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Enrollment

At initial enrollment the family will start at Sprouts on the date listed as First Day of Enrollment.

Enrollment fee is due upon acceptance of a position at Sprouts to hold the child's position each year.

Children will remain in their designated class based on age at enrollment for the entire school year.

Forms

The following forms and fees are required to secure enrollment.

- Official Sprouts application
- Non-refundable enrollment fee
- First month tuition
- Enrollment packet
- Summary of IL daycare center licensing standards receipt
- Birth certificate
- Current immunization record
- DCFS yearly physical health form signed by physician

Visitors

Due to COVID-19, Sprouts cannot allow any visits or visitors.

Emergency Contacts

Each child must provide two or more emergency contacts. They must be

1. Available during child care hours;
2. Willing and able to respond and/or pick-up in emergency situations; and
3. Have the Sprouts phone number saved as a contact.

Emergency Medical Care

Families must authorize Sprouts to secure emergency care for child at families expense.

Medications

Sprouts can only give certain medications under certain circumstances, at our discretion.

Accidents & Injuries

Both unfortunate but expected events during your child's time at Sprouts.

CPR/First Aid

Families must authorize CPR/First Aid to be performed on the child in any event deemed necessary.

Activity Permission

Families must permit child to use all equipment and participate in all activities at Sprouts.

Outdoor Play

Outdoor play is essential at Sprouts. If you have serious concerns about your child playing outside in ALL weather, please consider if Sprouts is the right fit for your family.

Provided at Sprouts

Sprouts provides the following items:

-diapers, wipes, diaper ointment, sunscreen, bug spray, lotion, chapstick

Topical Products

Families must authorize Sprouts to apply topical products listed to child as needed. If Families may send in items in original containers to be kept at Sprouts.

Potty-Training

Potty-Training at school can be very different from potty-training at home.

To begin potty-training, Sprouts children are required to show readiness, as described by Sprouts staff.

To begin wearing underwear, Sprouts children are required to show mastery at school in four skills.

*Children over the age of three that are not yet potty-trained will remain in the 24 m – 36 m tuition grouping to cover supply costs.

Children that have more than three accidents in a single week will be required to return to the potty-training phase and wearing diapers or pull-ups.

Communication

Sprouts has only two full-time employees and one regular volunteer. We attempt to respond to emails, texts, and messages as soon as possible, but we are able to respond most quickly to texts.

Clients are expected to read all Sprouts communication in a timely manner and respond as necessary.

Daily Procedures

Children should arrive clean, fed, potty-ed or changed, healthy and ready for school.

Water

Water is offered all day at Sprouts. Children should bring a water bottle from home on the first day of the week to be kept at school during the week. Water bottles will be sent home on Fridays.

Meal Times

AM Snack : 9:00 am

Lunch: 12:00 pm

PM Snack: 3:00 pm

Menu

	AM Snack	Lunch	PM Snack
Monday	graham crackers	cheese & crackers, carrots & peas + milk	cheese crackers
Tuesday	peanut butter crackers	cheese & bean quesadillas, corn + milk	graham crackers
Wednesday	carrot sticks	cheese pizza sticks with marinara, applesauce + milk	cheese sticks
Thursday	cheese sticks	PBJ sandwiches, peas & applesauce + milk	carrot sticks
Friday	cheese crackers	cream cheese & jelly roll-up, corn & pineapple + milk	peanut butter crackers

Clothing & Shoes

Families will provide one or two full sets of clothing to be kept at Sprouts and replenish as required.

All clothing and shoes must also be:

1. Weather Appropriate (include layers, necessary outdoor gear)
2. Child-Friendly (well-fitting, no overalls)
3. Safe (does not have removeable parts)
4. Easily Replaced (can get dirty, messy, or lost)

Outdoor Gear

Families will provide a set of seasonal outdoor gear daily or to be kept at Sprouts.

Outdoor Gear for Sprouts Includes:

1. Summer (June – September) : 1 pair waterproof shoes and 1 sun hat.
2. Autumn (September – December) : 1 pair of mud/rain boots, rain jacket, and rain hat. No umbrellas.
3. Winter (December – March) : 1 pair of snow boots, waterproof snow pants, waterproof winter coat, warm winter hat and waterproof mittens.
4. Spring (March – June) : 1 pair of mud/rain boots, rain jacket and rain hat. No umbrellas.

Naps & Rest Time

While sleeping is not required, rest time is an important part of Sprouts full-day childcare.

Naps & Rest time are provided between 12:30 pm and 2:30 pm.

- Each childcare child will be required to rest on their individual cot for a minimum of 60 minutes each day.
- After 1:30 pm, children that are awake or awoken may play quietly at tables.
- After 2:30 pm, children that are still asleep will be allowed to continue to sleep until they are ready of 3:00 pm.

Each childcare child will use an individual cot, sheet, blanket, and pillow provided by and laundered by Sprouts.

Discipline

At Sprouts all children are capable of making good choices when given clear expectations, appropriate & effective enforcement, and their families and school work together to create a positive and consistent environment.

Rules

The rules at Sprouts are simple and enforced for the protection of the group and individuals at Sprouts.

1. Be Safe: Children will not engage in behaviors that could or do cause bodily harm to themselves or others.
2. Be Kind: Children will treat peers, teachers, and visitors with kindness in words, tone, actions, and behavior.
3. Be Respectful: Children will treat others, the building, materials, and environment with respect.

Enforcement

Behavior interventions at Sprouts include:

- Positive reinforcement
- Child-led breaks
- Calm down area
- Providing acceptable choices
- Environmental modifications
- Problem-solving instruction

Time-outs of one minute per age-year are used after other interventions have not yielded desired results.

Intervention Plan

Intervention plans are for children requiring frequent behavior interventions or extreme challenging behavior.

Intervention plans have three steps prior to being deemed successful or unsuccessful.

Transition Plan

Children with an intervention plan that is deemed unsuccessful will receive a Transition Plan.

Attendance

Sprouts meets on a school-year calendar between August and May of each year. Each program has its own specific calendar within this time frame.

Sprouts yearly calendars including events and closings for the registered year are provided at enrollment.

Unscheduled Closings

Sprouts will follow Champaign Unit 4 School District decisions regarding inclement weather closings.

Schedules

Schedules are based on availability and preference. Sprouts schedules are for five-days (M – F), three-days (Mon, Wed, & Fri), or two-days per week (Tues and Thurs).

Absences

Tuition payment is required regardless of absences within the designed calendar and schedule. Children may not attend Sprouts outside of their chosen schedule regardless of absences.

Absences due to illness must be reported to Sprouts staff ASAP and should include presenting symptoms and/or diagnoses.

Illness Policy

The following Illness policies are designed to keep everyone at Sprouts as healthy as possible.

Sprouts staff will screen children daily upon arrival.

Exclusion

Sprouts reserves the right to exclude based on presenting symptoms at any time per staff discretion.

In the event that a child begins presenting symptoms at school, families will be notified immediately for pick-up within 30 minutes.

Symptoms

A child is considered too ill to attend Sprouts if they present any of the following symptoms:

- Excessive lethargy
- Open sores, ulcers, or lesions
- Excessive crying or irritability
- Sore throat or difficulty swallowing
- Skin rash or contagious skin condition
- Pink color in eye with itching and/or discharge
- Vomiting within 24-hours of attendance
- Diarrhea twice within 24-hours of attendance
- Excessive abdominal pain

A child with ANY of these symptoms must stay home for a minimum of 24-hours AFTER symptoms have subsided.

COVID-19 Symptoms

Sprouts has a zero-tolerance policy for COVID-19 symptoms including:

- Fever over 100 degrees
- Coughing
- Wheezing or difficulty breathing

A child with ANY of these symptoms must provide a negative COVID-19 test result to return to Sprouts.

A child with a negative COVID-19 test result may not return to Sprouts until 72-hours symptom-free.

Situations

A child is considered too ill to attend Sprouts if any of the following situations are present:

- Child visited a doctor for illness or symptoms within 24-hours of attendance.
- Child was prescribed or received initial dose of antibiotics within 24-hours of attendance.
- Child has received a vaccination within 24-hours of attendance.
- Child was diagnosed with a contagious disease within 24-hours of attendance.
- Child is unable to or requires medicine to participate as normal in daily school activities including outdoor play.
- Child has been prescribed or requires more than one dose of medication during school hours.

Diagnoses

Children that have a diagnoses or suspected diagnoses of any communicable disease may not return to Sprouts prior to the recommended IDPHCCD quarantine period.

Disclosure

Sprouts Illness Policies work only with full disclosure and full cooperation from all involved parties.

Arrival & Departure

Children may depart with a specified adult on child's pick-up list provided at enrollment, with a matching photo ID.

Arrival Procedures

Arrivals are staggered to avoid crowding and possible transmissions.

Families should wait at the East Gate entrance for child's admittance to Sprouts Nature Playground.

Children will be scanned for illness at the gate, parents should wait to confirm child's health prior to departure.

Parents will sign children in via the Brightwheel app - QR scanner located along the fence line.

Arrival Times

Childcare Arrival: 7:00 am – 8:15 am

School-Age Arrival: 7:30 am – 8:15 am

Preschool Arrival: 7:45 am – 8:15 am

Children arriving after 8:15 am should text Sprouts to be let in.

Departure Procedures

During pick-up time, families should wait at the East Gate entrance for child to depart from Sprouts Nature Playground.

Children will be released only to specified persons on Pick-Up permissions form.

Prior to pick-up time, please text Sprouts to alert of your arrival when you enter the parking lot.

Pick-up person will sign child out via the Brightwheel app - QR scanner codes are located along the fence line.

Departure Times

Preschool:	11:30 am – 11:45 am	Late departure at 11:46 am.
Childcare & School Age:		
Monday	5:00 pm	Late departure at 5:01 pm.
Tuesday, Wednesday, Thursday	4:30 pm	Late departure at 4:31 pm.
Friday	4:00 pm	Late departure at 4:01 pm.

Surplus Fees

Surplus fees may result from the following scenarios.

1. Late Departure: child has not left facility prior to program departure time.
Fee: \$10 fee plus additional \$1 per minute after departure time.

2. Late Payment: Full tuition has not been paid prior to due date.

Online due dates:

Monthly payments: 8/15, 8/31, 9/30, 10/31, 11/30, 12/31, 1/31, 2/28, 3/31, 4/30

Semester payments: 8/15, 12/31

Yearly payments: 8/15

In-Person due dates:

8/15 & Last day of attendance in each month August – April

Fee: \$10 per calendar day beginning at 12:01 am on the 1st day of the month & August 16th.

3. Fee to Sprouts

Any payment issue costing Sprouts bank, processing or other fees due to payor error or insufficient funds, declined credit card, or other payor account issues.

Fee: \$10 in additional actual cost to Sprouts

Surplus Fees and Tuition must be paid in cash following any fee to Sprouts.

Multiple surplus fees in one school year may result in doubled surplus fees per instance and are grounds for termination of contract.

Children may not attend Sprouts unless all tuition and fees have been paid in full up-to-date.

Enrollment Fees

Enrollment fees are due upon enrollment at Sprouts each year.

Priority Re-enrollment

Currently enrolled clients are offered priority re-enrollment for their current schedule in February of each year.

Priority re-enrollment ends on the last day of school in February at the end of the school day.

Priority re-enrollment includes a 20% reduction in enrollment fees.

Any clients enrolling on or after March 1st forfeit any priority and will pay full enrollment fees.

Enrollment Fees

Priority re-enrollment and Enrollment fees are non-refundable.

Enrollment fees are based on child's program, age, and schedule.

2020 – 2021 schedule:	Monday – Friday (5)	Monday Wednesday Friday (3)	Tuesday Thursday (2)
preschool	\$100.00 [\$80.00]	\$75.00 [\$60.00]	\$50.00 [\$40.00]
childcare	\$200.00 [160.00]	\$175.00 [\$140.00]	\$150.00 [\$120.00]
school-age	\$200.00 [160.00]	\$175.00 [\$140.00]	\$150.00 [\$120.00]

Tuition 2020 - 2021

Tuition & Fees			
Failure to pay tuition or fees is grounds for immediate termination of enrollment.			
Tuition & fees will not be split between clients or payees.		Tuition & fees are non-refundable & non-transferable.	
Tuition rates are based on child's program, age, schedule, and payment frequency.			
Payments may be made monthly, by semester, or yearly. Semester & year payments reduced by 1% as shown.			
AM PRESCHOOL			
7:45 am – 11: 45 am		includes AM snack & diapers	
payment schedule:	Yearly	Semester	Month
	1 payment per year	2 payments per year	10 payments per year
Ages 24 – 36 months	due August 1	Due Aug 1 and Jan 1	August - May
M – F Class (5)	\$5455.00	\$2722.50	\$550.00
MWF Class (3)	\$4108.50	\$2054.25	\$415.00
Tu Th Class (2)	\$2722.50	\$1361.25	\$275.00
Ages 3 – 5 years			
M – F Class (5)	\$4752.00	\$2376.00	\$480.00
MWF Class (3)	\$3564.00	\$1782.00	\$360.00
Tu Th Class (2)	\$2376.00	\$1361.25	\$240.00
FULL DAY CHILDCARE			
7:00 am – 4:30 pm		includes AM snack, lunch, PM snack & diapers	
payment schedule:	Yearly	Semester	Month
	1 payment per year	2 payments per year	10 payments per year
Ages 24 – 36 months	due August 1	Due Aug 1 and Jan 1	August - May
M – F Class (5)	\$8910.00	\$4455.00	\$900.00
MWF Class (3)	\$6682.50	\$3341.25	\$675.00
Tu Th Class (2)	\$4455.00	\$2227.50	\$450.00
Ages 3 – 5 years			
M – F Class (5)	\$7920.00	\$3960.00	\$800.00
MWF Class (3)	\$5940.00	\$2970.00	\$600.00
Tu Th Class (2)	\$3960.00	\$1980.00	\$400.00
SCHOOL-AGE FULL DAY			
7:30 am – 4:30 pm		includes AM snack, lunch, PM snack & diapers	
payment schedule:	Yearly	Semester	Month
	1 payment per year	2 payments per year	10 payments per year
Grades K - 3	due August 1	Due Aug 1 and Jan 1	August - May
M – F Class (5)	\$7920.00	\$3960.00	\$800.00
MWF Class (3)	\$5940.00	\$2970.00	\$600.00
Tu Th Class (2)	\$3960.00	\$1980.00	\$400.00
SCHOOL-AGE HALF DAY			
2:15 pm – 4:30 pm		includes PM snack	
payment schedule:	Yearly	Semester	Month
	1 payment per year	2 payments per year	10 payments per year
Grades K – 3	due August 1	Due Aug 1 and Jan 1	August – May
M – F Class (5)	\$3960.00	\$1980.00	\$400.00
MWF Class (3)	\$2970.00	\$1485.00	\$300.00
Tu Th Class (2)	\$1980.00	\$980.00	\$200.00