

THE WOODLANDS

YOUNG LEARNERS

The Woodlands Young Learner's Academy

Parent Handbook

WELCOME TO THE WOODLANDS YOUNG LEARNER'S ACADEMY

Dear Young Learner Parents,

Welcome to The Woodlands Young Learner's Academy!

I would like to take a moment and welcome your family to our school, and familiarize you with The Woodlands Young Learner's Academy.

Our mission at TWYLA is to provide each child and their family the foundation for a successful long-term academic experience by creating a safe, nurturing, and thought provoking learning environment, while instilling principled values, peer interaction, and socialization aptitude in an atmosphere where curiosity and exploration are both encouraged and embraced. The Woodlands Young Learner's Academy offers an excellent learning adventure in preschool education and kindergarten that begins with a core curriculum that emphasizes Gifted and Talented enrichment programs, while pursuing an academic infrastructure that will allow for a seamless transition for each child's progression into their academic careers.

Our experienced teachers invite you and your children to enjoy our facility and share in the excitement of a new beginning at The Woodlands Young Learner's Academy.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah K. Kaschik". The signature is fluid and cursive, with the first name being the most prominent.

Deborah K. Kaschik
Executive Director

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"Expanding Today's Young Minds – One Child at a Time"

I. SCHOOL CALENDAR & HOURS OF OPERATION

HOURS OF OPERATION

Unless otherwise notified, The Woodlands Young Learner's Academy hours of operation are Monday through Friday 6:30am to 6:30pm.

SCHOOL CALENDAR

The Woodlands Young Learner's Academy makes its best efforts to follow the **Conroe Independent School District's** schedule. The hours of operation are Monday through Friday throughout the year except for specific holidays below, and certain other days specified by TWYLA.

The Woodlands Young Learner's Academy Holiday Schedule		
New Year's Day	President's Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	The day after Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve	

II. ADMISSIONS & TUITION

ENROLLMENT POLICY

Enrollment in The Woodlands Young Learner's Academy ("TWYLA") shall be without regard to creed, race, ethnicity, national origin, sex, or religion.

The ongoing enrollment at TWYLA shall be at the sole discretion of TWYLA, its Executive Director or designee, based on, and in the best interest of the student, the expectation that the student will and continue to benefit from TWYLA's experience, and the general well being of the other students enrolled.

REGISTRATION

To secure an available space for your child's enrollment at TWYLA, please complete The Woodlands Young Learner's Academy Parent Agreement and Handbook, and the Enrollment Application in their entirety, and return both documents to TWYLA with your child's non-refundable Registration Fee.

The Registration Fee is paid annually at the beginning of each school year. Applicable Summer Camp Registration Fees are due at the beginning of any summer camp your child may attend.

DRESS CODE

Parents or guardians agree to provide The Woodlands Young Learner's Academy required uniforms for their child(ren). All students must wear their uniform Monday through Friday and for any field trips, unless otherwise notified by the Executive Director. Please review uniform information or visit our website at www.twyounglearners.com for ordering procedures and uniform pricing.

CHANGE OF CLOTHES / DIAPERS AND WIPES

Provide a complete change of clothes, season appropriate, including socks and two changes of underwear, to be kept at school in your child's cubby. REMEMBER TO LABEL EVERYTHING, see our website for labeling solutions.

If your child uses diapers, you shall supply disposable diapers and baby wipes. In the event diapers and wipes are not supplied, TWYLA may charge for the use of school supplies.

TUITION

Tuition and other associated fees are billed on a concurrent basis. The Tuition and Fee Guide outlines current pricing for each program and designates your choice of billing and payment cycle. The Tuition and Fee Guide lists other discounts and fees, if applicable. Any portion of tuition and associated fees paid five or more days after assessment may be subject to a late fee.

All students enrolling at TWYLA shall pay all tuition and associated fees on or before the first day of attendance. Tuition payments are prorated from your child's first day of attendance.

In order to maintain TWYLA's high level of services and standards, no portion of any paid or unpaid tuition or fees for that month will be credited or reimbursed in the event of an absence, holiday, withdrawal, or dismissal from the school.

Inability to maintain consistent tuition and fee payments may result in your child losing their attendance privileges at The Woodlands Young Learner's Academy, which will constitute a default, entitling TWYLA to all remedies as prescribed by law including but not limited to reasonable attorney's fees.

PAYMENT METHODS

We understand that paying monthly fees & tuition can be monotonous and easily forgotten in today's increasingly faster pace of life. To assist our families, we encourage TWYLA Parents to sign up for **Tuition Express**, The Woodlands Young Learner's Academy convenient tuition payment service. Signing up is easy and free. To sign up, complete the form or visit our website at www.twyounglearners.com.




VACATION CREDITS

Students who are enrolled at The Woodlands Young Learner's Academy shall be eligible to receive vacation credits. Each vacation credit is valued at \$100.00, and is awarded on the criteria shown below:

- ➊ After six (6) months of continuous enrollment, one (1) vacation credit is awarded;
- ➋ After one (1) year of continuous enrollment, two (2) vacation credits are awarded;
- ➌ After two (2) years, and every year thereafter, of continuous enrollment, three (3) vacation credits are awarded;
- ➍ A maximum of three (3) credits, per child are awarded each calendar year;
- ➎ Vacation credits not used in the calendar year in which they are awarded will not carry forward to any future years;
- ➏ Vacation credits shall only apply to tuition fees, and only to the extent of the Tuition Fees during the time not in attendance. All other normal fees shall apply;
- ➐ Vacation credits are not transferable; and
- ➑ To redeem vacation credits, The Woodlands Young Learner's Academy requires at least two (2) weeks notification before using the credit(s).
- ➒ Vacation credits may only be used when the child is not in attendance.
- ➓ Part time students shall only receive 50% of the value of the credits.

TUITION DISCOUNTS

The Woodlands Young Learner's Academy offers the following on-going tuition discounts:

DISCOUNT TYPE	AMOUN	DESCRIPTION
 Multi-Child Enrollment	10%	For families having more than one child enrolled. Discount is for tuition only.
 <i>TWYLA Employer Advantage Program™</i>		This will vary based on each individual company enrolled.
 Tuition Pre-payment For Entire Year (8+ months)	10%	Pre-paying tuition by school year (does not include summer programs)

All tuition discounts and programs offered by The Woodlands Young Learner's Academy are applied to monthly tuition only, and only one discount type per child per family. The Woodlands Young Learner's Academy will apply the greater of any discount in which you are eligible. For eligibility and additional information, please contact the Executive Director.

RETURNED PAYMENTS

Any returned checks or credit/debit card submissions to TWYLA shall be subject to a processing fee, and any two checks or credit/debit card submissions consecutively returned to TWYLA will result in your account status being placed on a cash basis. In the event, you request TWYLA to re-submit any check or credit/debit card payments, and it is returned, then additional processing fees will apply.

III. ATTENDANCE & WITHDRAWAL

DAILY ATTENDANCE & LATE FEES

Parents/Guardians or authorized pick-up and drop off individuals shall complete the signing in and signing out process each day their student attends The Woodlands Young Learner's Academy.

TWYLA understands that external circumstances outside the control of our parents are inevitable and may result in a delay in picking up your child, are inevitable. In acknowledging these events, TWYLA anticipates that our parents will, make all reasonable efforts to arrive on time for student pick-up. In addition, it is not TWYLA's intent to implement or enforce a rigid "Late Fee" schedule. However, continual or repeated occurrences of late pick-ups may be subject to having a late fee applied.

Any student left at The Woodlands Young Learner's Academy for an unreasonable amount of time without The Woodlands Young Learner's Academy successfully contacting or locating an authorized pick-up person, The Woodlands Young Learner's Academy shall be obligated to contact the proper authorities including Texas Department of Family and Protective Services and Child Protective Services.

If The Woodlands Young Learner's Academy believes a parent, guardian or any other person authorized to pick-up your child is picking up your child under the influence of drugs or alcohol, The Woodlands Young Learner's Academy will immediately contact the appropriate authorities including local law enforcement and Texas Department of Family and Protective Services and Child Protective Services.

FAMILY CHANGES

Please notify The Woodlands Young Learner's Academy of any changes to family status, address and contact information as soon as the information changes. We would not want an emergency situation to happen and discover the information we have on file about your family has not been updated.

WITHDRAWAL

Students withdrawing from school should submit a two week written notice before the student's withdrawal date. Verbal notification of a student's intended withdrawal is not an official notification, and will not be considered as a withdrawal notification. All normal fees and tuitions will apply during that final month.

In the event notice is not given, The Woodlands Young Learner's Academy will charge your account an amount not to exceed one half month's normal fees and tuitions.

IV. MEALS & SNACKS

BREAKFAST, LUNCH, AND SNACKS

TWYLA will provide a nutritious breakfast, one AM and one PM snack for all students attending class. In addition, TWYLA will make available one balanced, nutritious lunch daily.

The lunch will include a main course, dessert/fruit, and a non-carbonated drink. Any food exceptions to the posted menu due to a medical condition will require a health care provider's documentation, and religious food exceptions must be noted at the time of enrollment. Please note that TWYLA makes no guarantees that menu substitutions are available for religion; however, TWYLA will make every effort to accommodate students requiring such substitutions.

Monthly menus are available online at www.twyounglearners.com and available at the front desk at the beginning of each month.

Since menus and lunch count requirements are prepared on a monthly basis, refunds or credits are not available for missed classes, lunches or meals from home.

If you should elect to provide lunch from home, please ensure that the lunch is packed independently of other items i.e. in a lunch box or brown paper bag, and the packaging is clearly labeled with your child's name on the outside. In addition, please avoid packing carbonated drinks, as they are prone to leak. No food items that contain or that have been exposed to peanuts are allowed.

"BYE-BYE" SNACKS

TWYLA understands that after a stimulating day of learning, sometimes our students need a "Bye-Bye Snack." With that in mind, TWYLA welcomes you to take a complimentary "Bye-Bye Snack" to tide your Young Learner over until dinner.

V. SCHOOL POLICIES

BIRTHDAYS


The Woodlands Young Learner's Academy is honored to assist you and your family in celebrating your child's birthday. Any goodies brought in for the celebration are purchased from a provider in advance, and that there is enough treats for every child in your child's classroom. See your child's teacher or the Executive Director for an accurate student count and to discuss the celebration.

DISCIPLINE & CARE OF SCHOOL PROPERTY

TWYLA teaches students to adhere to school rules and respect the rights and property of others. TWYLA will contact you, if your child does not respond to the positive methods of discipline or abides by this policy. Refer to Appendix for a detailed description of our discipline policies.

TWYLA's "School Rules" revolve around three principles:

 "If it's not yours – don't take it"

 *"If it's not true – don't say it"*

 *"If it's not considerate of others – don't do it"*

Damage of school property or fellow student's property by any child is the responsibility of the parents. In the event of any property damage, the Executive Director will contact you to discuss replacement solutions.

LOST AND FOUND

To ensure that your child returns home with their personal belongings, take care to label all articles of clothing, including any backpacks, coats, shoes, or lunch boxes that your child may bring to school.

For your convenience, Young Learner Parents may purchase customized labels for your child's clothing and accessories. Please ask any member of our Leadership Team or visit our website at www.twyounglearners.com for product and ordering information.

PROHIBITED ITEMS

Gum, sodas, candy, chips, etc. Lunches brought to school must follow the guidelines set by the Texas Department of Family and Protective Services. We also discourage bringing popcorn, grapes, nuts, and hot dogs for children 3 and under.

Chewing gum on school grounds is prohibited.

REST TIME

Children younger than 5 are scheduled for a rest time during the day. This time is scheduled after lunch and the children go down for their naps for approximately 2 hours.

SHOW & TELL

From time to time children will be asked to bring special items on certain days for Show & Tell. Please review information and discuss with your child's teacher regarding appropriate items.

TRANSPORTATION

The children will be transported off campus to and from public schools and all field trips on The Woodlands Young Learner's Academy vehicles and driven by experienced, qualified drivers.

EMERGENCY CARE

The Woodlands Young Learner's Academy provides emergency care as authorized in the Enrollment Application.

OUTDOOR ACTIVITIES

The Woodlands Young Learner's Academy provides scheduled supervised daily outdoor activities for each child on age appropriate equipment. Each play area is specifically designated and defined for the appropriate age group and is continuously monitored for appropriate behavior and safe play.

INTERNET USE

Integrating technology is an important aspect of The Woodlands Young Learner's Academy curriculum and philosophy. To maximize today's technology, I hereby authorize my child to have access to the Internet via The Woodlands Young Learner's Academy approved access provider only, and with teacher consent and continuous supervision at all times, I understand that notwithstanding all security and firewall measures put in place by The Woodlands Young Learner's Academy, exposure to inappropriate subject matter may inadvertently occur.

By signing the Parent Acknowledgement, you agree to indemnify, defend and hold harmless The Woodlands Young Learner's Academy, its employees, affiliates, and authorized agents, from any and all claims, demands, actions, liabilities, and expenses, resulting from or related to your child's use of the Internet, and further hereby waive any and all claims that may arise or I may have against The Woodlands Young Learner's Academy its employees, affiliates, and authorized agents from my child's use of the Internet, and the use thereof by The Woodlands Young Learner's Academy's teachers, administrators, officers, principals, employees, and other students.

OUTSIDE SERVICES

The policy of The Woodlands Young Learner's Academy is not to offer any childcare or educational services off its premises, except school sponsored events, which are authorized in advance by each attending student's parent/guardian.

In the event, that any parent/guardian makes arrangements with any staff or faculty member of The Woodlands Young Learner's Academy, to provide any childcare, educational service, or any other service either directly or indirectly associated to services offered by The Woodlands Young Learner's Academy, such services are provided by that employee or staff member on an independent basis.

In addition, any employee, providing such service, is not acting as an employee, agent, representative or affiliate of The Woodlands Young Learner's Academy, and further, under no circumstances does The Woodlands Young Learner's Academy offer assurances or guarantees that the employee is able to perform such services outside a professionally supervised environment, and no assurances or guarantees should be implied or inferred under any circumstances.

In addition, I agree to indemnify, defend, and hold harmless The Woodlands Young Learner's Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, affiliates, and authorized agents, whom voluntarily provide such services.

STUDENT INFORMATION

Texas State Law requires that each student's parent/guardian update the information provided herein with any necessary changes, and such changes shall be dated and initialed by the parent or guardian and Executive Director or designee.

PHOTOGRAPHY & VIDEO

By checking "Grant" in The Woodlands Young Learner's Academy Enrollment Application, I acknowledge that The Woodlands Young Learner's Academy may use photographs, video, and/or sound recordings of my child for any school purpose, including but not limited to marketing, promotional, publicity, or community awareness without compensation, and all film, negatives, recordings, and video are the exclusive and sole property of The Woodlands Young Learner's Academy.

SOLICITATION

The Woodlands Young Learner's Academy has a zero tolerance policy with regard to the distribution of any sales material, advertisements, or any other type of literature, in or on our school campus.

ENROLLMENT AGREEMENT

Your child's original copy of The Woodlands Young Learner's Academy Enrollment Agreement and the Parents Agreement/Handbook signature page is kept on file at all times during your child's enrollment at The Woodlands Young Learner's Academy. Should you wish to review The Woodlands Young Learner's Academy Parent Agreement and Handbook, please visit our website, www.twyounglearners.com, or ask for a current copy at the front desk.

AMENDMENTS & CHANGES

The Woodlands Young Learner's Academy reserves the right to change or amend at its sole discretion this Parent Handbook and Agreement at anytime and without notice to comply with governmental requirements or for any other reason necessary.

VI. STUDENT HEALTH & WELLNESS

ALLERGIES

Please notify the Executive Director of any allergies your child may have so that we may take the appropriate actions necessary to maintain the comfort and health of your child.

HAND WASHING

As part of The Woodlands Young Learner's Academy total learning experience, it is our goal to instill our students with the best personal skills, including hygiene. All of our staff members both adhere to and teach our students to wash their hands after any visit to the restroom, before mealtime, after diaper changing, and on any other occasion where hands may be dirty.

ILLNESS

Any student becoming ill or having exhibited signs in the previous 24-hour period of an oral temperature of 100° or greater, intestinal irritation accompanied by diarrhea or vomiting, an undiagnosed rash, or abnormal or excessive discharging from the ears, eyes, and nose, shall not remain at school, nor will be admitted to school for classes.

The Woodlands Young Learner's Academy will notify parents/guardians immediately after observing any signs of such ailments, and after notification, it is the parent/guardian's responsibility to arrange to pick up their child within one (1) hour.

Any student exposed to or have contracted any communicable or infectious diseases shall not return until the disease is treated by the student's physician as listed in the Enrollment Application or other health care professional, and is no longer contagious. The Woodlands Young Learner's Academy will require written notice from the physician or health care provider treating any such diseases or infections' validating the student is able to return to classes.

COMMUNICABLE/CONTAGIOUS DISEASES

The Woodlands Young Learner's Academy will immediately report, in writing, any occurrence of contagious disease your child may have, either directly or indirectly, encountered any type of contact.

Any student who is absent because of a communicable disease, must have written authorization from a professional health care provider confirm that the child is no longer contagious, before returning to classes.

IMMUNIZATION & MEDICAL RECORDS

To maintain a healthy campus, you must submit your child's most recent immunization and medical records before attending the first day of classes. In addition, each student's medical records must be updated each year in accordance with Texas State Law.

MEDICATIONS

Only authorized personnel of The Woodlands Young Learner's Academy will administer "Approved" over-the-counter and/or physician prescribed medication upon your completion of the Medication Authorization form for each type of medication to be administered. All prescription medicines must have the prescribing

physician's name and prescription number clearly visible and affixed to the medication on the original label provided by the pharmacists.

By signing the Parent Acknowledgement in section twelve (XII) of this Parent Agreement and Handbook I hereby acknowledge that the personnel designated by The Woodlands Young Learner's Academy to administer approved over-the-counter and/or physician prescribed medications will only dispense said medications in strict accordance with the instructions provided on the original labeling of each individual medicine. Under no circumstances will The Woodlands Young Learner's Academy or its employees, agents, representatives, affiliates, or volunteers deviate from the original labeling administering/dosage instructions.

I acknowledge and understand that my authorization for The Woodlands Young Learner's Academy to dispense any approved over-the-counter and/or physician prescribed medications is purely for convenience. Further, I understand and agree that no member of The Woodlands Young Learner's Academy leadership team or its employees, agents, representatives, affiliates, or volunteers are specifically trained to administer any such medications.

By consent and signature of the Parent Acknowledgement I agree to indemnify, defend, and hold harmless The Woodlands Young Learner's Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, agents, representatives, affiliates, or volunteers, who may administer approved over-the-counter and/or physician prescribed medications to my child.

VII. SCHOOL SAFETY

INCLEMENT WEATHER

In the event of severe weather such as hurricanes, flooding, icy streets, etc. please visit our website www.twyounglearners.com and listen to the local radio or television station for instructions. TWYLA will follow Conroe Independent School District course of action concerning school closings.

SIGNING IN/OUT

To ensure the security of each student, The Woodlands Young Learner's Academy requires that each day your child attends school; you must sign your child in and out.

A touch-screen sign in monitor is conveniently located in the lobby.

If someone other than you will be picking up your child from school, that person must be on file or listed on the **Alternate Release Authorization Information** in section two of our enrollment form. In any case, anyone picking up your child other than you must check-in at the front desk and show picture ID.

VISITORS

Parents are welcome at TWYLA at any time. All adult visitors must sign in and receive a visitor's pass at the front office before they can visit any area of the school. TWYLA will not allow student-age visitors unless accompanied by the parent of a student presently enrolled at TWYLA.

NEW REQUIREMENTS REGARDING GANG-FREE ZONE INFORMATION

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section §42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

When do I have to comply with the new requirements?

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately. Licensing staff will be offering technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers may want to update their operational policies and procedures to include information mandated by this law.

For further information please contact your licensing representative or your local licensing office.

VII. YOUNG LEARNER PARENTS

We recognize that being a parent is a tireless and fulfilling job but can sometimes be hectic as well, so we have designed a few “*Young Learner Parent Perks*” that we believe will make your daily routine just a little bit easier.

PARENT PARTNERSHIPS

At The Woodlands Young Learner’s Academy, we feel honored to have your child as a student at our school. Our first priority is providing an exciting and safe educational experience for your child. We believe that in order to fulfill our responsibility to you and your family requires developing a “*Partnership*” with our Young Learner Parents.

TWYLA JAVA STOP

Morning times are hectic for all families. Understanding the morning mayhem, The Woodlands Young Learner’s Academy invites its parents to relax for a few minutes and enjoy a cup of coffee from the ***TWYLA Java Stop™***, our complimentary lobby coffee bar, or just stop by for a quick refill to finish that drive into the office, every morning.

TWYLA CORPORATE SERVICES

The Woodlands Young Learner’s Academy offers its Young Learner Parents complimentary Corporate Services in its lobby that include, faxing, wireless internet, and copying and notary services.

TWYLA DRY CLEANING CLUB™

Whether you are in a hurry or appreciate convenience, the ***TWYLA Dry Cleaning Club™*** is for you! As a TWYLA Parent, you can enjoy the benefits of “one stop shopping” while dropping off your child for the best early childhood education available, and you may leave your clothes to be professionally laundered by a locally recognized laundry service, and pick them up again in our lobby while picking up your child from an exciting and fulfilling day of academic adventure. See any member of our Leadership Team for enrollment details.

EMPLOYER ADVANTAGE PROGRAM™

In today’s environment, where many companies are focusing on developing long lasting relationships with their employees, these employers recognize the overall effects and piece of mind many employees have when they know their child is in the best learning environment possible.

If you would like The Woodlands Young Learner's Academy or the Young Learners Foundation to contact your employer to discuss enrolling in the ***Employer Advantage Program™***, please the Executive Director today to make your employer our next partner!

COMMUNICATION

One of the key indicators to ensure that your child is receiving the best early childhood education for their future is the communication between parents and their students, and more importantly, between our parents and our teachers.

The Woodlands Young Learner’s Academy utilizes a variety of communication tools in providing our parents with the most accurate and up-to-date information concerning your child’s daily events and triumphs.

Parents with students in our Early Learner program receive daily activity reports; each enrolled student receives a comprehensive annual parent-teacher conference, our periodic newsletter publication, ***TWYLA Times***, each core curriculum teacher will have an individual e-mail address for direct communications, and continuous website updates at www.twyounglearners.com.

TUITION EXPRESS

Our electronic payment service eliminates the requirement to write checks every month, and offers Young Learners Parents the convenience of establishing recurring monthly payments through a credit card, check/debit card, or checking account. You will receive a monthly invoice showing your tuition amount and any other incurred fees before your account is debited.

REFER-A-LEARNER™

At The Woodlands Young Learner's Academy, we pride ourselves in developing lasting relationships with our students and their families beyond their experience at our school. Introducing other families to The Woodlands Young Learner's Academy is the greatest way our families can show their appreciation and support for us.

In appreciation of our parents, who want to share their experience with other families, The Woodlands Young Learner's Academy developed the *Refer-A-Learner Program™* for our dedicated parents who refer other families and friends to our school.

The program is simple, when your family and friends enroll; ask them to include your name, and your child's teacher's name on the enrollment form. After one month of continuous enrollment by your family and friends, we will issue a credit for \$100.00.

TWYLA TIMES

Our periodic newsletter, *TWYLA Times* is published for your convenience, and is readily available in convenient formats: an electronic distribution to all families, and via our website www.twyounglearners.com.

Each issue is dedicated to keeping our Young Learner Parents updated and informed on what is happening at school, future/upcoming events, guest speakers, special visitors, and curriculum information.

YOUNG LEARNER'S PARENT CODE OF CONDUCT

The Woodlands Young Learner's Academy expects and maintains a level of courtesy and professionalism; therefore, under no circumstances will The Woodlands Young Learner's Academy tolerate abusive or profane language from any parent, guardian, or any other person thereof.

The Woodlands Young Learner's Academy policy also states that parents shall not physically punish children on school grounds, reprimand or accuse other students of misconduct, or speak disrespectfully or harshly to any employee or staff member.

In turn, all employees of The Woodlands Young Learner's Academy are required to maintain a professional and respectful attitude towards our parents at all times. All rules and policies are in place to ensure the safety of each child and caregiver in the facility.

As stated, The Woodlands Young Learner's Academy requests that all school concerns, matters, or inquiries be addressed directly to Executive Director. The Woodlands Young Learner's Academy reserves the right, at any time, to discontinue childcare or educational services described herein to any parent or child who jeopardizes the safety of the school, its students, or employees. The Woodlands Young Learner's Academy reserves the right, at any time, to discontinue childcare or educational services described herein to any parent or child who does not abide by the policies and procedures of The Woodlands Young Learner's Academy.

IX. YOUNG LEARNERS FOUNDATION

The Woodlands Young Learner's Academy Foundation is a volunteer program of Young Learner Parents. The Foundation coordinates and plans special events for students and teachers and organizes volunteers. Any of the schools fundraising activities are conducted through the Foundation.



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