire Evacuation Map will be followed that is posted in each classroom. The children will walk by classroom and face to name counts will be conducted upon leaving, while walking and upon arrive at the surgery center. Upon arrival at the Sports Medicine Center, parents will be called using the Linder Emergency Evacuation Binder. Emergency services will be contacted by telephone if necessary.

Fire Safety

Fire drills to practice emergency evacuation in the event of fire are practiced monthly. Fire evacuation maps are posted in each classroom beside the door.

Severe Weather Safety

Severe weather drills to practice safety procedures in the event of a severe weather are practiced every three months. Severe Weather safety maps are posted in each classroom beside the door.

Safety Regulations

Linder follows Spring ISD closure schedule in the event of a natural disaster to ensure student and employee safety.

Linder's Emergency Practices are available for discussion upon request. Please address any concerns with the front office and/or Director.

NEW REQUIREMENTS REGARDING GANG-FREE ZONE INFORMATION

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section §42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

When do I have to comply with the new requirements?

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately. Licensing staff will be offering technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers may want to update their operational policies and procedures to include information mandated by this law.

For further information please contact your licensing representative or your local licensing office.

VII. YOUNG LEARNER PARENTS

We recognize that being a parent is a tireless and fulfilling job but can sometimes be hectic as well, so we have designed a few “*Young Learner Parent Perks*” that we believe will make your daily routine just a little bit easier.

PARENT PARTNERSHIPS

At Linder Young Learners Academy, we feel honored to have your child as a student at our school. Our first priority is providing an exciting and safe educational experience for your child. We believe that in order to fulfill our responsibility to you and your family requires developing a “*Partnership*” with our Young Learner Parents.

LINDER JAVA STOP

Morning times are hectic for all families. Understanding the morning mayhem, Linder Young Learners Academy invites its parents to relax for a few minutes and enjoy a cup of coffee from the **LINDER Java Stop™**, our complimentary lobby coffee bar, or just stop by for a quick refill to finish that drive into the office, every morning.

LINDER CORPORATE SERVICES

Linder Young Learners Academy offers its Young Learner Parents complimentary Corporate Services in its lobby that include, faxing, wireless internet, and copying and notary services.

COMMUNICATION

One of the key indicators to ensure that your child is receiving the best early childhood education for their future is the communication between parents and their students, and more importantly, between our parents and our teachers.

Linder Young Learners Academy utilizes a variety of communication tools in providing our parents with the most accurate and up-to-date information concerning your child’s daily events and triumphs.

Parents with students in our Early Learner program receive daily activity reports; each enrolled student receives a comprehensive annual parent-teacher conference, our periodic newsletter publication, **LINDER Times**, each core curriculum teacher will have an individual e-mail address for direct communications, and continuous website updates at www.Linderyounglearners.com.

TUITION EXPRESS

Our electronic payment service eliminates the requirement to write checks every month, and offers Young Learners Parents the convenience of establishing recurring monthly payments through a credit card, check/debit card, or checking account. You will receive a monthly invoice showing your tuition amount and any other incurred fees before your account is debited.

REFER-A-LEARNER™

At Linder Young Learners Academy, we pride ourselves in developing lasting relationships with our students and their families beyond their experience at our school. Introducing other families to Linder Young Learners Academy is the greatest way our families can show their appreciation and support for us.

In appreciation of our parents, who want to share their experience with other families, Linder Young Learners Academy developed the *Refer-A-Learner Program™* for our dedicated parents who refer other families and friends to our school.

The program is simple, when your family and friends enroll; ask them to include your name, and your child's teacher's name on the enrollment form. After one month of continuous enrollment by your family and friends, we will pay you \$100.00.

LINDER NEWSLETTERS

Regular newsletters are emailed during the curriculum year for your convenience to inform you of classroom happenings and school information. Newsletters are less frequent in the summer.

Each newsletter is dedicated to keeping our Young Learner Parents updated and informed on what is happening at school, future/upcoming events, guest speakers, special visitors, and curriculum information.

YOUNG LEARNERS PARENT CODE OF CONDUCT

Linder Young Learners Academy expects and maintains a level of courtesy and professionalism; therefore, under no circumstances will Linder Young Learners Academy tolerate abusive or profane language from any parent, guardian, or any other person thereof.

Linder Young Learners Academy policy also states that parents shall not physically punish children on school grounds, reprimand or accuse other students of misconduct, or speak disrespectfully or harshly to any employee or staff member.

In turn, all employees of Linder Young Learners Academy are required to maintain a professional and respectful attitude towards our parents at all times. All rules and policies are in place to ensure the safety of each child and caregiver in the facility.

As stated, Linder Young Learners Academy requests that all school concerns, matters, or inquiries be addressed directly to Executive Director. Linder Young Learners Academy reserves the right, at any time, to discontinue childcare or educational services described herein to any parent or child who jeopardizes the safety of the school, its students, or employees. Linder Young Learners Academy reserves the right, at any time, to discontinue childcare or educational services described herein to any parent or child who does not abide by the policies and procedures of Linder Young Learners Academy.

BREASTFEEDING POLICY

LINDER will provide nursing mothers with a comfortable place to breast feed in the front office upon request. Parents have the right to breastfeed or provide breast milk for their child while in care.