



# Basic Information for Prospective Students and Their Families

## Girassol Learning Center Preschool

*Loving care for your child*

Dear Parent/Guardian:

The mission of Girassol Learning Center is to help children become confident, curious, joyful learners who enjoy and appreciate relationships with others. As teachers and caregivers, the staff of Girassol work in partnership with families—parents and legal guardians. We are honored that you are considering our preschool for your child. This document provides basic information about our program and policies. Additional information is available on our website: [www.girassollearningcenter.com](http://www.girassollearningcenter.com).

Sincerely,  
Rosana Moyer  
Founder and Director

**Age Requirement.** Girassol is licensed by the State of Alaska to provide care for children from age 18 months up to 5 years. Fees are based on the child's age: 18 months to 2 years, and preschool - 2 years to 5 years. Current fees are posted on our [website](#).

**Children with Special Needs.** Under the Americans with Disabilities Act, a childcare program cannot discriminate based on a child's disability. Before enrollment, the director or designee will meet with you to discuss your child's strengths and reasonable accommodations that may be needed.

**Hours of Operation.** Monday to Friday: **8:00 a.m. to 4:00 p.m.**

Children may attend full or half days, and they may attend from one to five days a week. We do not allow drop-in, occasional attendance. A monthly commitment to a set schedule is required.

### Daily Schedule

| Morning     |                           | Afternoon  |                                   |
|-------------|---------------------------|------------|-----------------------------------|
| 8:00–9:00   | Arrival and free play     | 12:00      | Pickup for half-day children      |
| 9:00–9:20   | Greeting, song, and story | 12:15–2:15 | Nap time/Rest time                |
| 9:20–10:00  | Center activities         | 2:30–3:15  | Snack time and cleanup            |
| 10:00–10:30 | Snack time and cleanup    | 3:15–4:00  | Outdoor play or gym               |
| 10:30–11:30 | Outdoor play              | 4:00       | Pickup time for full-day children |

| Midday      |                   |
|-------------|-------------------|
| 11:30–12:00 | Lunch and cleanup |

*This is a guideline for a daily schedule. Times and activities vary according to children's needs and interests.*

*PLEASE NOTE; We are closed on these holidays: New Year's Eve Day and New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Girassol is also closed for a 2-week break during the Christmas/New Year holiday period.*

**Family Visiting Policy.** Due to the COVID-19 pandemic, we do not allow visitors any time during the day.

**Application.** There is no application fee. Before your child's first day at Girassol, you must submit **completed application forms** and **your child's immunization record**. The State of Alaska requires children in childcare centers to be up to date with immunizations. Girassol Preschool does not accept waivers for religious or other personal reasons.

*PLEASE NOTE: All newly enrolled children must test negative for COVID-19 before the first day of attendance. A home/Antigen test must be administered no sooner than 24 hours before a child's first day.*

**Trial Enrollment Period and Fee.** There is a required two-week trial period when your child begins attendance. At the end of this period, you or the center director may terminate your child's enrollment with or without explanation. Before your child's first day at Girassol, you must pre-pay for the month ahead. The fee is not refundable if you withdraw your child during the trial period. If we decide your child should not be in our program, we will refund half the fee.

*NOTE: For children age 18 months to 2 years, the first two weeks at Girassol are half-day only. Our youngest students need time to adjust to a new setting and become familiar with the routines of Girassol's structured preschool program. At the end of the two-week period, the staff will evaluate the child's readiness for the full-day program. Some children may need to continue half-day attendance beyond the two-week period.*

**Billing and Payment.** Payment is required a month in advance. You will be billed a week to 10 days before the first of the next month. Payment is due on the first day of each month. You will be billed for the full monthly fee regardless of the number of days your child attends during the month. You may pay by personal check. You may also pay by bank transfer. Failure to pay fees or being habitually late making payments may be grounds for your child's expulsion.

**Termination Policy.** You or the director have the right to terminate your child's enrollment for any reason at any time. If we terminate your child's enrollment, we will refund pre-paid fees from the first date of expulsion through the end of the month. If you terminate your child's enrollment, you are not entitled to a refund of pre-paid fees.

**Refund Policy.** Refunds are issued if Girassol must be closed permanently by the director or by another entity, such as the Christian Community Church (our location), the State of Alaska, or our licensing agency. If Girassol has to be closed temporarily because of COVID-19 infection in the community or among the children and/or staff, pre-paid enrollment fees will be applied as a credit for when Girassol re-opens. Refunds are not issued if your child is absent for any reason while Girassol is open, if you pay in advance to reserve space for your child and then your child doesn't enroll, or if you terminate your child's enrollment. If Girassol terminates your child's enrollment, we will refund pre-paid fees from the first date of expulsion through the end of the month.

**Sick Child Policy.** The State of Alaska requires that we follow these regulations:

- Children must be kept at home if they are sick or have a runny nose or cough, even if that might be attributed to a chronic allergic condition that has been diagnosed by a physician.
- We do not accept children into care when they show definite signs of illness or a communicable disease.
- If your child becomes ill (including development of a runny nose) while in our care, we will contact you. If we cannot reach you, we will contact one of the people you listed as an emergency contact. You or your designee must come pick up your child immediately.
- Children who have been absent because of illness must be free of fever, nasal discharge, diarrhea, and vomiting for at least 48 hours prior to returning to Girassol.

**COVID-19 Policies and Procedures.** In addition to special procedures for drop off and pickup, we have other requirements, including testing, to help prevent the spread of the virus among the children, the staff, and all the families involved. We routinely seek the advice and guidance of practicing, local healthcare professionals, as well as the local health department and Alaska's state licensing agency for childcare. All families receive a copy of the policies when they enroll their children. If Girassol has to be closed because of COVID-19 infection among the children and staff, pre-paid enrollment fees will be applied as a credit for when Girassol re-opens.

**Lunch and Snacks.** You are required to provide your child's lunch, water (in a reusable bottle), as well as snacks for morning and afternoon. Children who are not staying a full day should still bring a nourishing lunch.

**Clothing and Shoes.** Outdoor play is part of every day at Girassol, except when temperatures are below 10 degrees or if extreme weather conditions exist. Children must wear shoes and clothing appropriate for the season. Your child should have one pair of indoor shoes suitable for running in the gym and one pair of outdoor shoes. You must be sure that your child always has a change of clothing at school. These items should be packed into a large plastic bag or backpack with your child's name on it. All shoes, boots, and clothing (including jackets, coats, hats, gloves, and scarves—and extra clothing) must be clearly labeled with your child's first and last name.

**Diapers and Changing Supplies.** You are responsible for supplying diapers, wipes, and creams for your child.

**Sleeping/rest mats.** Children must bring their own sleeping mat, which may be an all-in-one that includes a pillow and blanket. We send sleeping mats home for laundering at the middle and end of each month. They may also bring a favorite item, such as a small blanket or small stuffed animal. These items should be labeled with your child's first and last name. Other personal items should be left at home so the children can enjoy sharing the preschool's toys.

*NOTE: Each child has a locker for storing personal items. Everything your child brings to school should be labeled with the child's first and last name.*



**Preliminary Enrollment Application**  
**Girassol Learning Center**  
*Loving care for your child*

Date received \_\_\_\_\_

*Please print!*

**Child's Information**

Date \_\_\_\_\_

Name \_\_\_\_\_ Preferred name \_\_\_\_\_  
*First Middle Last*

Date of Birth \_\_\_\_\_ (MM/DD/YYYY) Gender \_\_\_\_\_

**Please answer all the questions below. If you need more space, please use the back of this form or attach another sheet of paper.**

1. What date would you like for your child to begin at Girassol? \_\_\_\_\_
2. What type of schedule do you need?  **Full day** (8am – 4pm)  **Half-day** (8am-12:00pm)  
 **Full time** (M-F)  **Part time** (list days) \_\_\_\_\_
3. Is your child up-to-date on all early childhood vaccinations?  **Yes**  **No**  
*Please note: Girassol requires that all children be fully vaccinated by the first day of attendance. No waivers are accepted.*
4. Does your child have any chronic conditions that require medication?  **Yes**  **No**  
*If yes, please provide a brief explanation.*  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Is your child allergic to medications, food, insect bites, latex, mold, pet, pollen, etc.?  **Yes**  **No**  
*If yes, please provide a brief description of the allergy and the allergic reaction.*  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Does your child have developmental or behavioral issues that are a concern to you?  **Yes**  **No**  
*If yes, please provide a brief description of any issues of concern.*  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Has your child previously been in a preschool or daycare setting?  **Yes**  **No**  
*If yes, please briefly describe the setting and your child's experience.*  
 \_\_\_\_\_  
 \_\_\_\_\_

**Parent/Guardian Information**

Please provide complete information for the parent(s) or legal guardian(s) with whom the child lives.

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_