Thank you for your interest in Generation Next. Generation Next was founded to provide quality child care in an environment conducive to learning and to the individual growth of your child. The quality and service children receive at this time in their lives will be of long lasting importance.

Our mission is focused on each child’s individual development. As children grow, we want them to become confident with their ability to function in a group setting and to be a productive member of that group.

“Providing a World of Opportunities”

Objective

To provide opportunities for each child to grow emotionally, physically, and socially.

You are always welcome to observe our program in session!

Enrollment Procedure

You are welcome at any time, scheduled or unscheduled, to come and tour Generation Next. During this time you will have the opportunity to discuss the program and we will answer any questions you may have.

To enroll in the center, a signed registration form will need to be completed along with a $50.00 one time, non-refundable registration fee, per child, not to exceed $100.00 per family. Payment of this fee secures a space and guarantees you a place in the center within 30 days from the date you requested. A mailed in registration requires a manager contact you for final approval.

All completed paperwork, current physical, and immunization records are due prior to or by the first day of attendance. It is the parent’s responsibility to update physicals annually and immunization record as required by law.

Also, a pre-paid last week tuition, your child’s Last Week Deposit, is due at this time.

Accepting Children

Accepting children ages 6 weeks through 12 years of age.

Days and Hours of Operation

We are open Monday through Friday from 6:30 a.m. to 6:00 p.m.

Full day: 6:30 a.m. to 6:00 p.m.
Half day morning: 6:30 a.m. to 12:00 p.m.
Half day afternoon: 12:30 to 6:00 p.m.

The center will be closed the following days:
1. New Year’s Day
2. Memorial Day
3. 4th of July
4. Labor Day
5. Thanksgiving
6. Day after Thanksgiving
7. Christmas
8. Staff In Service and Prep for Room Changes, which is the Friday before room changes in August

Any holiday that falls on a Saturday or Sunday, the center will be closed the preceding Friday or the following Monday.

Normal payment is due for these center wide closed days.

Early Closings
New Year’s Eve: 6:30 a.m. to 5:00 p.m.
Annual Holiday Staff Party: 6:30 a.m. to 5:00 p.m.
Christmas Eve: 6:30 a.m. to 5:00 p.m.

Normal payment is due for these early closing days.

Financial Agreements
A non-refundable fee of $50.00 per child, not to exceed $100.00 per family, is required at the time of registration. This registration fee is a one-time fee as long as you are enrolled in the center. If you disenroll and desire to re-enroll, a new registration fee will be required.

Tuition rates are subject to change annually.

On your first day, your pre-paid last week tuition is due, which is called your child’s Last Week Deposit.

A two week written notice is required for a change in your child’s schedule or to disenroll from the center. At that time, your child’s Last Week Deposit will be applied to any balance.

Payments are due, the first day of the week your child arrives in the center. If payment is not received by Wednesday, your child will not be able to return until the balance has been paid in full. Full tuition for the days missed due to an unpaid balance will be expected.

Farm Bureau employees, which does not include Farm Bureau contracted employees, who have a child with a full time schedule are eligible for a discount only at our Farm Bureau location.

Financial statements are sent via email every week. Please closely observe your statements and contact a member of management in the event of questions or errors. If a billing error is made you are responsible for any debt accrued.

Vacation
Vacation days will be granted after your child has attended Generation Next for 12 consecutive months. You are granted the number of vacation days that your child has averaged during that
previous year. For example, if your child were enrolled for 4 days per week for 12 consecutive months, your child would be granted 4 days of vacation.

A vacation request form is required.

Your child must be out of the center during this vacation time.

Vacation days do not carry over to the next year. Therefore, if you do not use vacation days within the year specific to your child’s enrollment date, you lose them.

**Insufficient Funds**
In the event a check is returned by the bank or Tuition Express is denied, there will be a fee of $35.00 for each returned check or Tuition Express denial.

**Late Pick Up Fee**
We close promptly at 6:00 p.m. Late fees will be assessed at the rate of $1.00 per minute, per child.

Habitual violation of this policy may result in dismissal from the center.

**Payment Options**
Cash, check, or Tuition Express (automatic withdraw using a banking account or credit card)

**Extra Charges**
Your child’s Last Week Deposit will be collected the first week you enroll in the center. This tuition credit will be applied to your account balance the last week your child is in the center.

Children, ages three years and above, may go on field trips, which may require a nominal fee.

Seniors, if they choose to participate, will have a graduation fee in the month of May.

Additional charges that may apply:
- Additional key fobs
- Additional water bottle
- Senior Portfolio
- Breakfast
- Merchandise (Pep Rally t-shirts, onesies, and hats)

**Absences**
No credit will be given for absences, holidays, center closings, or shortened hours. In the event of a closing, we will communicate our plans on channels 5, 8, and 13. We will also communicate our plans via our website, Facebook, and Tadpoles.

**Outside Play**
Outside play time is vital for children's functioning. This time builds children’s immune systems, provides exercise, stimulates imagination and curiosity about the world around them, promotes problem solving skills, and provides Vitamin D. Therefore, children are allowed outside play time two times a day, weather permitting.

Our guidelines for outside time are as follows:
- Temperatures above 10 degrees with wind chill
- Temperatures below 95 degrees with heat index
The amount of time outside will vary when weather temperatures are in question.

Children who are too ill to play outside should not be in attendance at the center.

Parents must bring appropriate outside attire.

**Pep Rally**
Every Friday at 10:00 a.m. Pep Rally takes place. As a center, we sing songs and chants about Generation Next and Finley the Firefly. This promotes the fun in learning and school. Staff will have the opportunity to wear jeans, while children are encouraged to wear their Pep Rally Finley Fan t-shirts, which are available for purchase. We also have freshly popped popcorn in the PIT. It's a great time!

**Nutritional Information**
Generation Next will provide the children with a morning snack, lunch, and afternoon snack. We have prepared a four week rotating menu. All of our snacks and meals are healthy, nutritious and follow the Federal food guidelines. Our milk is hormone free. The menu will change with the seasons.

We are a peanut and peanut oil free center. To maintain a safe environment for all, no outside food is allowed. Exceptions to outside food include bottles and baby food. If your child is allergic to any foods, it is important that you bring this to our attention and complete a Medical Action Plan.

Breakfast items are available for purchase in the cafeteria from 6:30 to 8:00 a.m. Breakfast items may be charged to your account or you may pay in cash at the time of purchase. Morning snack begins at 8:30 a.m.

The State of Iowa requires all prepared bottles and opened jar food must be taken home each day or unused bottles and open jars will be discarded at closing.

**Holiday Treats**
If you choose to send gift favor bags, on your child's birthday or for a holiday party, please notify the educator in advance. Sorry, no treats, food, candy, or drinks may be brought into the center.

**Medical Policies**
It is important that we provide a safe and healthy environment for all the children. In order to achieve this goal, parents must comply with our medical policies. Hand washing can help eliminate infectious disease. We ask that every parent and child wash his or her hands at the time of arrival.

Children are not able to attend the center if they are experiencing or develop:
1. Fever over 100.4 degrees
2. Pink eye
3. Diarrhea
4. Vomiting
5. Unknown rash
6. Lice (children may not return to Generation Next with Nits or live bugs)
7. Severe pain or discomfort
8. Excessive coughing
9. Unable to participate within our program
If your child exhibits any of the above symptoms, your child will be removed from the classroom and you or your emergency contact will be notified to pick them up within the hour.

Children must be symptom free for 24 hours or have a physician’s written permission to return.

**State Health Requirements**
The State of Iowa requires every child to have a signed physical on file and updated each year.

Also, a current immunization record must be kept on file.

**Schedules**
You are guaranteed space in the center for the days you have registered your child. If you would like to change the days or amount of days that you enrolled, this must be done two weeks in advance with a Change in Schedule Request form. If the center has the space available to accommodate these changes, we will do so.

There is no guarantee for a full time spot in the center if you change your schedule to part time. This is particularly important information for clients that have the summers off work.

For children that have part time schedules, make up days are not available. For example, if your child is scheduled on Tuesdays and Thursdays, but unable to attend, you will be charged for Tuesday and Thursday. Also, we do not swap days. If room is available, you may add an additional day.

**Thank you for choosing Generation Next for your child’s learning environment. We are excited to have you and your child as a part of our team and family.**