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40 Katrina Falls Rd.

Rock Hill, NY 12775

(845) 720-5014

Brighteyeschildcarecenter.com

We would like to remind everyone of Bright Eyes Child Care Centers policies and procedures. Please review and sign the bottom. This form must be signed and returned to Caitlin or Nicole. If you do not sign this agreement, you may be terminated from our program.

**Tuition:**

* Drop off time is from 7am to 11am. If an exception needs to be made, please speak to Caitlin or Nicole for the approval.
* Tuition is due on the 1st of every month or Monday of the week.
* Late Fees will incur on the 5th of the month or Friday of the week and will continue, every week, until balance is paid in full. If balance is not paid in full by the 15th of the month, this may result in termination.

**Attendance:**

* If you need to remove your child from our program, 2 weeks notice is required. If you are unable to give us 2 weeks notice, then you must pay for 2 weeks of tuition.
* If you would like your child to “make up” a day, due to illness or holiday closing, this must be approved by Caitlin or Nicole. Teachers are not able to give approval for “make up” days.
* We allow for 1 week of vacation per year at a 50% discount on tuition. If you would like to use this, you must request it. Vacation discount is NOT automatically applied.
* If you would like to change the days that your child attends our program, you must request approval from Caitlin or Nicole. Teachers are NOT able to give approval for changing days.
* Just a reminder, you are paying for your child’s spot in our program, not attendance. Tuition is still due whether your child attends or not. Tuition is non-refundable, no exceptions!

**Illness:**

* If your child is out sick with a contagious illness, you must provide a doctor’s note for them to return.
* You must disclose to Caitlin or Nicole if you have given your child any medication before they have arrived at our facility, including Miralax or Fiber. This is a safety issue.
* If your child vomits 1 time at daycare, you will be notified and asked to pick them up. They must stay out of care for 24 hours and can only return when they are no longer vomiting, without the use of medication.
* If your child has diarrhea or 2 loose stools within an hour period at daycare, you will be notified and asked to pick them up. They must stay out of care for 24 hours and can only return when they no longer have diarrhea or loose stools, without the use of medication.
* If your child has a fever of 100.0 or above at daycare, you will be notified and asked to pick them up. They must stay out of care for 24 hours and can only return when they no longer have a fever of 100.0 or above, without the use of medication.

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_