Debbie's Preschool & Childcare
Policies and Procedure

HOURS OF OPERATION

My childcare hours of operation are from 7:30 A.M. until 5:00 P.M. You are paying for a space in the childcare home, not for actual attendance. NO FEE PAYMENT is deducted for no-shows, holidays, or sick days.

DEPOSIT

A deposit of $250 will be required to hold a spot in Debbie's Preschool & Childcare. I will hold your deposit for 48 hours. After 48 hours, you forfeit the deposit if you choose to not enroll your child in my childcare. Deposit will be applied toward your first month of care.

FULL-TIME

Full-time childcare is more than 25 hours per week. With a maximum of 10 hours per day.

PART-TIME

Part-time childcare is less than 5 hours per day or 25 hours per week. Hours will be negotiated at enrollment. Part time students exceeding 25 hours per week will be charged $10 per hour for additional hours.

RATES

The scheduled fee for your full/part –time spot is $_____ per month. Full payment is due in advance on first day of attendance and monthly there after. Check is made out to Deborah Bishop. School age children, enrolled part time, will be required to pay the full-time daily rate when school is not in session. You many be subject to an increase of 2% on the month following your enrollment anniversary each year. Example; You enroll on 2/14/13, on 3/1/14 your increase would take affect.

LATE FEES

The charge for late fee is $1.00 per minute. Late fees will begin one minute after your contracted pick up time. I understand on occasion there are delays; I will forgive one 15-minute late pick up per month. Please pick your child up on time.Please add late fee to your check the following month.

RETURNED CHECK CHARGE

The fee for a returned check is $25.00 and any other fees accrued due to insufficient funds. If more than one check is returned, cash payment will be required.

VACATION

Parents will be charged full fees for their vacations. Please pay with a post dated check, on your child's last day of attendance prior to your vacation. Debbie's Preschool & Childcare is closed on 13 legal holidays as well as an additional four days and the week between Christmas and New Years. Holiday schedule will be attached.

DIAPERS/WIPES

Disposable diapers and wipes must be provided by the family. Please provide one tub of wipes per month. If you would like to use cloth diapers the staff at Debbie's Preschool & Childcare will diaper your child with cloth diapers that you provide. Extra sets of clothing and diaper covers shall be left at the childcare. All laundering of soiled diapers and clothing will be the parents responsibility.

ARRIVAL/DEPARTURE

Please notify me by 7:00 A.M. if your child will be arriving later, or not coming at all. Children over a year old, arriving after 8:00 A.M, need to be completely dressed. Please insure that children are appropriately dressed for play and the weather. Consider practical clothing when dressing for childcare. To protect the children's feet, no open toed shoes permitted. During drop off and pick up hours, I am busy caring for children and interacting with all the incoming parents. Please limit your time in the childcare. If you need time to confer with me, please set up an appointment.

TOILET TRAINING

Toilet training is a challenge for the parents, the provider and especially the child. For training to be successful, your child must be physically ready. For most children the appropriate age level is approximately 2 years and 9 months of age. To insure both physical and emotional development, I do not usually consider toilet training until your child is 2 1/2 years old. If you feel your child is ready earlier, please feel free to discuss the training process with me. Toilet training can take a few days to several weeks. When we decide your child is ready, he/she will wear cloth underpants for two weeks (pull-ups will be provided by you and used at my discretion). During this time, we will

take the child to the restroom every 2-3 hours. At the end of the two weeks, if the child is not going to the bathroom on their own, we will put them back in diapers for at least one month before trying again.

NAP TIME

Nap time is 1:15-3:30 P.M. Older children not requiring sleep may stay up and quietly work on school readiness activities.

PARENTS TO PROVIDE

For Infants

- Formula
- Diapers/wipes
- Family photo for our family area

- All children need a complete set of clothes (shirt, pants, socks and under clothes) to be left here.
- Children 18 months and older, napping in childcare need a crib sheet to cover their nap pad, a blanket to cover themselves and a pillow case to store these items.

Current copy of Immunizations (please provide me with a new copy each time your child gets new immunizations).

All forms must be returned having been completely filled out, before a child enters my care. All forms must be completely up to date. This is my only way of contacting you in the case of an emergency.

I prefer that toys not be brought to childcare. It is very difficult for young children to share their own belongings.

DISCIPLINE

I define discipline as a means to guide children away from behaviors we don't encourage and promote behaviors we find favorable. Assisted communication with the children is the best way to handle a confrontation between the children. Assisted communication with the children supports and encourages conflict resolutions skills. Strong conflict resolution skills strengthens social and emotional development.

SPECIAL ACTIVITIES/FIELD TRIPS

I will inform you of any special activities or field trips. Special activities or field trips requiring extra costs will be the responsibility of the parent. Many of our field trips are taken during the summer when the older children are out of school. A $100 summer field trip fee is usually charged to cover all summer field trips.

MEALS

Breakfast is served at 8:30 am. Your child must arrive no later than 8:45 to be included in breakfast. If you child is arriving earlier than 8:30 and you feel they may have difficulty waiting for an 8:30 am breakfast, I encourage you to offer them fruit in the morning. Lunch is served at 12:00 pm and afternoon snack is served at 3:45 pm.

ILNESS POLICY

Children with fever 99.5 or higher, loose stools, green or yellow mucus from nose, persistent cough or extremely lethargic may not be in child care. Children with diarrhea or fever must stay home 24 hours after the last episode without medication. It is our primary goal to keep the children and ourselves healthy. If in doubt, please keep your child home or provide a note from a medical professional stating they are safe to be around other children.

RENEWAL

Waiver of any provision of this agreement does not constitute waiver of any other provision. In the event a dispute arises between the parties to this agreement, or an issue covered by the agreement, the prevailing party shall be entitled to reimbursement of their attorney fees and court costs, as well as actual damages.

TERMINATION POLICY

Either parent or provider may terminate this contract by giving a 30 day written notice. Payment by the parent is due for the notice period, whether the child attends the Child Care home. As the provider, I may terminate the contract without giving any notice if the parent does not make payments as agreed. If your child does not attend the child care for two consecutive days without a phone call or previous explanation, this contract may be terminated at provider's discretion.

Please indicate acceptance by signing in the space(s) provided. Signatures for both parents are required for two parent families.

Child's Name_____

Hours: Approximate time child to be dropped off _____

Approximate time child to be picked up _____

I/We have read all the set POLICIES AND PROCEDURES of Debbie's Preschool & Childcare and agree to the following terms and conditions.
I/We agree to pay $_____per month for the care of my child in Debbie's Preschool & Childcare.

Signature Parent #1_____ Date_____
Email address _____

Signature Parent #1_____ Date_____
Email address_____

Signature of Provider_____ Date_____