

# Welcome Packet 2022-2023

learningzonepac@gmail.com

Office 269-589-6423

Welcome to Learning Zone Preschool and Childcare and GSRP, LLC License # DC130413158

Here at the Learning Zone, we strive to have fun while learning!

We are honored to provide care for your family in any way we can! Please understand that Communication is KEY when building a relationship between you and or teacher's and other staff at LZPAC, always contact us with questions, comments, concerns, and praises!

Enrollment Process Required BEFORE A Child can be Enrolled

- Complete the New Enrollment Packet (turn in a min of 2 days before start date)
- Call your child's physician and ask them to fax the following records (fax 269-282-0338)
  - Copy of child's physical (also known as a well child) **updated annually** R400.5111 (5)
  - Copy of child's immunization record

WHAT DOES MY CHILD NEED TO BRING TO SCHOOL? **Write child's name on all personal items**

- Backpack (write all items on child's belonging's)
- Complete change of clothing in the backpack (keep in a gallon zip lock bag for dryness)
- Water Bottle (age-appropriate sealed cup, no hard straws) containing only WATER
- EXTRA SHOES Inside shoes OR outside shoes (this keeps our classrooms clean)
- Small (4' x 4' max) blanket for naps NO pillows, or Stuffed Animals
- Rain Boots / Winter Boots for children to wear on the playground
- Coat, Snow pants, Hat, Mittens (seasonal)
- Diapers or Pull-ups and wipes (for the week) if not potty trained (additional rates apply)
- Baby Bottles (premade and labeled bottles if under 12 months) in a small cooler each day

**Never put medicine, oil's, ointment, or food in a child's bag.**

## 2022-2023 Childcare payment schedule

All payments are automatically withdrawn from the financial account on file.

All childcare and preschool charges are paid for before care is provided on a biweekly basic.

1<sup>st</sup> payment of \$ \_\_\_\_\_ pays for the 1<sup>st</sup> week of care.

Prepays for the following weeks of childcare		Withdraw Date	Bi-Weekly Payment \$	Prepays for the following weeks of childcare		Withdraw Date	Bi-Weekly Payment \$
06/06/22	06/13/22	06/03/22	\$	12/12/22	12/19/22	12/16/22	\$
06/20/22	06/27/22	06/17/22	\$	12/26/22	01/02/23	12/30/22	\$
07/04/22	07/11/22	07/01/22	\$	01/09/23	01/16/23	01/13/23	\$
07/18/22	07/25/22	07/15/22	\$	01/23/23	01/30/23	01/27/23	\$
08/01/22	08/08/22	07/29/22	\$	02/06/23	02/13/23	02/10/23	\$
08/15/22	08/22/22	08/12/22	\$	02/20/23	02/27/23	02/24/23	\$
08/29/22	09/05/22	08/26/22	\$	03/06/23	03/13/23	03/10/23	\$
09/12/22	09/19/22	09/09/22	\$	03/20/23	03/27/23	03/24/23	\$
09/26/22	10/03/22	09/23/22	\$	04/03/23	04/10/23	04/07/23	\$
10/10/22	10/17/22	10/07/22	\$	04/17/23	04/24/23	04/21/23	\$
10/24/22	10/31/22	10/21/22	\$	05/01/23	05/08/23	05/05/23	\$
11/07/22	11/14/22	11/04/22	\$	05/15/23	05/22/23	05/19/23	\$
11/21/22	11/28/22	11/18/22	\$	05/29/23	06/05/23	06/02/23	\$
12/05/22	12/12/22	12/02/22	\$	06/12/23	06/19/23	06/16/23	\$

Payments are processed on Friday: Credit is processed the same day; ACH is processed in 2-3 business days

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## Communication App:

You will receive an invitation email with instructions about account setup and app download one day before your child is scheduled to start. Please download the app to keep in constant communication with the center and your child's classroom. You will also receive an emailed daily report of your child's day. If you message a teacher, they will reply when they have a few minutes to spare. Please remember that the children come first, the volume on all classroom apps are off. **Sign In/Out** your child digitally by selecting the QR code on the top right-hand corner of the app when you are within 20 feet of the front desk. If you or child's transportation provider does not have the app on their phone, they can register at the front desk with the Kiosk.

## Door Access Code:

Each family is given a unique code to enter the building, this will only open the door. Please do NOT SHARE this code with anyone including family picking up your child. All visitors need to be ID before accessing the building.

## Label all children's items:

We have 100 children all wearing the same sizes between 1 and 5t so, please write your child's name on each item of clothing. Clothing gets mixed up quickly and easily!

## Medication:

Our staff does not give as needed OR if needed medication, medication should be given by a parent or guardian in the comfort of a home. However, if your child must have medication while at school, please complete a permission slip at the Front Desk. Medication is sent home daily.

## Drop off / Pick up:

Each family creates a schedule upon enrollment that can be changed as needed with a two-week notice. If additional time is needed, please call the center to see if additional time or change of time is available. We can't guarantee time changes, but we will do our best.

## Absences / Late Arrival:

Classes start at different times; ALL children will be marked absent at 9:00am if they are not in attendance. Unless you have communicated a late arrival with the office. Please be mindful of Lunch and rest time being between 11-2pm. (no drop off or pick up will be permitted)

## Visiting Classroom:

Families are welcome to visit their child's classroom at any time. We encourage you to volunteer for crafts, surprise readers, activities, special parties or for no reason at all. All visitors are required to have a cleared background form on file before visits.

## Eating / Meals / Snacks:

LZ provides all meals and snacks at designated time. We keep all children's health in mind and some children have severe allergies to certain foods. We do encourage children to try all foods.

**No one can bring food building by the children without pre-approval.**

## Birthday / Holidays:

Treats are welcomed, just check with your child's teacher for classroom allergies. Little Debbie individual snack size items, or Fruit Snacks are always a great item to share

## Sickness:

Children must be well enough to participate in everyday activities to attend and be symptom free for 72 hours without medication before returning to care.

## Family Handbook:

The full Family Handbook will be emailed out once the Child Information Packet is returned and the family has completed the start date.

## Website:

Additional Information can be found on our website <https://learningzonepreschool.weebly.com/>  
Be our friend on Face Book <https://www.facebook.com/preschool.learningzone>

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