



# Dianne Adair

## POLICIES

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### Dianne Adair Day Care Centers Policies 2011-2012

#### Hours of Operation

The Day Care Center will be open weekdays between 7:00 am and 6:00 pm. It will also be open during spring, winter and summer vacations. However, it will be closed on legal holidays and the week proceeding the first day of the fall semester.

#### Enrollment Procedures

All enrollment forms must be completed and an interview with a Center Administrator must occur prior to admission. Upon enrollment,

A non-refundable September to June registration fee of \$40 will be charged. The summer registration fee is \$30 or \$60 if purchased together.

It is the parents' responsibility to notify the Center regarding any changes on their enrollment forms.

#### Monthly Contracts

Dianne Adair Day Care Centers will provide care and supervision for your child (ren) during contracted hours. In order to maintain a proper ratio of children to teachers and to plan appropriate activities we must have a monthly contracted schedule for all children.

The Center will maintain the schedule of your child's contracted hours. Any schedule changes must be made in writing by the 15th of the preceding month. There will be no changes after the 15th. There is a 1 ½ hour minimum per day and a 7.5 hours minimum per week to qualify for the contracted rate. All school holidays and vacations when the Center is open require a pre-sign up. Your child may attend if you fail to sign up in advance only if there is space available and at drop in rates.

#### Absences & Illnesses

Parents must notify the Center whenever their child will not be attending the Center during their contracted hours. Failure to do so can result in disenrollment. Arrangements must be made for someone to pick up your child within one hour if they become ill at Day Care.

Children will not be able to leave the Center without their parent's permission. Fees will not be credited for absences of less than seven consecutive school days. Credit will be given for the eighth day and any following consecutive school days.

#### Signing In and Out

Parents or an authorized person must come into the Center to sign their children in and out. The Center is responsible for the children from the time they are signed in until the time they are signed out. Failure to sign your child out with a signature and time will result in a \$25 charge per incident. A staff member will sign your child in and out when they leave or return from school.



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### Late Pick Ups

If a child has not been picked up by 6:00 pm an authorized person will be called and arrangements will be made for them to pick up your child. A late fee of \$5 will be charged for every 15 minutes or fraction thereof. If a child has been picked up after 6:00 pm more than 3 times within a school year a late fee of \$1 per minute per child will be charged. The late fees must be paid at the time the child is picked up.

### Disenrollment

A two week notice is required prior to disenrolling your child. If a child is disenrolled without 2 weeks notice the parent will still be responsible to pay for the two weeks. Failure to comply with any of the policies can result in disenrollment. A child may be disenrolled if they cause any harm to themselves, other children or any staff member. They may also be asked to disenroll if the child leaves the Center without permission. Payments will be refunded for any unused contracted time when a child is disenrolled by the Center.

### Rates and Payments

\$5.50 per hour – Must be contracted, minimum of 8 hours per week and 1.5 hours per day

\$5.00 per hour for second child, one with the least amount of contracted hours.

\$7.50 per hour for non-contracted hours, minimum 1.5 hours per day (drop-in, extra hours or contracted hours less than 7.5 hours a week).

\$ 40 School Year Registration fee, Summer Registration - \$30 (\$60 if purchased together)

\$180 per week (\$155 for second child) or \$48 per day contracted

\$200 per week or \$58 per day for drop-in during summer program and Holidays

\$ 130 per week for Pre-K (8:30-12:30), \$180 “late buddies” 8:30-2:30, Pre-k full day \$210

Billing will be made to the nearest half hour. Only checks or money orders will be accepted. A 30 day advance notice will be given for any rate change. Payments are due on the 1st of each month in advance. If the 1st falls on a weekend, payment is due the following Monday. Payments will be considered delinquent on the 5th of each month and a 10% late charge will be added to all past due accounts. If payment is not received by the 10th the child will not be accepted the following day until all past due payments and late charges have been paid. A \$25 charge will be added to all returned checks. Returned checks must be replaced within 3 days by a money order or cashiers check in order for your child to continue attending the center. If a staff needs to find a child who does not show up for their contracted hours a finders fee of \$10 will be added to their bill.



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The licensing agency shall have the authority to interview children or staff and inspect and audit child or facility records without prior consent. They also may observe the physical condition of the child (ren), including conditions which could indicate abuse, neglect and inappropriate placement. Licensing has the right to perform these duties.

I have read and I understand and will follow the above Centers Policies.

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Accepting for Dianne Adair

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Signature

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Print Name

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Signature

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Date