

# Early Childhood Learning Center

*Where 'Little' is Great!*

## Admissions Agreement

In order to ensure that parents are clearly informed of the policies and procedures outlined in the ECLC Parent Handbook, we ask that you review and accept the following important items.

### All Classes

Records are open only to the Irvine Unified School District staff on a “need to know” basis to the extent necessary to provide or report services rendered. No information will be released outside of this agency without written consent. Parents have the right to review the health, education, and social service records of their child.

The ECLC staff is mandated to report any suspected case of child abuse or neglect.

ECLC is a tree nut and peanut free school. Please do not send food containing these products to school.

Snack will be offered through Great American Lunchbox for purchase or provided at no cost for income qualifying families.

Parents need to inform the office of any changes in address, phone number, family situations, and emergency information by following the process on the IUSD Parent Portal as soon as possible at [www.myiusd.org](http://www.myiusd.org).

For the purposes of school safety and security, all parents and visitors are required to sign in at the front desk and wear a visitor badge while in the building. No exceptions.

Promoting positive communication, mutual respect, civility and orderly conduct among employees, parents and the public to ensure a safe, harassment free workplace for children and staff is a high priority. Volatile, hostile or aggressive behavior that disrupts school/office operations or threatens the health and safety of children and/or adults will be reported to the appropriate authority.

In the best interest of the child, ECLC reserves the right to withdraw any child having difficulty adjusting to the program with the exception of specialized academic instruction. This decision will be made at the discretion of the administration.

Parents are expected to pick up children at the end of each session. There will be a 10 minute grace period after which a charge of \$5.00 for every five minutes (or portion thereof) will be assessed. The administration reserves the right to drop any family from a class after three late pick-ups.

If your child has dietary restrictions for any reason, please include on the Health Condition Form.

### General Education – Sliding Scale Only

Eligibility is determined at least once per year or on an “as needed” basis and that certification is not complete until all documentation is submitted, reviewed, signed, and dated.

Parents must sign their child in/out each day and indicate the reason for absence when not in attendance. Children are allowed 10 days off per year for any purpose in the “best interest”.

