



The Village Child Development Center, LLC Operational Policies

Operational Policies

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I. Business Practices

A. Days and Hours of Operation

Monday through Friday 7:00 am – 6:00 p.m.

B. Ages Accepted

6 weeks to 12 years

C. Admission Requirements/ Enrollment Procedures

Application

Valid immunization and health records-completed within 30 days of start

Complete emergency care information

Enrollment Procedure:

1. Check Availability
2. Interview and Tour
3. Submit Application and Non-refundable Fee
 - \$100 non-refundable registration fee
4. Once admission is extended, submit Non-refundable* deposit
 - Deposit* of one (1) week's tuition.
5. Complete and submit Enrollment Forms -due dates may vary
6. Sign up for Village Building Opportunities

*Deposit only refundable at the termination of care when proper disenrollment procedures have been followed. If these conditions are not met, the deposit will be forfeited.

D. Parent Fees and Payment Policy

6 weeks to 12 months: \$205.00

13 months to 24 months: \$203.5

25 months to 3 years: \$200

4 years to 12 years: \$150 (before and after school care)

Listed fees are weekly rates, without consideration to parent subsidies.

Payments

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason unless otherwise noted.



Payments to be made by 6:00 pm on Friday before the following week's services are rendered. After 6:00 pm on Friday, payments are considered late and will incur a \$10 fee per day. If full payment has not been received by Monday at 7:00 am, no services will be rendered. If full payment, including late fees, have not been made by Friday after the initial payment date, the student's spot will be forfeited, and subsequent legal actions will be taken.

Late Pickup

If you know that you will be late for pickup, please call first and understand that these fees will still be added to the week's invoice. A phone call is a courtesy and a safety measure so that The Village staff knows that transportation has been arranged and that an authorized contact is in route.

The Village hours are Monday-Friday from 7:00 am-6:00 pm. At 6:01 pm, if a child is still in the care of The Village CDC, a late fee of \$5 will be incurred. For each five (5) minute frame, an additional \$5 will be added to the fee. For example, 6:01pm-6:05 pm= \$5 fee; 6:06 pm-6:10 pm = \$10 fee, etc. Late pickup fees will be added to the Friday payment of the week in which it occurs. Please plan accordingly for such cases.

Closings and Payments

Full tuition will be charged when The Village is closed for professional development (3 times per calendar year). Dates will be announced with ample notice for parents to make alternate childcare arrangements.

In the event that the provider is unable to care for children on a scheduled service day, arrangements for a substitute will be made. If no substitute is available, parents will be given as much notice as possible. Fees will be prorated, and parents will be reimbursed for the day in such cases. Payments for rare cases of long-term alternate care will be determined as needed.

Additional Tuition and Fee Information

Sibling Discount: VCDC does not currently offer sibling discounts.

Tuition increases will be announced 60-90 days before they take effect. Choosing to be placed on VCDC Wait List does not guarantee a tuition rate or exempt a parent from future increases.

Re-Enrollment

An annual re-enrollment fee of \$100 will be assessed each January 1st. This fee is applicable to all students who have been enrolled at The Village for at least 90 days prior to January 1st (enrolled on or before October 1st of the previous calendar year). Invoices will be sent electronically, and payments must be made in full by January 15th. If the full \$100 re-enrollment fee has not been made by the final due date, the first weekly payment after January 15th will



begin to incur a \$30 fee for four (4) consecutive weeks. These payments include a \$5 convenience fee once the due date has passed.

Village Building Fees

Parents who do not attend the two required sessions annually, will incur a fee of \$50 to be added to the annual membership fee and charged each year on January 1.

Parents who attend more than the required two meetings will earn a credit of \$10 per session attended, to be divided into four equal payments and applied to the student account each week during the following January.

Accepted Forms of Payment

The Village CDC **does not** accept cash or check payments. Multiple payment forms have been made available for your convenience. Please note that electronic payments must be made by 6:00 pm on Fridays to avoid late fees. In addition to electronic payments, money orders will be accepted, payable to “The Village Child Development Center-Lori Wilson.”

Electronic Payments may be made via:

[Paypal](#)*

Square* (card payments in person)

Zelle (980-309-6884)

Apple Pay (980-309-6884)

Cashapp (980-309-6884)

*3% fee will be charged for this form of payment.

E. Services Offered

Bilingual Instruction

STEAM focus

Breakfast, Lunch, 2 Snacks

Before and After School

Christian Development

Gardening

Yoga

Potty Training

F. Supplies



Weekly:

Diapers

Wipes

Daily:

Formula/breastmilk

Bottles with labels (recommended)

Bibs and burp cloths

Pacifiers (where applicable)

Periodically:

2 changes of clean, weather-appropriate clothing (including undergarments)

2 sleep sacks (12 months and younger)

Sleep Wedge (where medically required-official documentation required)

Medications, (with medical form on file)

Sun Hat

Annually:

Six nutritional snacks* per year

1 Classroom Supply Kit*

*For students 12 months and older

II. Health and Safety Practices

A. Cleaning Duties

All areas, including but not limited to food storage, utensils, and prep areas; toilets and diapering facilities; sleeping materials; toys, equipment, and furniture; floors, walls, ceilings, and lighting; solid waste; and outdoor learning environments will be maintained according to the Rules Governing the Sanitation of Child Care

Daily safety checks performed indoors and outdoors,

Dining surfaces to be cleaned and sanitized before and after each use,

Play surfaces to be cleaned before and after care, and as needed throughout the day,

General areas/surfaces to be cleaned before and after care, and as needed throughout the day.

B. Discipline Policy

See updated NC Childcare Discipline [Form](#) or Parent Handbook.



C. Abuse and Neglect Reporting Procedures

Each caregiver will be trained on recognizing and responding to suspicions of child maltreatment within 90 days of employment.

Any caregiver with suspicions of child maltreatment should file a report with the Division of Child Development and Early Education by calling 1-800-850-0829, or 919-527-6500.

D. No Smoking/ Tobacco Restriction Policy

The Village Child Development Center is a smoke and tobacco free environment. During operating hours, smoking and the use of any product containing, made, or derived from tobacco is not permitted on the premises, in vehicles used to transport children, or during off-premise activities. Parents will be notified, in writing, of the smoking and tobacco policy. Signs will be posted at the facility entrance and in vehicles used to transport children.

III. Nutrition Policies

A. Meals Supplied

Breakfast, Lunch, Morning and Afternoon Snack

B. Meal Times

Breakfast ≈ 8:00 a.m.

Morning Snack ≈ 11:00 a.m.

Lunch ≈ 12:25 p.m.

Afternoon Snack ≈ 3:25 p.m.

C. Nutritional Requirements

All foods served to children meet the “Meal Patterns for Children in Child Care Programs” standards for infants and children.

Please see the [Village Eats](#) document for more on food and nutrition practices.

D. CNFP

*Not currently participating.

IV. Parent Involvement

Village Building is vital to our program’s structure. We believe that it takes a village to raise a child, and our commitment to each child is to provide a strong foundation of healthy relationships that will last a lifetime. Engagement in the early years prepares families to be engaged throughout their child’s school years. Most importantly,



family engagement efforts support the parent-child relationships that are key to a child’s healthy development, school readiness, and well-being now, and in the future.

At The Village, we partner with families to share responsibility for the care and learning of children through various *Village Building* opportunities. Any opportunity to grow our Village is an opportunity to help grow our children. *Village Building* opportunities, including Village Talks and Village Visits will be included on our monthly calendar.

I, parent/guardian of _____ have read, understand, and will adhere to the policies outlined in this document.

Parent/Guardian Signature

Date