

First Baptist Church
All day policy

1) HOURS OF OPERATION:

Monday to Friday 7:00 a.m. to 5:00 p.m.

We will be closed on all Statutory Holidays which are New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas

2) Weekly FEES

Weekly fees include all sick days, statutory holidays and vacation time - these are paid days. We will allow each child to have one week of vacation with no charge. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend.

Full Time: (5 days per week)

6 weeks through 4 years of age \$100 per week

Note: A full day rate will be charged for school holidays/in-service days and summer vacation.

Part-time and Drop-in: (less than 5 days per week)

All Ages \$20.00 per day (per child)

3) PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Drop-in fees are payable per occurrence. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time) Any parent who gives a full one month notice of temporary withdrawal for family vacation will have their fees reduced by 50% for the period of time of withdrawal.

A fee of \$30.00 will be charged for all NSF checks. Upon a second occurrence of an NSF checks, all subsequent payments must be made in cash.

4) ILLNESS POLICY

Please advise the daycare prior to 8:00 am if a child will not be attending daycare due to illness.

Parents agree that a child who is ill (eg. fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of other children in my care. The parents further agree should a child become ill while in care that immediate arrangements will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom free for at least 24 hours. In some cases, a note from a doctor may be necessary.

Please respect my illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

5) LATE ARRIVAL/PICKUP POLICY

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 5:00 p.m. If you are not able to pick up your child by 5:00 p.m. alternate arrangements must be made.

Please notify the daycare if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form.

In the event that a parent cannot be contacted, it is the policy of First Baptist Church Family Childcare to call an emergency contact should a child remain in care after 5:15pm.

A late fee of \$5.00 per hour (or any portion of an hour) per child will apply if a child remains in care after 5:00 p.m unless prior arrangements have been made. This late fee is due and payable upon pickup or prior to the next days care.

6) TERMINATION

First Baptist Church Family Childcare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of my family and/or other children in my care.

7) WITHDRAWAL

Parents agree that a minimum notice of one full month (notice to given on the first of any given month) will be given for permanent withdrawal of any child from care or agree to pay a months fee in lieu of. No exceptions will be made.

8) DAMAGES

Our facility is child-proofed to the best of our ability, however, accidents do happen. Any damage to facility that is willfully caused by your child will be replaced or repaired at the cost of the parents.

First Baptist Family Childcare will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

10) YOUR CHILD'S TOYS

A vast array of toys are provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.

11) POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you - but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. Please do not ask us to offer "treats" to the child for going "potty".

12) LUNCH

At this time we can not supply lunch for your child. We will ask that you send a packed lunch for your child everyday. We do ask that due to allergies that you not send any peanut butter or nut products. We will provide snacks and juice everyday.

12) DEPOSIT/REGISTRATION

A non-refundable deposit fee of \$50.00 (per child) is required upon completion of registration to secure your child's placement in care. Spaces will not be held unless the deposit fee is paid in full. Registration is not complete, and care will not commence until all the paper work is done! Prior to the start date of care the following must be received by First Baptist Family Daycare for each child:

Registration Form Immunization Record Parent/Caregiver Contract Non-Refundable Deposit .

13) PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on _____. Arrival time will be at _____a.m. and pickup time will be at _____p.m. Your first payment will be due on _____ in the amount of \$100.00 per week. All payments thereafter will be due on the first of each month in advance in the amount of \$100.00 per week

I /We _____ / _____ have read and agree with the above statements. (please print)

Parent/guardian Signature Parent/guardian Signature

Note: If child in custody of both parents then two signatures are required.

Caregiver Signature

Date