

CHILDREN'S INTERNATIONAL SCHOOL

CLIENT-CENTER AGREEMENT

1. Our center is open from **7 AM to 6 PM** for children between the ages of 2 and 5 years old. Our staff welcomes you and looks forward to working with you and your child. We have an open-door policy and welcome you to visit our center at any time. Please feel free to stop by and offer suggestions and talk about your concerns.
2. Each morning staff will examine the children for **illness or contagious diseases**. A child with a **temperature of 101°F or higher will not be admitted to the school** until 24 hours after diagnosis. Children with chicken pox cannot come back to school for 10 days, or sooner if a doctor's note permits. The same restrictions apply for other infectious or communicable diseases; the exclusion from school is usually 24 to 48 hours. The parent must call the school to inform us, so that we can notify other parents.
3. If a child **becomes ill** during the school day, the parent will be notified and expected to pick up the child **promptly**. If the parents cannot be reached, the emergency numbers will be called to find someone to pick up the child.
4. Any kind of **medication** will be given to the child only with **written authorization** from parent for a time period of 10 days. Medication will be labeled with the child's name and dosage, and locked away. The same authorization procedure applies to '**over the counter skin products**, such as suntan lotion, skin or diaper ointment, or insect repellent.
5. Virginia law **requires daily outdoor play, weather permitting**, even in winter. If a child is well enough to come to school, he/she is well enough to play outdoors. Any child not able to go outside must have a doctor's note telling us that the child is not able to go outside during certain weather conditions.
6. Parents, or authorized adult, must **bring their child(ren) into the school** each morning and **sign them in**. The child must be accompanied into his/her classroom. Parents or authorized adult must also come inside and **sign their child(ren) out** in the afternoon.
7. Children **may not bring toys from home** unless it is "Sharing Day". We cannot be responsible for lost, broken, or misplaced toys. For younger children (i.e. those under 3 years of age) who are trying to adjust, only one stuffed animal (properly labeled) may be brought from home for a **short duration of time**.
8. Each child needs to bring **two complete sets of clothes or appropriate seasonal clothing** to the center marked with the child's name. For the comfort of the child, please make sure that he/she dresses in appropriate play clothes and comfortable shoes. **Sandals or open-toed shoes should not be worn** to prevent injury on the outside playgrounds. Sturdy sandals or open-toed shoes are only permitted if a child wears them with socks. Please **dress for the weather**. During cold weather, make sure that your child has a coat, hat, mittens, scarf, etc.
9. Please provide a **cover** (sheet, towel, or blanket) for your child's cot. Parents need to take these items home **weekly** to launder. Please bring a **box of tissues** with your child(ren) on the first day of school.
10. Children should arrive at school before 9 AM; children who arrive later will miss out on important **curriculum activities**, which **begin** promptly at **9 AM**. If your child is going to be late due to a doctor's appointment or another event, please call the school and let us know.
11. It is the parents' responsibility to notify the Director **in writing** of any changes in phone numbers, addresses, or persons allowed (or not allowed—court order necessary) to pick up the child.

12. The school is licensed to operate between the hours of 7 AM and 6 PM. Therefore, we **must close promptly at 6 PM**. We understand that sometimes parents have no control over traffic, meetings, etc. However, if you are running late, please make other arrangements to have your child picked up punctually and notify us accordingly. A **\$1.00 per minute late fee** is due the following day in order for the child to return to school. Repeated late pick-ups may result in termination. **In any case, you need to notify us if you will arrive after closing.**
13. A **30 day written notice** is required if a parent wishes to terminate a child from the school. E-mail notification, voicemail, or informing a staff member verbally is not sufficient.
14. The school has **the right to terminate** any child who:
- Has overdue tuition
 - Is absent for more than two weeks without parental notification
- Or
- Is a threat to other children (forcefully pushing, hitting, etc.)
 - Demonstrates violent behavior (throwing objects forcefully)
 - Physically hitting or kicking an adult
 - Uses abusive language towards staff and peers; and/or
 - Bites more than three (3) times. (Also, a child that bites, and the bite breaks the skin of the other person, will be sent home for the remainder of the day).
- Parents will be notified of such behavior before termination becomes effective.
15. While every effort will be made to answer parental concerns, disrespectful, discourteous and uncooperative attitudes or verbal threats on the part of the parent/guardian towards the director or staff shall be grounds for immediate termination of the child.
CIS reserves the right to terminate a family from the program to protect its operation, interests, and employees.
16. **IMPORTANT: Due to liability regulations,**
- Children’s International School will **not** allow employed staff members to offer care after hours and off-premises to children currently enrolled at the school.
 - **Staff is not permitted to sign out** a child who is enrolled in our program, and staff is not **allowed to transport** (walk, drive, taxi, public transportation, etc.) the child from school to another destination.
 - Older or younger siblings of an enrolled child **may not play** with other CIS students while on our premises, nor participate in classroom activities.
 - Parents can expect CIS to follow all legal licensing regulations, and they can expect the school to provide appropriate care for their child in a group environment.
However, parents may not hold the school or staff responsible for any harm done to a child due to an accidental allergy exposure or an accidental bodily injury.
CIS is **not** responsible and **does not assume any liability** in any such events stated above.

Signature of Parent/Guardian

Name of Child

Date

CHILDREN'S INTERNATIONAL SCHOOL

CLIENT-CENTER AGREEMENT, Part II

A. Prescription and non-prescription medication will be given to a child if the parent completes and signs the **Medication Authorization Form**.

Children's International School does not employ a staff member who has received formal medical training; therefore, the school needs a detailed note from a physician if multiple medications are to be administered, including a statement that the child is well enough to attend a regular school day.

Medicine must be labeled and must be in its original container or box.

Long-term drug use, including over-the-counter medication, may only be allowed with **written authorization** from the **child's physician and parent**. All medications are kept in a locked place, unless the child's physician states otherwise.

When **authorization expires**, staff will notify the parent that the medication needs to be **picked up within 14 days** or authorization needs to be renewed. Medications that are not picked up by the parent within 14 days will be disposed of by the school.

Children's International School will accept containers of sunscreen, insect repellent, and diaper ointment.

However, these products need to be in their **original container, labeled** with the child's name and **dated**.

A written parent authorization stating any known adverse reactions needs to be filled out prior to administration of the product.

B. Notification in Case of Contagious Disease

Parents of a sick child have the responsibility to **inform the school within 24 hours** or the next business day after the child or any immediate family member has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

C. Emergency Procedures

Children's International School has posted "Shelter-in-Place" notices throughout the premises.

In the event that all staff and children need to vacate the classrooms, an alternative assembly point on the premises has been designated.

If the entire building has to be evacuated, the children will be taken off the school property and assembled at another designated site.

A second phone line with a separate phone number has been established in case of emergencies.

In case of emergency, the schools will also have updated messages on their regular phone numbers.

The administration has parents' contact information in the office, in a separate file.

Parents need to keep contact information current.

The chain of command is determined separately for each center.

Beatrice Tierney, *President/Owner*

Director of each site,

Backup Director/Senior Teacher of each site.

Parents need to designate an adult (*another parent is recommended*) as an authorized alternative pick up person; this is in addition to the emergency contacts. In case of an emergency (including inclement weather or natural disaster) occurring after closing and no authorized person can be located; staff informs the Owner and/or Director and remains with the child. Periodic attempts to contact all authorized persons are made. Owner and/or Director will contact Child Protective Services for further advice and stay in communication with staff.

Parents need to have **additional labeled clothing** in their child's bin at all times.

Parents need to supply the school with a **sheet and blanket** for their child at all times.

Parents need to supply the school with a sufficient amount of **diapers and wipes** at all times (if applicable)

The school stores extra food, snacks, and water on site.

D. When food is brought from home for dietary or religious reasons, the food storage container needs to be **sealed, clearly labeled and dated** with the name of the child.

NOTE: Our school is a **peanut-free facility**. No foods containing peanuts or traces thereof are permitted on the premises. Please inspect any foods brought into the facility for ingredients.

E. Children's International School has an Open-Door Policy:

The custodial parent always has the right to be admitted to the center as required by §63.2-1813 of the Code of Virginia. Additional persons or family members need to be authorized by parent(s). If a parent is not allowed to pick up the child, appropriate paperwork, such as custody papers, shall be submitted to the school.

Staff is mandated by the State of Virginia to **report any suspected child abuse** as required by §63.2-1509 of the Code of Virginia.

Signature of Parent/Guardian

Name(s) of Child(ren)

Date