

Operational Policies & Procedures/Behavior Contract

Policies & Procedures: Please find your copy of The Learning Spot at MCF Policies & Procedures from our website www.mcfchurch.org. If you are unable to do so, please let us know and we will provide a copy for you. Each family will be required to adhere to our guidelines. Failure to do so could result in dismissal from our program.

Behavior: If there is a problem with behavior or the behavior is of special concern, the following steps will be taken.

1. Time out will be used when the conduct warrants. Staff will work toward helping the child understand why his/her conduct was unacceptable and what is acceptable behavior in such situations.
2. If the behavior continues, the parent will be called. The parent and teacher will discuss the behavior and come up with a plan to help the child.
3. If the behavior does not stop, the parent will be called to pick the child up from school.

Please be advised that all contracts signed by the director and parent are subject to a two-week probationary period. During these two weeks, either party at any time, without prior notice, can terminate the contract. If the director terminates the contract during the probationary period, all unused fees will be refunded to the parent. The contract may be terminated based on interaction or behavior patterns between the caregiver, parent and child. The two-week probationary period begins the first day the child is physically in care, not the date the contract is signed.

Once care is established after the probationary period, a two week written notice must be received from the parent or director. When termination notice is received, the parent must pay the two week notice in advance to insure the center receives payment of services rendered if payment has not already been made.

Please initial each statement to acknowledge acceptance of terms:

- _____ Acknowledgement of Receipt of Operational Policies: I have read, received and understand the terms of The Learning Spot at MCF Operational Policies.
_____ Acknowledgement of Behavior Contract

Parent Signature

Date

Director

Date