

Intake Agreement

Hours of Operation

Grace Day Care is open from 6:30 a.m. to 5:30 p.m.

Program Description

The program shall be designed to take into account the physical, social, emotional, and intellectual needs of the children within a Christian environment. Children in each class shall have access to learning centers regularly throughout the day. Caregivers serve as facilitators to enhance the children's choices.

Policy about Children Left After Closing Time

Children are expected to be picked up by closing time. A charge will be assessed to any family picking a child up after closing time. If you cannot be reached, someone from your emergency contacts will be contacted. The late fee will be \$1.00 per each minute late. (After 5:30) This fee is payable in cash directly to the closing teacher at time of pick up.

Emergency Medical Authorization

I agree, and by my signature, give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

Sick Child Policy

Children who are ill will not be allowed to attend the program. If your child becomes ill while at the center, you will be contacted to pick up your child. If you cannot be reached, someone from your emergency contacts will be contacted. Your child may not return to the center until he/she is symptom free and/or fever free for 24 hours without the use of fever reducing medication such as Tylenol.

Field Trips and Excursions

I give my permission for my child to participate in walking field trips or other excursions off the premises.

Policy about Reporting Suspected Child Abuse

Grace Day Care is required by law to report any suspected child abuse and/or neglect to Child Protective Services.

Intake Agreement

Policy on Release of a Child to an Intoxicated or Impaired Person

If an authorized person that the staff suspects is intoxicated or impaired insists on removing a child from the center, the staff will immediately report the incident to the local police agency.

Discipline Policy

Grace Day Care uses a positive disciplinary approach with children. Caregivers communicate to children using positive statements; encourage children, with adult support, to use their own words and solutions to resolve conflicts; and communicate with children at eye level and talk to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

Release Authorization for Children

Children will be released only to a parent or a person named by the parent who has proper identification. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure.

Meal Plan

Breakfast will be offered to children who are in attendance at Grace Day Care before 7:30 a.m. A morning snack, lunch, and afternoon snack will be served daily. All meals & snacks served must be store bought and in the original container according to State Licensing.

Parent Communication

Parent-teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome at any and all times to observe our program. The center will forward to parents information provided by the licensing division regarding inclusion, rules, and other child care information. Unscheduled visits by a custodial parent or guardian are permitted at any time.

Health Examination

A health examination including immunizations is required for each child within 12 months prior to admission to Grace Day Care or within one month after admission on the forms provided. Child care services must be terminated if the provided health form is not returned within the above stated time period.

Intake Agreement

Significant Occurrences or Problems

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential.

Withdrawal Policy

A two (2) weeks' written notice is required when withdrawing your child from Day Care. Regular tuition will be charged for 2 weeks if notice is not received. All schedule changes must be approved by the director to ensure proper staffing.

Payment Policy

Tuition fees are due on Monday or the first day of your child's schedule, if he/she does not attend on Monday. If tuition is not paid for the current week, your account will be charged a \$20.00 late fee. If your account becomes more than two (2) weeks behind, your child will not be able to return to Day Care until the account is paid in full. Your account is considered past due on Tuesday.

Tuition is due regardless of attendance or holiday.

Signature of Parent/Guardian

Date