



Smart Start Learning Center

4050 South 2700 West
West Valley City, UT 84119

Phone	(801)966-8766
Fax	(801)966-8884
Web page	smartstartlearningcenters.com
Email	smartstartlearningcenter@comcast.net

Owners and Directors: Marcie Bouwman and Shandi Coltes

Philosophy

Smart Start Learning Center is designed to provide developmentally and age appropriate activities to help children grow emotionally, socially, intellectually and physically. Each classroom provides a positive learning atmosphere including a wide variety of fun and exciting learning experiences for the children. Areas such as fine and gross motor skills, literacy, science, art, music, and math.

Enrollment

Smart Start Learning Center is state licensed to care for children ages 6 weeks to 12 years. We are accepting full-time children.

Hours of Operation

6:00 am to 6:30 pm Monday-Friday

Smart Start will be closed on the following days: (the center may close early on other days)

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Weekend (Thurs/Fri)

Christmas Eve/Christmas Day

There is no reduction of rates for these holidays. If the holiday falls on a weekend, it may be observed on Monday/Friday.

Records

Every child in our care will need to be properly enrolled with an admission form, health assessment, and immunization records. It is the parent's responsibility to update this information every year. All records will be kept confidential. Parents/guardians listed on the enrollment sheet may have access to these records. The original documents are property of Smart Start Learning Center.

Tuition

	Monthly
Infant/ Toddler	\$900
Twos	\$650
Threes/Fours	\$605
Kindergarten	\$585
Grade School	
• Before and After	\$525
• Before	\$350
• After	\$400
• Summer Camp	\$525

Registration fee is \$50

Monthly tuition payments are due on the 1st. It will be considered late on the 5th of each month. Weekly payments are due on Monday. Late payment and returned checks will be charged an additional \$35. If payments aren't paid in full by the due date, we will charge a \$35.00 late fee. In the event the account becomes delinquent, appropriate action will be taken including but not limited to referral to a collection agency, termination of services, etc.

Late Pick-up Policy

If your child is not picked up by 6:30 pm an additional charge of \$1 per minute per child will be charged. This fee is payable to the staff member staying with your child. **Legal authorities will be contacted after 15 min of closing.**

10-Hour Time Limit

There is a 10-hour limit that your child can be in attendance per day. After that 10 hours there is a \$10 fee per hour that is not prorated. The fee is due before your child can be dropped off the next day.

Security

It is mandatory, not only by Smart Start but state licensing as well for your child(ren) to be signed in and out of care by parents/guardian upon arrival and departure. Only parents/guardian and individuals with written authorization from parents will be allowed to take children from the center. In emergency situations the parent may give verbal authorization to center caregivers.

Personal Items

Each child will be assigned a cubby to store personal items. **Children must bring an extra change of clothes in case of an accident or spills. Children must also bring a blanket for nap time. It is to be taken home each weekend and be washed. All items from home should be labeled with child's name in permanent marker.** Parents must provide diapers and wipes. There will be a fee for diapers and wipes if you don't provide them. \$1 for each diaper and \$3 for a package of wipes. Clothing worn should be comfortable and should allow children to actively engage in daily routine. Please provide appropriate seasonal clothing as children go outdoors daily.

Sick Policy

Please do not bring your child to the center if they have any of the following symptoms: red weepy eyes, mucus in nose, liquid drainage from ears, temperature over 100, rash or red spots anywhere on the body, vomiting, diarrhea, or head lice. If your child develops any of previously mentioned symptoms at Smart Start; parents/guardians will be called to come pick up their child. Please keep sick children at home in order to prevent spreading the sickness to the other children at the daycare.

Medication

Smart Start will administer medication to a child ONLY when a medical release form from the parents/guardian has been received. Medication must be a prescription from the doctor in the original bottle and box with the original label. Please do not send over the counter medication. We WILL NOT administer it.

Medical

In the event of injury or accident happening at Smart Start Learning Center, you will be responsible for payment of all and any medical expenses incurred. Smart Start will not be held responsible for any payments. Parents assume all risk for their children. Every effort will be made to keep each and every child safe.

Potty Training

Children that are older than two and not potty-trained will remain in the two-year-old class until they are potty-trained. Our older classes aren't equipped to change diapers/pull-ups. A potty-trained child must be able to tell an adult they have to go potty before they have to go, use the toilet and wash hands unassisted. The child will be charged the two-year-old rate while they are in the two's class.

Dual Language Learners

Smart Start Learning Center supports the development and maintenance of a child's home language whenever possible. We do this by using basic words and phrases from their home language, we incorporate books and labels in each classroom in the children's home language, and we also will provide an interpreter when needed.

To help children learn the spoken language at our center, our teachers and staff utilize the help of pictures, familiar objects, body language, and physical cues. Language is one of the largest driving factors in learning. At Smart Start Learning Center it is our upmost goal to help children learn and to do that we support the children in whatever language they speak.

Behavior Management

Smart Start strives to help each child be comfortable with themselves and their environment. Appropriate behavior takes practice and guidance from parents and caregivers. We advocate using positive role models and positive reinforcement, rewarding good behavior with praise and attention. When inappropriate behavior requires further guidance techniques, we will use redirection, time away from an activity, precision commands, and conferences with parents. Physical punishment, threatening, humiliation, name calling or withholding food will never be tolerated.

Meals

We serve Breakfast, Lunch, and a PM snack. We are proud participants of the Child Nutrition Program. We are Healthier You (Highest Honors) and Top Star endorsed. Each age group has designated eating times.

Birthday and Holiday Celebrations

For birthday or holiday celebrations, we encourage things that are not food or healthy snacks. If you choose to bring treats with sugar, we encourage you bring small cupcakes or similar treats.

Emergency/Disaster Plan

In the event of emergency/disaster. Smart Start will take the necessary precautions to help ensure your child(ren)'s safety. You will be notified in the occurrence of an evacuation event. Emergency numbers are posted on the front bulletin boards. We will relocate to Davis grocery store.