

Fun Luvin Daycare

Contract and Handbook

Policy Handbook

Welcome to my Daycare! It is so important to find a suitable safe environment for your child or children while you have to be apart. I believe that a child's best interests are very important. They are individuals and should be respected for their unique ideas and beliefs. They need encouragement and praise. They want to feel needed and helpful. I try to make them feel at home while they are here.

1- Admission and Enrollment Procedures

Acceptance Criteria Children will be accepted into my daycare program after an initial interview between the child/children, parent(s), myself and my assistants. This allows the child/children and the parents to become familiar with the setting and the provider. It may also make the transition more comfortable for your children.

Enrollment Forms Before a child is admitted for care in Fun Luvin, the following required paperwork must be received. We will not assume care for your child if the necessary paperwork, fees, and supplies are not received. All information will be kept confidential and is for our records only. Below is a checklist of necessary paperwork you will need to bring with your child on the first day.

Health Forms Upon admission Fun Luvin Daycare must receive a complete Health Status Form sign by a physician and a current copy of your child's Immunization Records.

Initial Fees Initial Fees as the first agreed upon payment payments for services should accompany the signed contract and other forms at the time of enrollment. A full week deposit is required, along with the first week's tuition, before the child's first day at the daycare. The deposit is refundable only after a two-week notice is given in writing to the director requesting to terminate the contract. **After a spot is reserved and the child does not assume care at the home daycare, the deposit will be forfeited.** (Deposit can be paid in four installments within the first 30 consecutive days of enrollment.)

Signed contract & policy handbook agreement Before a child is admitted for care the provider must receive a signed Contract and Handbook Agreement Page.

Paperwork

- Fun Luvin Daycare Contract
- Child Registration Form
- Emergency Release Form
- Blue Card

Supplies

- Complete change of clothes everyday (weather appropriate).
- Diapers/Pull Ups, diaper rash cream and wipes
- Cups, Bottles, Formula and baby food for infants
- Sheet and Pillow
- Blanket for child over 12 months under 12 months sleep sack is acceptable

Fun Luvin Daycare

Termination Policy A two week written notice minimum is required to withdraw your child from care. If less than two weeks' notice is given, payment in full for two weeks is still expected. In the event that Fun Luvin Daycare should ever find it necessary to end out agreement, a two-week notice will be given to the parent. Except for reasons such as, but not limited to:

- Destructive uncontrollable or violent behavior
- Habitual tardiness in pick up or drop offs
- Excessive absences without notice
- Lateness of payment or non payment
- Lack of Parental Cooperation
- Failure to maintain required supplies for child/children

If it becomes necessary for Fun Luvin Daycare to take legal actions to collect fees, the parent(s) will be responsible for all legal fees on top of the daycare fees that we may incur.

Policy Handbook Any time there is a change in the Policy Handbook a two week notice will be given before it is implemented. A new signed agreement page will be needed.

Medications Parents are responsible to provide the child with medications before arriving to Fun Luvin Daycare.

2- Tuition Payments & Fees

Childcare fees are due and payable no later than Monday morning of the week the child's attendance. Clients should keep in mind that they are contracting to reserve a slot to for their child and this time must be paid for whether or not it is used. **No exceptions! If you do not pay on time, please include the late fee in the payment when you pay.**

A **\$15** per day fee will be assessed if your regular childcare fee is not paid in time. Services may be terminated until all fees are paid in full. Acceptable payments should be made in cash, check or money order to **Yudyssa Fernandez**. If you don't bring your child in the day when Payment is due, please add the late fee to the payment when you bring in your child. Remember that the late fee is a daily fee. If not paid upon arrival an additional fee of \$5 per day will accumulate on top of the late fee.

Overtime and Late Fees: Tardiness will not be tolerated and the payment policy will be strictly enforced as stated in this contract. Care provided outside Fun Luvin Daycare business hours may be prearranged at an additional fee of \$15 for the first 10 minutes and \$5 each 5 minutes thereafter and is due in cash upon arrival. If not paid upon arrival an additional fee of \$5 per day will accumulate on top of the late fee. This policy will be strictly enforced. We may not waive the fee if it becomes a habit. If you know, you are going to be late, **please** call. If prearrangement is not made and by prearrangement, that means to call by 12:30 PM and notify Fun Luvin that you will be late, the following fees will be imposed: \$20 for the first 10 minutes and \$5 for every 5 minutes thereafter. Pick up time is **6:00 PM**.

LATE PICK-UP PROCEDURE:

If you know you are running late, please contact Site Manager and let them know the anticipated time of pick-up. It is helpful for teachers to know in advance so they can help your child adjust to the late departure. It also helps the teacher plan for staff coverage during the minutes the child is remaining in the program. If there is more than one child remaining past 6:00 pm, we may combine the remaining children to one group.

Fun Luvin Daycare

If a parent has not contacted the Site Manager by 6:05, the Site Manager will follow the contact protocol below:

1. First the parent/legal guardian will be called.
2. If the parent/legal guardian cannot be reached, we will call from the child's authorized emergency contact list. We will continue to attempt contact with the parent/legal guardian and/or the authorized emergency contacts until 6:30 pm.
3. If by 6:30 pm, we are still not able to reach any parent/legal guardian and/or an authorized emergency contact, we will call Child Protective Services and/or the local police department.

Parent must sign out their child with the accurate time of pick-up on the 'Late Pick-up Form'. Pick-up time is determined from the Programs clock setting.

The teacher assigned to supervise the remaining child/ren will complete the left side of the Late-Pickup Report and the parent/guardian will be asked to sign it. The report will go to our accounting department for processing.

The Accounts Manager will include the late fee(s) in the next tuition billing cycle for the parent's account, when late fee payments are expected to be paid. Consistent late pick-ups without significant communication may lead to dismissal from the program.

Rate Increase Fun Luvin Daycare reserves the right to review childcare rates and to raise them periodically to accommodate increasing business costs. We will provide two week's written notice to parents in the event of a rate increase.

3- **Hours Of Operation** Monday Thru Friday ----- 7:30 AM TO 6:00 PM

Attendance Please be sure to prearrange any changes to your schedule with Fun Luvin Daycare at least 24 hrs in advance. Two consecutive No-Shows/No-calls are grounds for immediate termination. You will be billed for two week's tuition. Please be courteous and notify us if there is going to be an absent for the day.

4- **Holidays and Vacations**

Payment is expected for the holidays. If the holiday falls on a Saturday, Fun Luvin Daycare will close in observance of the holidays the Friday before. If the Holiday falls on a Sunday, we will be closed the following Monday. We will close the following Holidays: Half day closing time is 1:00.

- Half a day, the day Before New Year's Eve
- New Year's Eve
- New Years Day (Day after New Year's Day if it falls during the week)
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Half of a Day Before Thanksgiving Day
- Thanksgiving Day & the Day after Thanksgiving
- Half a Day, the day Before Christmas Eve
- Christmas Eve/Christmas Day (Day after New Year's Day if it falls during the week)

Fun Luvin Daycare

Parents Vacations Please notify Fun Luvin Daycare **THREE WEEKS** in advance if your child will be absent due to a family vacation. **Half-week tuition is required for family vacations and payment must be made prior to the scheduled leave.** If less than THREE weeks or no notice is given, you will be required to pay the full weekly tuition – no discount will be given. This does not apply to parents who have a subsidized payment. The state does not pay the difference while your child is gone. For subsidized parents you have to pay YOUR FULL SUBSIDIZED payment for the week. For a full summer vacation parents are required to pay ½ the weekly rate in advance for the entire vacation in order to insure your child's readmission. **Remember you are paying to reserve your child's childcare slot.**

5- Arrival & Departures

The center opens at 7:30 am. Please accompany the child into the daycare center. The same procedure should be followed at pick up. Please make sure to inform any persons who may pick up your child of the drop off and pick up procedures. A written notice will be required if anyone that is not on the authorize form for pick up a written notice from you will be required. We will not release the child without your approval for your child's protection and a photo id of the person picking up the child.

Communication We are very open to any questions you may have. We ask that you please do not take the pick up or drop off time to do so. Please schedule a time at snack time or after hours.

Separation It is normal for a child to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. Please be very brief (no more than 5 minutes) during this transition period. In my experience, children usually are quick to get involved in activities as soon as the parents leave.

Safety Please be in control of your child during arrivals and pick-ups. At departures, please do not let your child leave the facility until you are leaving also. Children are not permitted to go outside unattended.

6- Meals and Snacks

Well-balanced meals and snacks will be provided. Food is offered to your child, they will not be forced fed. If your child requires a modified diet, we will need a physician's written instructions. Our meals schedule is as follows:

BREAKFAST	8:00 – 8:30 AM		
LUNCH	12:30 – 1:00 PM	PM SNACKS	3:30 – 4:00 PM

Breakfast will not be served after those times. Please make sure to feed your child before you drop them off if you are going to be late. The same goes for lunchtime.

Please bring food from home. If you would like a snack to be shared with everyone, please notify us ahead of time. Please do not let your child bring a toy from home. Often children may have a hard time-sharing toys brought from home. We try to encourage sharing on an even level for all children.

Quiet Time/Rest Period All children under the age of 5 are required by law to have a rest period while at daycare. **Our rest period is from 12:30/1:30 PM to 2:30/3:00 PM to avoid disrupting the children, please do not schedule any drop off or pick-ups at this time.** If you need to pick up your child let us know so we could find a quiet place for your child to rest. Each child is provided a sleeping mat. Children under 2 yrs old are placed in a safety regulated crib. Children who don't fall asleep or wake up early will be directed to quiet activities. Please provide a sleeping blanket for your child. The blankets will be sent with you home at the end of the week to be cleaned.

Fun Luvin Daycare

Potty Training When you start potty training please let us know. We will follow through and encourage your child while in care. We will continue to use pull up until your child can and will announce that he/she must use the bathroom. Please have a week's supply of diapers and wipes.

Birthday and Special Occasions At Fun Luvin we will have a party on Birthdays or special occasions for your child. All the children love this and it makes them feel special. Presents are not expected. Feel free to provide a treat to share (cup cakes, etc.) with the children's on your child's birthday. Please inform us in advance.

7- **Transportation and Field Trips**

Occasionally Fun Luvin may take the children on a field trip either by foot or by vehicle. All children being transported in a vehicle will be properly restrained according to state laws. Parents are always welcomed to and encourage joining us.

8- **Health and Illness Policy**

Fun Luvin will not care for a child who has a fever, is vomiting, has diarrhea, or signs of contagious disease. Please keep in your child home if they are ill with any of these. Should any child become ill during the day with any of the above mentioned the parents will be asked to remove the child from the Daycare promptly. Any child that has been prescribed a prescription will not be accepted into care until the child has been under medication for 24 hrs. This rule is in place to protect your child in case there should be an adverse reaction to the medication.

Medication Administration Rules Fun Luvin is not licensed to administer medications. Children under medication should remain out of care for 24hrs from the time of the first dose of medicine before returning to care.

9- **Child Abuse and Reporting**

Fun Luvin is required by law to report any incidences of suspected child abuse or domestic violence.

10. **Discipline-**

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

Under **NO CIRCUMSTANCES** will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep shall be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

Fun Luvin Daycare

POLICY HANDBOOK AGREEMENT

After thoroughly reading Fun Luvin Daycare Policy Handbook, Please initial each policy below.

By initialing each Policy below, I am indicating that I have read, understand, and agree to each of the policies in the Policy Handbook.

- 1 _____ Admissions and Enrollment
- 2 _____ Tuition Payments and Fees
- 3 _____ Hours of Operation
- 4 _____ Holidays and Vacations
- 5 _____ Arrivals and Departures
- 6 _____ Meals and Snacks
- 7 _____ Transportation and Field Trips
- 8 _____ Health and Illness Policy
- 9 _____ Medication Administration
- 10 _____ Child Abuse Reporting
- 11 _____ Discipline

I hereby confirm that the discipline policy has been discussed with me _____
In addition, by the Director _____ on _____
Date _____.

Parent/Guardian Print Name _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Print Name _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Provider Signature _____ **Date** _____

Contact Yudyssa Fernandez at 860-730-2534 for information or questions.