

A Family Daycare

DAYS and HOURS of OPERATION -

We are open Monday through Friday from 7:00am to 6:00pm. We are closed the following days:

New Years Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving (Holiday time includes the Thursday and the Friday)
Christmas

RATE OPTIONS -

Weekly Rate - \$185.00 per week (5 days), regardless of attendance. Payment for each weeks care is to be made on the Monday beginning each week.

Part-time Rate - \$45.00 per day. Payment for each week is to be made on the Monday beginning each week. Permanent part-time families will pay a weekly fee (regardless of attendance) based on number of days needed each week.

INITIAL ENROLLMENT -

Parents will receive forms and information and be asked to complete and return several of the forms before the child begins day care. These forms include the Parent Agreement/ Day Care contract, Enrollment form, and Physical/Medical form.

A deposit equal to one week's tuition will be expected. This will be applied to the child's last week's tuition provided the required 2 weeks notice is given upon termination of day care.

WITHDRAWAL/ TERMINATION -

We require two weeks written notice if you will be withdrawing your child from day care. If two weeks required notice is given, your initial deposit may be applied toward the amount of the last week's tuition. If the required two weeks notice is not given, your deposit will not be refunded.

ARRIVAL/ DEPARTURE -

A parent or authorized adult must accompany the child to day care each morning to get the child settled for the day. A parent or authorized adult must also pick up the child at the end of the day.

We ask that you notify day care if your child will not be in attendance on any day or will arrive at a different time than your normal drop off time.

If you will be away from your place of employment, be sure to leave a number where you or an authorized person can be reached in case you are needed for an emergency.

We must have on file names, addresses and phone numbers of all persons that are authorized to pick up your child. Please be aware we can only release your child to an authorized adult over the age of 18. If your child is ever to leave with an adult who has not been previously designated on official record, a written notification regarding this is required and should be given to the provider.

If someone new comes to pick up a child without notification, the child will not be released until a parent can be reached for verification. Our goal is to maintain total safety for all the children in our care.

LATE POLICY -

All children need to be picked up no later than 6pm. Please notify us if you are going to be late. Anyone picking up after 6pm will be charged a late fee of \$5.00 for every 30-minute period after 6pm unless prior arrangements have been made. This late fee will be applied to your account and will be due with the next weekly payment. Chronic lateness will result in termination of services.

In the event your child is still at day care after closing and we have not heard from you, we will take the following steps:

1. Attempt to reach you at home, work or school.
2. Call people listed in your emergency contacts.
3. Call Child Protective Services, if no one has been reached by 7:30pm.

Arrangements can be made for routine early drop offs (before 7am) or late pick up times (after 6pm) if provider is able to meet requests. Fees will be added to weekly tuitions based on degree of change.

PAYMENT POLICY -

A one-week tuition deposit is required upon enrollment. Written notice is required two (2) weeks in advance of withdrawing a child from day care. The amount of deposit will be applied to the child's last week of enrollment if the required two-week notice is given.

Tuition payments are to be made on the Monday beginning each week. If payment is not received by Wednesday, you will be charged a late fee if \$10.00. If payment is not received by the following Monday, services will be terminated. Payments should be handed directly to the day care provider each Monday. Do not mail in payments.

We will charge a \$35.00 handling fee to process any check returned to us due to insufficient funds. Upon receipt of second such check, all future tuition payments must be paid in cash or by money order.

VACATIONS -

The provider will take two vacations per year - Spring/ Summer and Fall/ Winter. The provider will try to give 2 months notice to parents regarding these vacation dates.

Parents need to give vacation notice to the provider as soon as dates and plans are known. **Parents are expected to pay for the time they are away on the last day of attendance prior to their leaving for vacation.**

GRIEVANCE POLICY -

Parents are asked to address day care concerns to provider. It is our goal to care for children and provide them with a happy and safe environment. We hope that our attempt to provide such care also meets the needs of the parents. We can only achieve this with parent's co-operation and willingness to discuss with the provider any concerns.

UPDATING RECORDS -

It is the parent's responsibility to notify day care when any information on the registration form has changed. This includes such things as changes in phone number, address, physician, emergency contacts, and health related information.

DATA PRIVACY -

The only person permitted to see your child's record (attendance, phone numbers, health info, emergency info) will be you and the provider. Information will not be given to others without written consent of a parent or legal guardian.

We will not verify your child's enrollment to anyone without your written consent.

CLOTHING -

Children should wear clothing that is comfortable, washable, and suitable for all activities, including sitting on the floor, outdoor play, painting, and other messy activities. A complete change of seasonally appropriate clothing in your child's current size should be provided for each day. An additional supply of clothing should be provided if toilet training is taking place. If the extra clothes get used, please be sure to replace them the next day. Please ID all clothing and items brought to day care with the child's name.

Please dress children according to weather conditions, as outdoor play is part of our daily schedule. Coats (+/- mittens) are important on colder days and boots should be worn on rainy, muddy, damp days. For sunny days, sunglasses, sun hats and sunblock should be provided for your child's protection.

SUPPLIES -

Parents are responsible for providing the following supplies for their children each day:

- 1 diaper wipe container as needed (80ct package lasts approx. 8 days)
- Diapers - estimate 4-6 diapers per 8 hour day.
- 1 crib sheet and 1 blanket
- Complete change of clothes (seasonally appropriate)
- Bibs (equal to 3 changes per day) (for babies)
- Formula/ Breast milk/ Baby food
- +/- toothbrush and small tube of toothpaste.

Toys from home are to be limited each day so as not to confuse them with other children's or get lost. All items brought to day care must be permanently labeled with child's name.

RECOGNITION AND REPORTING CHILD ABUSE -

All staff of childcare centers are mandated reporters of child abuse or neglect. As such, we are required to notify the proper authorities if there is reasonable cause to suspect physical, sexual, or emotional abuse or neglect, or maltreatment of any child enrolled in day care.

In addition, we reserve the right to delay the release of a child to a parent, or other adult, if we have reason to believe the adult is impaired by alcohol, drugs, or is in any way incapable of assuming responsibility for the child including not having a car seat to transport the child in. We will contact emergency names listed in the child's file in order to make an appropriate determination regarding the release of the child.

HEALTH POLICY -

Little children often get sick. You should keep your child at home throughout the duration of any illness to expedite the healing process and avoid getting the other children sick. Each illness is different. Provided below are state recommendations for most childhood illnesses and the requirements for keeping children out of daycare until they are well.

Prior to enrollment, all children must be seen by a licensed medical practitioner to verify the overall health of the child and document that immunizations have been administered according to the recommendations of the Georgia Department of Health. Children who are not in compliance may be refused entry into day care.

To maintain a healthy environment, children who are ill may not be in attendance. Parents will be notified if their child shows symptoms of illness. Parents will be asked to pick up their child if their child is ill. Please note that 24 hours is commonly used as the length of time a child must remain at home after the child is better (no fever, vomiting etc.). This is a minimal amount of time and will preclude children from returning to childcare when so indicated.

Certain childhood illnesses require that children be excluded from group care environments. The following chart describes the illness and the enforced length of time a child must remain at home. Any child who comes to childcare with these illnesses, or develops these symptoms after arrival, will be sent home. This chart is for your convenience in determining when your child may return to care following one of the childhood illnesses. In all cases, childcare has the final determination on a child's attendance.

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| Chicken Pox..... | May return after all lesions are crusted. |
| Conjunctivitis..... | May return 24 hrs after start of treatment if symptoms of drainage and tearing have disappeared. |
| Croup..... | May return after illness subsides. |
| Diarrhea..... | May return 24 hrs after last loose stool or after one normal bowel. |
| Vomiting..... | May return 24 hrs after last episode. |

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| Rubella..... | May return after the illness subsides, at least 7 days. |
| Hepatitis..... | May return after the illness subsides, at least 7 days. |
| Impetigo..... | May return 24 hrs after start of therapy. |
| Fever..... | Over 100 under arm, parent will be notified to pick up child. May return 24 hrs after normal temperature. |
| Influenza..... | May return 24 hrs after start of therapy. |
| Measles..... | May return 7 days after start of therapy, at least 4 days after onset of rash. |
| Lice..... | May return when nit free. |
| Whooping cough.... | May return 7 days after start of therapy. |
| Pin worms..... | May return after therapy is completed. |
| Roseola..... | May return 7 days after start of therapy. |
| Scabies..... | May return 24 hrs after start of therapy. |
| Strep throat..... | May return 24 hrs after start of therapy. |
| Poison Ivy..... | May return after oozing has subsided from lesions. |
| Spinal meningitis... | When health department informs it is safe. |
| Mumps..... | May return 14 days after swelling begins. |
| Rashes of Unknown Origin..... | May return after rash subsides or when written permission is given by a physician. |

The only exception to the guidelines above is infant teething. When children are teething, sometimes they run a low-grade fever. If the child has been seen by a physician and returns with a note, we will administer Tylenol or Motrin to treat the fever. We can only administer fever reducer for 3 days. If the fever continues or runs higher than 100 when taken under the arm, the policy stated above will apply.

Parents must notify day care as soon as they know their child will be unable to attend due to illness. We ask to be kept informed of a child's illness and estimated return date to day care. Attempts will be made to contact parents that forget to call in. A child will be terminated from care if parents become unreachable by phone.

The provider will call parents to inform them of illness within the family home as soon as it is known. The provider reserves the right to cancel any day care session due to illness in the home. Parents may keep their children at home on such days or choose to allow their children to attend day care provided that the day care has not been closed for that day. Any day care sessions cancelled by the provider, due to illness only, will be considered "no charge" days. Parents will not be expected to pay their regular rate for that day.

MEDICAL FORMS -

In accordance with state law, all children must have a health record form (including required immunizations), filled out and signed by a physician within 90 days prior to admission to childcare. The medical form must be updated by a physician on an annual basis.

FIRST AID AND EMERGENCY CARE -

First aid is administered at childcare for minor cuts, scratches, etc. When an injury requiring more significant medical attention occurs, an "Accident Report" will be filled out and placed in the child's folder. Parents will be made aware of any and all accidents or injuries.

An Emergency Release Form must be completed by each family prior to enrollment. In the event of an accident or illness requiring immediate emergency room care, we will secure such care and immediately notify parents or legal guardians to meet their child at the emergency room. If your insurance carrier requires notification before admittance or requires a specific hospital please note the details on your child form and talk with the provider about the specifics.

Please remember... If you are going to be away from your place of employment, be sure to leave a phone number where you can be reached in case you are needed for a medical emergency.

MEDICATIONS -

Prescription medications can be administered only upon written authorization of a physician. Please remember to ask your physician for authorization during your visit. All medication must be clearly labeled with name of child and dosage instructions. Medication is kept out of reach of children. You may pick up your child's medication at the end of the day from the provider. Never leave medication in your child's bag, or clothing articles-hand directly to provider.

Over-the-counter medications may be given with written authorization from the parent provided that the dosage instructions are consistent with those on the label. If the dosage is different, it can only be administered with written permission from a physician.

MEALS -

Until about 10 months of age, parents of infants will provide formula/breast milk and food for children. Formula/breast milk should be prepared at home in specific bottles/amounts to be given throughout the day. Unused formula/breast milk will be discarded after each feeding so please plan accordingly. Bottles and food containers must be labeled with your child's first and last names to help prevent loss. These articles must be taken home each night.

Older children will be offered well-balanced meals and snacks. Breakfast, lunch and snacks are available to children. Those children needing breakfast need to be dropped off no later than 7:30am as breakfast will be served until 8:00am. This helps me to regulate the day care schedule to meet the needs of all parents and their children. Please notify childcare of your child's likes and dislikes to help round out their daily meals. If your child may not eat certain foods because of allergies or religion, please bring in a doctors note. The cost of meals is included in your weekly fee.