

AITC

Arlington Infant Toddler Center

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819 Massachusetts Avenue

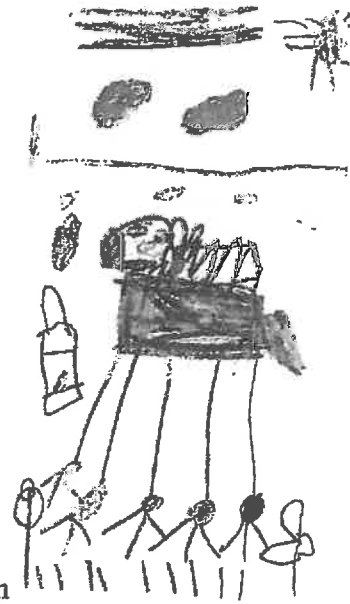
Arlington, Ma 02476

Tel: 781 646-7623

Fax: 781-646-7624

Email: aitc@verizon.net Website: ArlingtonInfantToddlerCenter.com

Hours: 7:30 am- 6:00 pm, Monday-Friday, 52 weeks/year



Arlington Infant Toddler Center

A loving and quality educational experience

Infant - Pre-Kindergarten

Ages 3 months to 5 years

Afi Afshar - Director

Nancy Butts - Assistant Director

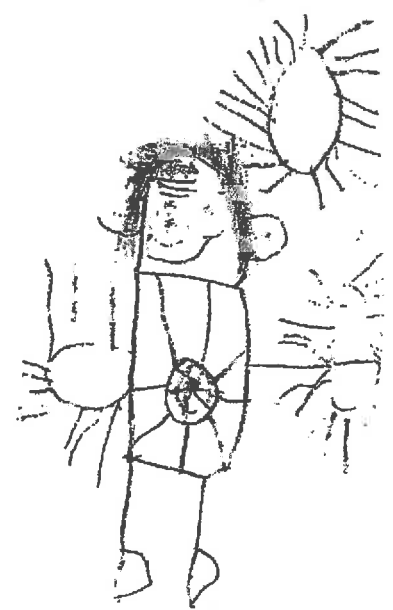
A.I.T.C. consists of six bright, safe and exciting classrooms,
as well as two outdoor play areas.

Staff:

Our Staff are experienced and certified by the Massachusetts Department of Early Education and Care. Along with having backgrounds in early childhood education and experience working with young children, our staff strives to develop a warm, caring, and loving relationship with children. This relationship is also carried over to their relationships with families. Staff and families are in contact on a daily basis and the staff is available at any time to discuss any concerns. A.I.T.C. also has a variety of weekly activities that are implemented into the daily schedule including 2 music classes, movement and games, Spanish class and a story teller.

Philosophy

The Arlington Infant Toddler Center provides a nurturing child development program for children three months to five years of age. Our experienced and creative staff designs a stimulating curriculum that both celebrates the individuality of each student and encourages children to work and play cooperatively with one another. Staff members create a loving environment, and keep in close contact with families in order to provide the most thorough and complete childcare possible. Low student-to-teacher ratios ensure the maximum amount of one-on-one contact and individual attention for each child. Additionally, educators provide support for the students to collaborate with one another at work and at play. Through shared activities, the children build a sense of empathy for one another as well as a feeling of belonging within their community.



Location

Conveniently located in the First Baptist Church (not affiliated).
Just a few minutes from Arlington Center.
Ample parking located in the rear.

Programs

INFANTS

3 months to 15 months

TODDLER I

15 months to 20 months

TODDLER II

20 months to 2 years, 6 months

PRE-SCHOOL

2 years, 6 months to 3 years, 4 months

PRE-KI

3 years, 4 months to 4 years

PRE-KII

3 years to 5 years

The program focuses on the individual needs of the children, coupled with their level of development. Infants are nurtured in an environment that gives them the opportunity for more flexibility through the developmental stages. Toddlers are given the opportunity to learn by exploring through their environment. Activities include climbing, singing, art, blocks, and outdoor fun. Preschoolers enjoy an active, exciting day in a safe environment, including a large outdoor playground. Children explore and learn through activities in fine and gross motor areas, health and safety, language skills, math, science, music, creative arts and crafts, Spanish, social studies, and multicultural experiences.

Families

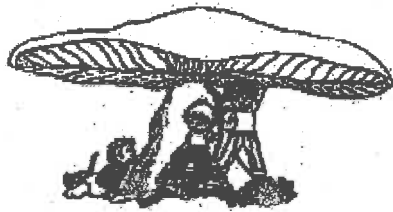
Families are encouraged to become involved in the center through the open door policy, quarterly family meetings, helping with field trips, and social events throughout the year. Social events often include holiday parties and our annual family picnic. Families are also informed through daily reports, monthly newsletters, daily emails, journals and progress reports.

Registration

Families interested in visiting the center are encouraged to call the director and set up an appointment. Families and children are encouraged to visit together. If a decision is made to enroll a child, an application form must be completed, accompanied by the following fees:

1. A \$50 non-refundable registration fee
2. Two weeks of the scheduled tuition as a retainer fee, which is refundable upon two full calendar month's written notice of your child leaving the program. Please see the parent handbook (pg 11) for clarity on this policy.

The Arlington Infant Toddler Center is a non-profit organization that does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political belief, marital status, sexual orientation, or disabilities and accords to all the same rights, privileges, programs and activities.



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CHILD'S FACE SHEET/ENROLLMENT FORM

Program: A.I.T.C. **Date of Admission:** _____
Child's Name: _____ **Date of Birth:** _____
Home Address: _____ **Primary Language:** _____

Telephone: _____ **Allergies/Special Diets:** _____
Sex: _____ **Skin Color:** _____ **Eye Color:** _____ **Hair Color:** _____
Height: _____ **Weight:** _____ **Identifying Marks:** _____

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name: _____ **Parent/Guardian Name:** _____
Relationship to child: _____ **Relationship to child:** _____
Bus. Name: _____ **Bus. Name:** _____
Bus. Telephone #: _____ **Bus. Telephone #:** _____
Hours at Work: _____ **Hours at Work:** _____
Cell Phone #: _____ **Cell Phone #:** _____
Starting Date: _____ **Desired Schedule:** _____

E-Mail Address: _____

(Parent/Guardian Signature)

(Date)

Holiday List 2016-2017

Back to School on Monday, January 4th, 2016 at 7:30am

Martin Luther King Jr. Day – Monday, January 18th

President's Day – Monday, February 15th

Cleaning Day – Friday, March 25th

Patriots Day – Monday, April 18th

Memorial Day – Monday, May 30th

Independence Day:

Friday, July 1st - Close at 12:30pm

Monday, July 4th

Cleaning Day - Friday September 2nd

Labor Day - Sept. 5th

Thanksgiving:

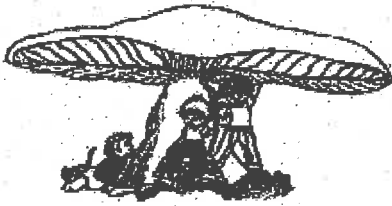
Closed early at 3pm on Wednesday, November 23rd

Closed Thursday and Friday the 24th and 25th

Christmas/Holiday Break:

Closed Friday, December 23rd Thru Sunday, January 1st

Re-open Monday, January 2nd, 2017 at 7:30am



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ARLINGTON INFANT TODDLER CENTER
2016/2017 MONTHLY FEE TUITION RATES

	<u>5 FULL</u>	<u>4 FULL</u>	<u>3 FULL</u>	<u>2 FULL</u>
<u>INFANT</u> 3 mos. – 15 mos. MONTHLY	\$2,445	\$2,155	\$1,700	\$1,327
<u>TODDLER</u> 15 mos. – 2.9 Yrs MONTHLY	\$2,205	\$1,991	\$1,671	\$1,266
<u>PRESCHOOL</u> 2.9 Yrs – 5 Yrs MONTHLY	\$1,978	\$1,768	\$1,466	\$1,082
<u>8 AM TO 4 PM SCHEDULE</u>				
Semi-Full Time (8:00 am to 4:00 pm) Note: This option is only available to 2.9 years old+ *early drop off 7:30-8:00 am available for \$6.00 per day*				
MONTHLY	\$1,554	\$1,399	\$1,179	\$ 861

**Please note that there is a one-time registration fee of \$50. Our hourly rate is \$19.00.*

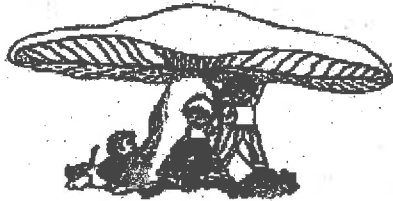
**All tuition is to be paid monthly in advance on the first business day of the month. If you pay your tuition after this day, you will be charged a \$20.00 late fee.*

**LATE PICKUP FEES: The center closes at 6:00 pm. It is unfair for teachers to stay beyond closing time. If your child(ren) is/are not picked up by 6:00 PM, a late fee of \$1.00 per minute per child will be charged until 6:15 pm. After 6:15 pm a late fee of \$2.00 per minute per child will be charged until your child(ren) is/are picked up.*

**SCHEDULE CHANGES: A written request must be submitted to the office 60 days in advance of any schedule change and must be approved by the director. Schedule changes will only be allowed if there is space in the program. No fee will be charged for the first schedule change; however, you will be charged a \$25.00 fee for each subsequent change.*

**BANK FEES: There is a \$25 fee in addition to the bank's fee for any returned tuition checks.*

**EXTENDED ABSENCE FEE: If your child will be out for longer than a month then you are responsible to pay 40% of your monthly tuition for each month your child is not here in order to hold a space for your child. This extended absence must be approved by the director.*



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2016/2017 MONTHLY FEE TUITION RATES

	<u>5 HALF</u>	<u>4 HALF</u>	<u>3 HALF</u>	<u>2 HALF</u>
<u>TODDLER</u> MONTHLY	\$1,434	\$1,236	\$ 913	N/A
<u>PRESCHOOL</u> MONTHLY	\$1,281	\$1,102	\$ 890	\$ 522

Half day schedules are from either 7:30 am to 12:30 pm or 12:30 pm to 5:30 pm.

*The late pickup fee (detailed below) also applies to half day schedules
(i.e. pickup after 12:30 pm for AM schedules and pickup after 5:30 pm for PM schedules)*

**Please note that there is a one-time registration fee of \$50. Our hourly rate is \$19.00.*

**All tuition is to be paid monthly in advance on the first business day of the month. If you pay your tuition after this day, you will be charged a \$20.00 late fee.*

**LATE PICKUP FEES: For children on a half day schedule, late fees also apply. If your child(ren) is/are on a half day schedule and are not picked up by 12:30 pm for AM schedules or 5:30 pm for PM schedules, a late fee of \$1.00 per minute per child will be charged for the first 15 minutes and \$2.00 per minute per child thereafter until your child(ren) is/are picked up.*

**SCHEDULE CHANGES: A written request must be submitted to the office 60 days in advance of any schedule change and must be approved by the director. Schedule changes will only be allowed if there is space in the program. No fee will be charged for the first schedule change; however, you will be charged a \$25.00 fee for each subsequent change.*

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