



2023 – 2024 Family Handbook

95 S. Arroyo Grande Blvd.
Henderson, NV 89012
702.735.6223
info@nvblindchildren.org
www.nvblindchildren.org

WELCOME

Welcome to Children's Learning Center (CLC)! We realize that the road that has led you here has been difficult, and you may be experiencing a roller coaster of emotions. We are confident you will find the strength and knowledge you need to parent your child with vision loss. We are a family and we consider every child, every parent, brother, sister and extended family member as a member of our family. We will be with you during your child's early years to guide and learn with you and from you as you navigate this new territory of vision loss.

WHO WE SERVE

Children's Learning Center serves blind and visually impaired children ages birth to 22 years. To qualify for services, the child must have a medically diagnosed visual impairment that cannot be corrected.

OUR MISSION (NAC432.250(A&B))

Nevada Blind Children's Foundation and Children's Learning Center provides essential building blocks, including an extended education curriculum, extracurricular activities, social opportunities and transitional skills to children who are visually impaired.

OUR GOALS

- 1) Educate - Increase high school graduation rates among blind and visually impaired youth.
- 2) Employ - Increase employment rates among blind and visually impaired adults.
- 3) Empower blind and visually impaired children to reach their full potential.

HOURS OF OPERATION

Children's Learning Center is open from
9:00 am – 4 pm, Monday – Friday

Instruction begins at 9:00 a.m. It is recommended that children be present when preschool begins. Those who arrive later often miss important information for the day's activities. If your child does not eat breakfast at home, we encourage you to drop them off by 8:30a.m. to join us for breakfast. Children arriving after 8:30 will not be served breakfast.

ARRIVAL AND DEPARTURE

- Upon arrival and Children's Learning Center, all parents, guests/visitors, drivers, and volunteers must sign in each child for the program they are attending.
- Parents/Caregivers and all visitors who wish to enter campus (beyond the archway in the entry) MUST sign the visitor's log and obtain a Visitor Badge at the front office. Please stop and get a badge even if you are known at the school.
- If your child is ill and unable to attend school, please contact the school to let them know.
- If you are going to be late dropping off or picking up, please give the school a call so teachers can plan accordingly.



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- Children are released only to those who are designated by parents/guardians with written permission or to drivers who have been approved by Children's Learning Center and whom parents know will be transporting their child. (i.e. Paratransit)

DROP OFF PROCEDURES

- Sign your child in at the front desk.
- Your child will be walked back to his/her classroom by CLC staff.

PICK UP PROCEDURES

- Check in at the front desk & sign your child out.
- Your child will be walked to the front reception area to meet you and a CLC employee will review your child's daily report with you.
- Remember – children will not be released to anybody who is not listed on their confirmed pick-up consent form.
- CLC will not release a child to an individual who, in the opinion of preschool staff, is impaired by alcohol or other substances and is not able to safely operate a vehicle.
- **Child Protective Services will be contacted if a child is left more than thirty minutes past pick time and his/her parents or authorized release contacts cannot be reached. (CPS 702.399-0081)**

FAMILY ENGAGEMENT

Children's Learning Center understands the importance of parent involvement in a child's learning and implementation. To help make sure that families are committed to their child's education and are engaged in the preschool program, families participate in various programs throughout the year. It may mean they participate in monthly meetings or participate in family events. It is essential for families to feel supported and recognize how to engage—from bringing their preschooler to the program each day to sharing their concerns or serving on committees.

If you have questions concerning your child or the program, please schedule a time to discuss them with your child's teacher or the director. A recommendation box is available in the Family Lounge. Please share your thoughts and ideas about the program. At least once a year, families are asked to evaluate how well the program meets their child's needs, but your input is welcome all year long!

If you have questions concerning your child or the program, please schedule a time to discuss them with your child's teacher or the director. A recommendation box is available in the Family Lounge. Please share your thoughts and ideas about the program. At least once a year, families are asked to evaluate how well the program is meeting their child's needs, but your input is welcome all year long!

SCHOOL CLOSINGS

The Preschool is open from August to June, with closing during July for annual planning.

Children's Learning Center tries to align with the Clark County School District's schedule and is closed on the following holidays:

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Labor Day
Nevada Day
Veteran's Day
Thanksgiving Break
Winter Break

Martin Luther King, Jr. Day
Presidents' Day
Spring Break
Memorial Day

CURRICULUM

Children's Learning Center Preschool is focused on common core and expanded core curriculum. Common core covers standard school subjects such as math, science, reading, writing, and social studies. Expanded core curriculum (ECC) is used to define the concepts and skills that require special instruction for students who are blind and visually impaired. These include compensatory skills, sensory efficiency, orientation & mobility, self-determination, career education, assistive technology, independent living skills, recreation & leisure, and social skills.

Children's Learning Center uses a variety of curriculums including *The Creative Curriculum* and *The Oregon Project*, to deliver a customized approach to learning based on each children's needs.

ASSESSMENTS

Children's Learning Center staff receive professional development prior to administering screening/assessment tools at the preschool. Children's Learning Center implements *The Creative Curriculum and Teaching Strategies Gold* (TSG) and The Oregon Project assessments tool for ongoing individual growth and development and program curriculum planning. *The Ages and Stages Questionnaire* (ASQ) is completed with families during their initial home visit. Additionally, the *Brigance Screening Assessment III* is administered to all preschool children annually. Each student has an individual portfolio of assessment which is reviewed by the teacher and family at conferences.

PLANNING

Our P.M. curriculum is an extension of the daily lesson plan implemented by the P.M. Supervisor and staff members from 2:30-3:30 p.m. Curricular planning is done with developmental milestones as a backdrop to the weekly focus. For example, *Brown Bear, Brown Bear* by Bill Martin, Jr., may focus on color recognition as its cognitive milestone. Children at this time of day may function differently and require interactive activities along with the opportunity for quiet, more relaxed activity. Please check the classroom board for a review of the daily activities to foster discussion with your child.

Our natural "environment" and the "world around us" is the foundation through which our curriculum is developed. All learning processes are designed to be child-centered and age appropriate. Our program includes linguistic, social, emotional, and cognitive development through an integrated approach. Age-appropriate skills, such as the development of fine and gross motor skills; language development, science; math; human development; cultural Expanded Core Curriculum diversity, etc., are carefully woven into our program. The children understand that all they see and do is an integral part of their everyday lives. The curriculum includes (age appropriate).



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Math: Counting, recognizing numbers and shapes, concepts of more and less, graphing, sorting, patterning, and more.

Language: Circle time, classroom books, reading comprehension program, show and tell, stories, finger puppets, drama, etc. Letter recognition and linguistics taught through song and dance are Braille, Spanish, and Sign Language.

Science and Nature: The STEAM program is used as the basis for our science program. Experiments in the subjects of marine biology, architecture, animals, plants, engineering, city planning, paleontology, arts, and more, with focus on hot/cold, heavy/light. Evaporation/condensation; environmental reactions; weather; how plants grow, the bird and animal world as well as the environment, charting growth, and more, are all integral part of the science studies.

Specials: All music therapy classes are provided as specials and integrated into the daily schedule without additional costs. Social Studies: Learning of cultures, countries, art, music, languages, and movement are an integral part of each curriculum unit and are connected to the curriculum as a whole.

EMERGENCY PLANS (NAC432A..280)

Children's Learning Center has a complete Emergency Management Plan. Staff members are trained in emergency drill and evacuation (Fire, Shelter-in Place, Earthquake, Flood, etc.) are conducted throughout the year. In the event an evacuation is required, CLC's secondary location is DJ's Preschool Academy. (101 S Arroyo Grande Blvd. – directly across the street)

Children's Learning Center updates the local police and fire department with information on its programs and number of students enrolled, to ensure emergency response teams are better prepared to support CLC.

LOST AND FOUND

The lost and found for the entire school is located in a box in the Family Lounge. At the end of each day, any unidentified items left in the classroom are taken to the Family Lounge. On the first of each month, anything unclaimed will be donated.

CUBBIES

Each child in the Learning Center has an assigned cubby with his/her name on it. The contents of your child's cubby will be added to their bag at the end of each day and brought to the front reception area with your child when you arrive to pick them up.

NAP/REST TIME

State of Nevada regulations requires that every child in a facility for more than 5 hours per day must have a rest period during the day. The Children's Learning Center provides cribs and cots for children who rest. Children are not required to sleep during this time, but they are required to remain quiet and stay on their cot until rest time is over. CLC provides cots, sheets, and blankets for rest time. Everything is laundered, and the cots are disinfected and cleaned daily



FIELD TRIPS

Many wonderful field trip experiences are provided for our students. The trips are educational and fun experiences that enhance our curriculum. Parents will be notified of field trips in advance and are required to complete a permission slip to allow for their child's participation. If the permission slip is not returned to the teacher in the time allotted, your child will not be able to participate.

TRANSPORTATION (NAC432A..350) (f)(g)

CLC does not provide transportation to and from school. The only time transportation will be provided is for class/day camp field trips. Parent's must complete the student release form and indicate allowance for CLC to arrange/provide transportation for field trips.

CLOTHING (NAC432..350)(e)

Please dress your child in washable play clothes easily handled by them, especially during toileting. Tennis shoes or closed toed shoes are required because they provide more support and safety for playground activity. Wearing shorts under dresses is recommended for outdoor climbing and playing. Make sure your child has appropriate clothing for play outside (coats, sweaters, hats, etc.). **Please label all clothes with the child's first and last name.**

DIAPER CHANGING

Staff follows a daily diaper change schedule for those children who are using diapers. Type of elimination (bowel or urination) is recorded and available to families by daily report. All trained staff will assist with diaper changing and toileting training. Parents/guardians need to send appropriately sized diapers with all children who need them.

POTTY TRAINING POLICY

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

We will discuss all toilet training procedures with parents so there can be consistency between home and school, and together, we discuss the procedures and agreement when the time comes.

HEALTH AND WELLNESS

For children entering Children's Learning Center, immunizations are required NRS 432A.230 (record must be on file with the Learning Center on or before the 1st day of preschool). Please check with your pediatrician or Southern Nevada Health District (SNHD) for updated requirements



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for children ages birth to five years. Please make sure that your child's immunization record is up to date. **We are required by law to have a copy of the immunization record signed by a doctor or nurse and a copy of the child's birth certificate before we can allow your child to attend.**

If an exemption is sought on the basis of a religious belief, a written statement of this fact signed by the parents or guardian and notarized shall be provided upon registration if requested.

It should be noted, that in the event of an outbreak of any vaccine-preventable disease, the child for whom the exemption is claimed is to be excluded from the school for the duration of the disease event and/or threat of exposure. The child will be allowed back only when a health department representative is satisfied that there is no longer a risk of contracting or transmitting a vaccine-preventable disease.

Please note that children will be brushing their teeth after lunch each day. Toothbrushes and toothpaste will be provided by CLC and will remain at the Center.

HEALTH EVALUATION

Children who have not had a physical examination within the last year must have one. The physical may be done by a doctor or registered nurse. Evidence of this examination must be in the child's file within 30 days after initial admission.

ALLERGIES AND OTHER HEALTH PROBLEMS

Children's Learning Center provides a variety of food experiences including breakfast, lunch, dinner, and all snacks. In many cases, children will be introduced to new foods. In addition, children will interact with and be exposed to a variety of animals, please make sure you have identified any potential allergies on your child's health form. It's important that you complete (and update as needed) the appropriate health forms and notify staff of any allergies or health problems.

Children's Learning Center is a Nut Free Zone.

MEDICATIONS

Whereas the State of Nevada, pursuant to NAC 432A.376, authorizes licensed preschools to administer medications to its students under controlled conditions and that this authorization is in the best interests of the operation of the preschool, the following medication policy for the Children's Learning Center is approved:

1. The medications administered by the preschool must be plainly labeled (with pharmacy label) and contain the name of the child to whom it is to be administered as well as instructions from a physician regarding administration and dosages to be given.
2. The medication shall be stored in a locked cabinet/locked refrigerator, inaccessible to students or children. Upon the discontinuance of use of a prescribed medication, Children's Learning Center will return any unused medication to the child's parents.
3. Children's Learning Center's, Preschool Director, or his/her designee shall be charged with administering the medications pursuant to the orders written by the physician.
4. The appropriate CLC medication forms must be filled out by the parent or guardian of the child prior to the preschool administering any medication to any child under its supervision.



5. Children's Learning Center shall keep all logs and records required under NAC 432A.376.
6. Copies of medication records shall be stored in the Nurses Station as well as digital and hard copies of the child's file to which the medication was administered.

ILLNESS

Children's Learning Center is not a sick childcare program. A child needs to be able to participate in the daily activities. We do not diagnose conditions for families. We refer all families to their pediatrician or primary care physician for diagnosis. A family will be asked to pick up a child when the following conditions occur: rash, multiple diarrhea (2x), vomiting due to possible illness, temperature 100 degrees or above, child complaint of aches or soreness.

For the welfare of all of our students and staff, do not send your child to the Learning Center if he or she has any of the following:

- Vomiting or diarrhea
- Temperature greater than 100.0 degrees Fahrenheit
- Severe coughing or sore throat
- Undiagnosed rash or skin infections
- Obvious illness or injury as evidenced by pain
- Red eyes with discharge

Sick children may return to school when the following conditions have been met:

- Child is fever-free for 24 hours without fever reducing drugs.
- 24 hours on antibiotics when ordered by physician.
- Doctor's note to return to school accompanies any child sent home for possible contagious illness. (face or body rash, blisters, sore throat)
- When returning to school with special instructions from a physician, a CLC Individual Health Plan needs to be in place prior to returning to the classroom.

STUDENT SAFETY AND CPR/FIRST AID CERTIFICATION (NAC432A..350)(i)

CLC does not have a full-time nurse on staff and cannot take responsibility for students with extensive medical needs. Every CLC staff member is certified in CPR & First Aid through the American Red Cross, within 30 days of their state date. During field trips, a teacher for each class will carry a first aid kit. An additional first aid kit and emergency gear is carried on the bus.

ABSENSES

Regular attendance is important for your child. It helps him/her be successful in school. If your child is absent for three consecutive days or more related to an illness, injury, or hospitalization, or if your child requires emergency care at school, a physician's clearance note is required before the student is allowed back to school. If your child is absent three or more days without a valid excuse your child may be removed from the program and will have to reapply for admission. Please make sure to communicate with the office each day your child is going to be late or absent.

NUTRITION



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Eating is an important part of our curriculum beginning in the Toddler program and children will be taught to explore a variety of foods, use utensils when they are ready, and learn appropriate table manners.

Healthful food choices plus regular activity equals growth and long-term health. Malnutrition is common in young children. Food intolerances and food allergies need to be specifically identified so nutrient deficiencies do not occur. Children's behaviors are shaped both at home and at school. Balanced meals are important to provide adequate nutrients. Refer to the USDA Food Guide for more info.

When meals and snacks are served, there is an emphasis on good nutrition and social interaction.

TUITION AND FEES (NAC432A..350) (D)

Important Notice

All payment and fee processing will be completed by The NBCF and CLC enrollment staff. He/she will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Elizabeth Santa Cruz, Preschool Director at esantacruz@nvblindchildren.org or 702.735.6223.

Tuition Rates

Full-Time Rate (9 am to 4 pm 5 days) \$200 per week per student

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement Form*. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Tuition Deposit

A Tuition Deposit equal to one weeks of care is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 5:00 PM on Monday, as outlined in the CLC Tuition Agreement.

Methods of Payment

Families can pay by credit card through the online portal.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.



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If payment is not received on the day that it is due, a late fee of \$15.00 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 90 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Rejected Transaction Charges

All returned rejected credit card transactions will be charged a fee of \$25.00. This charge may be collected electronically. Two or more returned rejected transactions will result in your child being terminated from the program.

Late Pick-up Fees

A \$10 late pick-up fee will be assessed for every 10-minute increment the child stays past the scheduled program time beginning at 1 minute past the end of their scheduled program time. Before and after care does not cover tardiness – you must be pre-registered to have your child participate in before or after care. The late fee is due at the time of pickup or before the participant returns to CLC for any program. If the child is not picked up 30 minutes after their program has concluded, the proper authorities will be notified.

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip. There will be advance notification.
- A non-refundable enrollment/ registration fee of \$50.00 is due annually at time of registration.

Agreement Schedule

- Payment is required every week year-round whether or not your child attends all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below) or public health emergency such as a pandemic, or weather-related or environmental emergencies.
- Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- Credit may be given for Serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.
- **Credit will be given for absences due to the following:**
 - **Credit for Serious Illness:** In times of serious illness affecting a parent or their immediate family member, we understand the importance of taking time to care for loved ones. Therefore, eligible parents will receive credit for the days they need to attend to critical health matters.



- **Vacation Days:** We offer a generous allocation of 10 vacation days per year for parents to use at their discretion. To ensure adequate planning and smooth school operations, we kindly request that employees provide a 10-day notice in advance for utilizing their 10-day vacation entitlement.
- **Sick Days:** We recognize that unexpected illnesses can happen. To support parents during such times, we provide 5 dedicated sick days each year. These sick days are intended to allow parents to take care of their health or tend to the medical needs of their children without any worry.

BUILDING POLICIES (NRS 202.2491) (NAC432A..350)(i)

- No gum, alcohol, smoking or chewing tobacco is allowed anywhere on the premises, including the back yard and dog run.
- Families waiting in the family lounge may bring in outside food and drink while they wait for their child. Please adhere to the no alcohol and no nuts policy.
- Diaper changing stations are available in the adult bathroom – if you need to use the restroom, please check in at the front desk.
- When inside the facility, cell phones should be turned off or set to vibrate so as not to distract students. If you must take a call, please do so from the family lounge.

CHILD ABUSE OR ENDANGERMENT

Should the Learning Center staff suspect possible Child abuse, neglect, or any other endangerment to a child, the staff member will inform the director, or the person in charge at the time, who, in turn, will assist the staff member in notifying and reporting to Child Protective Services or proper authorities.

Children's Learning Center staff receive training on how to maintain appropriate and safe interactions with children during all parts of their daily routines: outdoor play, indoor activities, first aid, feeding, diapering and toileting procedures. CLC requires two staff to always be present in a room of students and employees are never allowed to be 1:1 with a student. Toileting procedures require visual or physical presence of a second adults anytime a child requires support for changing or toileting.

CHILD AND FAMILY RIGHTS

In familial situations where the child's custody is a concern, the Learning Center requires that legal documentation be provided at the time of registration that states the relationship of the parent(s) or guardian(s) to the child and the custody rights of those parents/guardians. This will ensure that safe and proper release and visitation procedures are implemented appropriately.

CONFIDENTIALITY

It is your right as a parent to expect records and information pertaining to your child, including financial information, to be kept confidential. Access to your child's records will be granted only to you or to those persons to whom you grant written authorization, or who are authorized by law.

The staff and board of Children's Learning Center respect your family's privacy. Matters discussed with, or pertaining to you or your child, will not be shared with others

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without your permission. Sensitive issues discussed in parent meetings are to remain confidential unless a parent indicates otherwise. It is imperative that CLC be a safe and nonjudgmental place for families to share information with one another as they travel their unique journeys. If at any time you feel there has been a breach of confidentiality, please discuss your concern with CLC's Executive Director.

REGISTRATION (NAC432A..35)(c)

Along with completing and signing enrollment forms, copy of a childbirth certificate, current immunization records, health forms, recent eye report (if applicable), IFSP or IEP (if applicable) are required prior to completing the registration process and officially enrolling a child.

A health form completed and stamped by a licensed pediatrician or family physician, must be provided for each child prior to attendance and also on an annual basis. The policy held at most medical offices is a Statement of Health Form can be completed and authorized after a child has a well-check visit or physical examination performed.

GRIEVANCE POLICY

It is our hope that your experience with Children's Learning Center and the staff will be an extremely positive one. Should that not be the case, it is important for us to be aware of your concerns. It is always best if parents speak directly to the person with whom they have the concern. If this is uncomfortable for you, it is important for you to speak with Children's Learning Center's Preschool Director, Elizabeth Santa Cruz, at 702-941-5103 or Maribel Garcia, Executive Director, at 702.941-5101.

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If you are still not satisfied, then it may be necessary for you to take your concerns to the Board of Directors. This can be accomplished by contacting CLC's president. His/her contact information is available at the receptionist's desk.

It is of utmost importance is that any concerns are addressed immediately and directly by the staff involved. If you have concerns, please share them only with those who are appropriate. It can be stressful for other families or non-involved staff members to be brought into a situation where they can have little impact.

NOTICE OF RIGHT TO INFORMATION (NRS.178)

Department of Health and Human Services Division of Public & Behavioral Health Child Care Licensing.

Las Vegas Office
3811 W. Charleston Blvd. Ste. 210
Las Vegas, NV 89102
702.486.3822 phone
702.486.6660



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Parent/Guardian Notification of NRS.178 Child Care Facility is required to maintain certain information; reporting of information to parents and guardians; notice of right to information:

Parent is aware that they have the right to request and review any complaints the facility has received within the last 12 months of my child's(ren's) enrollment.



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Acknowledgement of Receipt of Student/Parent Handbook

I acknowledge that I have received a copy of the Children's Learning Center Student Parent Handbook and I am familiar with the CLC Preschool's philosophy, goals and objectives, operating program, policies and procedures.

_____ I have read and understanding the Tuition Policy

_____ I have read and understanding the Late fee Policy

_____ I have read and understand the Potty Policy

_____ I have read and understand the attendance Policy

_____ I have read and understand the Grievance Policy

_____ I have read and understand the Notice of Right to Information NRS.178

I accept and agree to abide by the policies and procedures set forth in the handbook. I understand that failure to do so may result in the dismissal of my child from the Learning Center's program.

Parent Signature: _____

(Print Name): _____

Child's Name: _____

Date: _____

Please sign and return to the Learning Center's office. Thank you!



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