

Little Wonders Daycare Policies Agreement

Welcome to Little Wonders Montessori based home daycare. Please read carefully below policies and procedures under which I provide childcare services.

Hours of Operation:

The facility is open from Monday to Friday from 7:30 AM through 5:30 PM.

Drop off and Pick-up:

All children need to be dropped off and picked up at their individually contracted time. There will be an additional fee for late pick up. No one will be allowed to pick up your child other than designated persons that you have listed in pick up list. Parents should not come to pick up kids under influence of alcohol or drugs. We will not release a child to a person who is under influence and we will have to call someone from your pick up list to pick the child. Parents are required to sign in and sign out when they drop off and pick up kids. If your child stays after 5:30 PM, there is an additional charge of \$ 10.00 per each quarter (15 minutes). Please be informed that these policies are to protect your child's safety.

Meals and Snacks:

We provide well balanced three main nutritious meals and snacks per day as below meeting the USDA child food Program.

7:30 AM Breakfast

9:30 AM Snack

11: 30 AM Lunch

3:00 PM Snack

Milk or juice is served with all the meals and snacks and water is offered throughout the day. Meals and snacks for each week vary in order to ensure the children receive a well balanced diet.

Diapers/Wipes/Clothes and shoes:

Parents are responsible for supplying diapers/pull-ups, wipes, diaper cream, tooth brushes, bottles, Sippy cups, pacifiers which is attached to pacifier holder, face/ body lotion and clean weather appropriate clothes. Each child is required to keep additional cloth and pair of shoes. Complete change of clothing is required for infants including underwear/panty in labeled Ziploc bag.

Nap time:

Infants and toddlers sleep in separate rooms. We provide cribs for both infants and toddlers and parents need to supply blankets. We request from you that not to pick or drop off children during the naptime since nap time is very important for their physical and mental developments.

Sick Policy:

Please do not bring children to daycare when they are sick in order to protect your own child's safety as well as the other children. If you are not sure if your child should be brought to daycare, please call us and then we can discuss and decide. When a child becomes sick during daycare hours, then we will notify you immediately and be expected to pick up your child in reasonable time frame. We will make your child as comfortable as possible by giving fluids, fever reducer, rest and hugs, as needed. Please do not bring the child to daycare if your child is experiencing below symptoms and notify us by phone.

1. Fever: Having body temperature higher than 100 F degrees.
2. Fever and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
3. Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
4. Vomiting: 2 or more time during last 24 hours.
5. Lice or Nits: can return to daycare only after being free of them.
6. Communicable disease: measles, chicken pox, mums, pink eye, etc. Can return to daycare after symptoms are gone.
7. Consistent pain of stomach, headache, toothache, or other body pain.
8. Severe coughing – congested, with phlegm, gets red in the face.
9. Cold with yellow or green nasal discharge.
10. Wheezing and difficulty of breathing.

Medication:

We give your child medication through MAT (Medical Administrating Training) certified person and the parents still needs to fill out the form that gives us permission to give their children medication. All Prescribed medication must be labeled with the child's name and must be accompanied by written permission from the parent for dispensing.

Holidays and Vacation:

We are closed on the following days for holidays. You will be notified the dates of provider's vacation one month in advance and please notify us child's vacation in advance. Regular fees will be applied for holidays, one week provider's vacations and child's vacation. It is parent's responsibility to find back – up care during the provider vacation and holidays.

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day
 Juneteenth Day
 Independence Day
 One Week of Provider's Vacation (Summer Break)
 Labor Day
 Columbus Day
 Thanksgiving Day
 The Day After Thanksgiving
 Christmas Eve Day
 Christmas Day
 Day After Christmas Day
 New Year Eve Day

PLEASE NOTE THAT TUTION IS DUE AND IS NOT REDUCED WHEN WE ARE CLOSED FOR SCHEDULED VACATION AND HOLIDAYS.

Our childcare program will be open whenever possible, but should there be severe weather or other conditions preventing us from being open on time or at all, please note that you will be responsible to find alternative care for part of the day or all day.

Fees:

Enrollment Fees	\$50
Fulltime rates (0-1 Years Old)/Weekly	\$330
Fulltime rates (1- 2 Years Old)/Weekly	\$330
Fulltime rates (2+ Years Old)/ Weekly	\$315
Part time rates(0-2 Years Old - minimum 2 days a week)	\$95/Daily
Part time rates(2+ Years - minimum 2 days a week	\$90/Daily

Hourly rates - \$15

Discounts:

Sibling Discount – 5% discount on the second child.

Payments:

Payments should be made through direct deposits. Fees can be paid weekly or bi-weekly and there will be \$25 fee for late payments. A non-refundable payment covering the last 2 weeks of care is due at the time of enrollment, regardless of the start date. It will be applied toward your tuition payment for the last 2 weeks of attendance. **THIS PAYMENT IS NON-REFUNDABLE AND IS**

REQUIRED TO COMPLETE YOUR ENROLLMENT AND RESERVE YOUR CHILD'S SPOT. Payments are due at the first day of the first week.

PLEASE NOTE THAT TUITION IS DUE AND IS NOT REDUCED WHEN WE ARE CLOSED FOR SCHEDULED VACATIONS, HOLIDAYS AND WEATHER RELATED CLOSINGS.

Our childcare program will be open whenever possible, but should there be severe weather or other conditions preventing us from being open on time or at all, please note that you will be responsible to find alternative care for part of the day or all day.

Termination:

Two weeks advance written notice is required to terminate the contract from parent or provider. Please note that parents will be responsible to pay tuition for the full duration of the notice, whether your child attends our child care program or not.

Provider's Signature

Parent's Signature

Date

Parent's Signature