

Childcare Policies

The following rules pertain to Today's Kids business policies. These policies are non-negotiable and are legally binding.

Enrollment

Please initial where indicated

_____ 1 All information including medical, and activity forms must be filled out and returned before beginning childcare. The registration fee is paid at time of enrollment. The registration fee is non-refundable.

_____ 2 The client understands that staff at Today's Kids does not administer medication.

_____ 3 Parent agrees to submit (on or before the first day of care) a copy of each child's current immunization record.

_____ 4 A two-week notice or two week's pay must be given if parents decides to terminate their contract. Failure to provide this will forfeit our retainer.

_____ 5 The parent understands Today's Kids is/are responsible for informing parent of any accidents occurring during the day. Accident forms are filled out, signed, and files into the child's history folder.

Payments

Payment for the week is due by Monday evenings. You have the option of paying with a money order or by check.

_____ 1 If a payment is not made on Monday evening by 5.30 pm, you will be charged a late fee of \$20.00 for that week.

_____ 2 No spots will be reserved without the \$50.00 non-refundable registration fee being paid.

_____ 3 Post-dated checks for childcare are not acceptable. Check must be dated for the day services are being paid.

_____ 4 Parent will also be responsible for any other charges from the bank to Today's Kids.

_____ 5 If two checks are returned, you must pay in Money Order thereafter.

Hours/Days

Opening time for Daycare is 6 am. and pick up time is no later than 5.30 pm. If you are late picking up your child, you will be charged a late pick-up fee of \$1.00 every 1-minute past 5.30 pm.

_____1 The price for full time tuition includes 10 hours a day, or 50 hours a week. ANYTHING over 50 hours, your account will be charged an extra \$30.00 per child.

_____2 Parents will be charged for the full week whether the child attends one day or all five days.

_____3 Every child that has been in attendance for one year on or after the anniversary date the child will earn one week of vacation, where tuition will not be charged.

Holidays

The following days are paid holidays for the Daycare provider. On these days the Daycare Center is closed, substitute care is not provided.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Meals

The Daycare provides breakfast, lunch and an afternoon snack. The meals are nutritious well-balanced meals. You should be aware of mealtimes to ensure that your child/ren is/are present.

Breakfast **7:30 - 8:30 am**

Lunch **11:00 – 11:30 am**

Snack **2:30 – 3:00 pm**

If your child/ren is/are dropped off after breakfast, it is your responsibility to feed your child. DO NOT bring in outside food!

Attendance/Absences

_____1 Children are allowed 50 hours per week in the center for care. Anything over 50 hours, there will be a \$30.00 fee.

_____2 All children MUST be here by 9:00 am.

_____3 Parents will call before 8:30 am if they are late or not coming that day.

_____4 Full tuition is expected every week whether the child is in attendance or not.

Illness

If your child is contagiously sick, you will not bring the child into the Daycare Center. If your child is ill, you will find alternative arrangements for childcare for childcare. When the child is no longer contagious and is healthy enough to actively play with other children, he or she may come back to the Daycare Center. This helps protect the health and well being of all the children at the Daycare and enables us to provide the best possible environment for the children.

These are common symptoms that a child has a contagious condition:

Active sneezing or coughing

Colored discharge from nose

A sore throat (with fever or swollen glands)

Discharge from eyes or ears

Diarrhea (three or more watery stools in 24 hours)

Vomiting (two or more times in 24 hours)

A fever (a temperature of 100.4 degrees Fahrenheit or more)

An eye infection

Rash (especially with a fever or itching)

Medication

Medication will NOT be administered at Today's Kids by any staff member.

Clothing and Supplies

_____1 Parents will supply a change of clothes, even if their child is fully potty trained. This includes school-aged children.

_____2 Children's belongings must have their name written on them.

_____3 Parents MUST bring a crib sheet & blanket for the children to use for naptime. Small pillows are optional.

_____4 Please send your children in appropriate clothing for the weather.

_____5 Crib sheet and blankets MUST be brought in for children 1 year and older.

_____6 Parents are responsible for diapers, wipes, and special-needs food.

_____7 Today's Kids is NOT responsible for lost or stolen items.

Drop-Off/Pickup Procedures

_____1 Only designated persons will be allowed to pick up the child/ren.

_____2 Parents will pick-up and drop off their child/children up at in their classroom.

_____3 Children need to be clocked in and out daily!!!

_____4 No child will be released to anyone under the age of 18 years old.

Discipline Procedures

In case of disciplinary measures, re-direction is used first, and if necessary, the time-out method is used. Time out is removing the child from the situation and placing him/her by him/herself for a period of one minute of each year of the child. If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

_____1 Redirection and Time out

Termination

Today's Kids reserves the right to terminate this agreement at any time for any enough reason, including but not limited to late payment, misbehavior or unruliness of the child, and attitude/actions of the parent/guardian. Today's Kids will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw your child from Today's Kids at any time, for any reason. However, you must give the Daycare a two-week notice when canceling service.

Child Screening

Here at Today's Kids, we want to make sure every effort is given to your child(ren) to get the most out of his/her education starting in the Nursery!

_____ 1 I understand my child will be screened using the Brigance Testing and ASQs

Child Abuse

_____ 1 I understand Today's Kids and staff are mandated reporters by Kentucky State Law. The law states any suspicion or evidence of child abuse MUST be reported! Today's Kids will take ALL necessary steps to protect each child in our center from any form of neglect and abuse.

By signing this form, you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of deposit, or both. This policy agreement is subject to change with two weeks written notice.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Representative of Today's Kids	Date