

## CHILDCARE POLICIES

The following rules pertain to Lil Friends Learning Center business policies. These policies are non-negotiable and are legally binding.

### Enrollment

Please initial where indicated:

- \_\_\_\_\_ 1 All information including medical, and activity forms must be completely filled out and returned before beginning childcare.
- \_\_\_\_\_ 2 The client understands that medicine forms must be filled out before any medication will be administered.
- \_\_\_\_\_ 3 Parent agrees to submit (on or before the first day of care) a copy of each child's current medical card or insurance card, as well as each child's immunization record.
- \_\_\_\_\_ 4 A two-week notice or two-week's pay must be given if parent decides to terminate their contract.
- \_\_\_\_\_ 5 The parent understands Lil Friends Learning Center is responsible for informing parent of any accidents occurring during the day. Accident forms are filled out, signed, and filed into the child's history folder.

### Payments

Payment for the week is due on the first day of the week. You have the option of paying in cash, by check, or by major credit card.

- \_\_\_\_\_ 1 If a payment is not made on the due date, you will be charged \$5 for each day that the payment is late.
- \_\_\_\_\_ 2 No spots will be reserved without a retainer fee being paid.
- \_\_\_\_\_ 3 Post-dated checks for childcare are not acceptable. Check must be dated for the day services are being paid.
- \_\_\_\_\_ 4 Returned checks will be assessed fees payable in cash or money order for:
  - 1. The full amount of the check, and
  - 2. A \$35.00 service fee my bank charges me, and
  - 3. Any additional fees incurred as a result of your check not clearing
- \_\_\_\_\_ 5 If two checks are returned, you must pay in cash thereafter.

### Hours/Days

Opening time for Day Care is 5:30 a.m. and pickup time is no later than 6:30 p.m. If you are late picking up your child, you will be charged a late pick-up fee of \$1.00 every 1 minute past closing time.

- \_\_\_\_\_ 1 The price for full time tuition includes 10 hours a day, five days a week. Anything over 10 hours a day/50 hours a week will be charged \$6.00 an hour.
- \_\_\_\_\_ 2 Parents will be charged for the full week whether the child comes for one day or all five. Holidays that fall during the week will be paid for even though we are closed.
- \_\_\_\_\_ 3 Once your child has been enrolled for 6 months you will receive 5 free days per year to use for vacations, etc. Otherwise, the full amount of tuition will be due on the same date specified each week.

**Holidays**

The following days are paid holidays for the Day Care provider. On these days the Day Care Center is closed, substitute care is not provided.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

**Meals**

The Day Care provides breakfast, lunch and an afternoon snack. The meals are nutritious well-balanced meals. You should be aware of meal times to ensure that your child is present.

BREAKFAST	8:00 AM
LUNCH	11:00 AM
SNACK	2:30 PM

If your child is dropped off after times noted above, it is your responsibility to feed your child before they come. No outside food or drinks should be brought unless special arrangements are made. This does not pertain to infants.

**Absences**

If your child is absent for any reason, you will still be charged the normal daily rate.

\_\_\_\_\_ 1 Parents will call before scheduled time of arrival if they are late or not coming that day.

**Illness**

If your child is contagiously sick, you will not bring the child into the Day Care center. If your child is ill, you will find alternative arrangements for childcare. When the child is no longer contagious and is healthy enough to actively play with other children he or she may come back to the Day Care Center. This helps protect the health and well being of all the children at the Day Care, and enables us to provide the best possible environment for the children.

These are common symptoms that a child has a contagious condition:

Active sneezing or coughing.

Colored discharge from nose.

A sore throat (with fever or swollen glands).

Discharge from eyes or ears.

Diarrhea (three or more watery stools in 24 hours).

Vomiting

A fever (a temperature of 100 degrees Fahrenheit or more).

An eye infection.

Rash (especially with a fever or itching).

\*\*Medication can be given if it is in the original container, labeled with the child’s name, and a signed authorization paper is included with the medication. However, if your child needs medication to get through their day they should be kept home.

**Clothing and Supplies**

Children’s belongings must have their name written on them. We cannot be responsible for lost items. Please send your children in appropriate clothing for the weather. All children that walk should come to daycare wearing shoes as the children do go outside.

Parents are urged to bring a small pillow & blanket for the children to use for naptime.

\_\_\_\_\_ 1 Parents will supply a change of clothes each day, even if their child is fully potty trained.

This includes school-aged children.

Parents are responsible for diapers, wipes, extra clothes and special-needs food. If you do not bring your child the necessities to get them through their day you will need to either bring the items or pick your child up.

**Pickup Procedures**

NEVER leave your child unattended. Always accompany them to and from their teacher.

- \_\_\_\_\_ 1 Only designated persons will be allowed to pick up the children in our care.

**Discipline Procedures**

- \_\_\_\_\_ 1 Children of new clients will be placed in our care on a two-week trial basis. This allows both parties to get acquainted with each other and see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative childcare arrangements.

In case of disciplinary measures, re-direction is used first, and if necessary, the time-out method is used. Time out is removing the child from the situation and placing him/her by him/herself for a period of one minute for each year of the child.

If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

**Termination**

The Day Care provider reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child. The Day Care staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw your child from the daycare at any time, for any reason. However, you must give a two-week notice when canceling service. If the Day Care is not given a two-week notice, you are still responsible for payment for those two weeks.

By signing this form you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of deposit, or both. This policy agreement is subject to change with two weeks written notice.	
Parent/Guardian's Signature	Date
Lil Friends Learning Center	Date