

Info to Show and Tell New Parents

- Immunizations within 2 Weeks of start date
- Tour the Classroom child(ren) will be in- let parents know what to expect from the teacher daily (daily sheets, art projects, curriculum posted, schedule posted, etc.)
- Children 2 and under will have a 'daily sheet' sent home in the afternoons listing their diaper changes, meals, and nap.
- Drop-Off cut off time 9:00 AM- unless otherwise arranged
- Pick-Up cut off time 4:00 PM- unless otherwise arranged
- **Must bring a CRIB SHEET/ BLANKET.** These will be sent home on Fridays to be laundered and should be returned on Mondays. There is a \$5 fee if we must use the center's supply. However, If you think you may forget to bring them back, you can bring 2 sets to rotate out.
- We provide Sippy Cups for toddlers still adjusting to a regular cup.
- **CHILDREN IN DIAPERS-** bring 2 changes of clothes, enough diapers for a week (about 5/day), and a package of wipe. We will notify you when any of these supplies get low. A diaper count is done daily to check each child's supply. If your child runs out and we must use the center's supply, there is a \$1 fee per diaper and \$4 fee per package of wipes.
- Time and initials of the person who changed your child will be written on the diaper, **EXPECT THIS.**
- **LABEL EVERYTHING-** Everything brought to the center for your child should be labelled with their name or initials. (Spare clothes, jackets, hoodies, blankets, sheets, wipes, **each diaper** should have the child's initials on it)
- No open-toed shoes allowed.
- Our Food Program allows us to buy top quality foods. We provide home-cooked meals daily. If bringing snacks, you must provide enough for the whole class. We do allow store-bought goodies to be brought in for birthdays/holidays.
- If your child(ren) is school-age, you must notify us if they will not be getting off the bus.
- For all age children, if your child will be absent, please notify us.
- Donations of wal-mart bags, baby food jars, toys, supplies, and food are welcome and greatly appreciated!
- **ALL MEDICINE MUST be handed directly to a teacher and the teacher must be informed of the medicine.** No meds should be left in bags or backpacks. All medicine must be in original label. A medicine form **MUST** be filled out for each medicine

TUITION/PAYMENT INFO

- Payments can be made using cash, card, or check.
- **Tuition is due Monday every week. Late Fees start on Tuesday.** There is a \$5 per day late fee on unpaid balances.
- \$15 per child supply fee twice a year- January and June
- Registration Fee- \$25/ \$45 for multiple children
- **Must give a WRITTEN 2 Week Notice if you decide to withdrawal, meaning you are responsible for 2 weeks payment after the notice is given**
- 1 week of Vacation after 1 yr enrolled, meaning 1 free week to be used
- CCAP children can only miss 5 days per month without an excuse note

DOWNLOAD THE REMIND APP and use code **@f4ever** to join our class, this is how we will communicate with each other, except in case of emergency.