

POLICIES

Provider Information

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Guidance Policy

1. Redirection is used for most situations.
2. Time-out may be used as an alternative.
3. If the child is destructive and uncontrollable, parents will be called and will immediately pick up the child.

Vacation/Holidays

1. Provider will be paid 52 weeks of the year.
2. Provider will have the following holidays off: April – Good Friday; May – Memorial Day; July – Independence Day; Sep – Labor Day; Oct – Columbus Day; Nov – Veteran’s Day; Nov – Thanksgiving Day and the day after Thanksgiving; Dec – Christmas Day
3. Provider will have 10 days off per year for vacation.

Financial Arrangements

1. Daycare Fee is \$130 per week per child. Payment will be made in advance. If the child will not be attending on payday, then payment is due the day before. If the child will be out for a week or longer for vacation time and payment will be due during the absence, then payment will be made before the vacation period.
2. There is a late pickup fee of \$1.00 per minute beginning at 5:31 p.m. Late fees are determined by the provider’s clock and not that of the parents.
3. A late payment fee of \$10.00 per day will be charged if payment is not made on time. This includes weekends. If late payment is made at the time of arrival, a late fee won’t be charged for that day. However, if the parents make the payment at pickup time, another \$10.00 will be charged for the day.
4. Provider may terminate contract without notice if parents do not make payments on time.
5. There is a \$25 bounced check fee.

Child's Belongings

1. Parents will have children clean, dressed and ready for play upon arrival.
2. Parents will provide extra clothes and underclothes.
3. Parents will supply empty bottles, disposable diapers and baby wipes.
4. Parents may not bring toys. Provider is not responsible for toys that are lost or broken.
5. Parents may bring comfort items such as a pillow or blankets.

Safety

1. Parents are expected to pick up the child. If any other person is to pick up your child, provider must have written permission from parents and the person must show a picture ID.
2. Provider is mandated to report suspected child abuse.

Health

1. If the child has a fever of 100.5 or above. Parents will be called. If the child is vomiting and/or has diarrhea, parents will immediately pickup the child. The child must be free of diarrhea, vomiting and fever for 24 hours before returning to care.
2. The child must not be in care if he/she has a contagious illness such as pink eye or chicken pox, etc. Anything except a cold.