

FABLIS DAYCARE HANDBOOK

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Provider

Fablis Daycare

923 N Edgewood St

Arlington, VA 22201

www.fablisdaycare.com

Welcome to Fablis Daycare

We are delighted that you have chosen our daycare to provide for the needs of your child! At Fablis Daycare, discover a nurturing and engaging environment where your child can blossom. Located in Arlington, Virginia, we are a dedicated in-home childcare facility committed to providing exceptional care and fostering early childhood development. We believe in creating a joyful and stimulating space where children can learn, play, and grow, building a strong foundation for a bright future. Fablis Daycare offers a warm, engaging, and educational environment for children. You and your family are encouraged to visit our daycare prior to the first day of enrollment. Our mission is to nurture and educate children in a safe, clean, loving environment. We do our absolute best to execute this goal.

Enrollment

To enroll your child at Fablis Daycare you will need to fill out the following forms which are located on our website www.fablisdaycare.com under “enrollment”.

- Fablis Daycare agreement
- Child Record
- Parents information
- Health Form
- Emergency form
- Liability Insurance form
- Copy of Birth Certificate

All forms must be signed and turned in on child's first day of attendance.

Tuition and Fees

Our monthly tuition is \$_____. This is a flat rate and is fixed regardless of attendance of hours. Tuition is set that it is spread out over the entire calendar year and is fixed each month even when there are federal holidays and scheduled closing times for the daycare (a list of holidays is attached). All payments are due in advance. Payment is due in full by 5:00pm on or before the 1st of each month of attendance. It will be full payment even if your child is absent. There is a late fee of \$10.00 per day added for each day that the payment is late (up to 30 days).

Hours

Fablis Daycare is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. You may use any or all of these hours. The daycare is closed 5:00 p.m. After 5:00 p.m. late charges will be added at the rate of \$10.00 for every fifteen minutes, added at the beginning of each quarter hour. All times in and out are taken from the clock at the daycare. The daycare will be closed on all major holidays and notification will be given well in advance of any other closed days, such as personal vacation time, etc. It is the parent's responsibility to find alternate care if needed during those times. Please refer to our calendar attachment regarding the dates we are closed. Please call or text to let us know if your child will be late or absent for the day. This helps us know how many children to plan for at lunch, activities, etc.

Sick Children

Sick children may not attend daycare. This is a state and county regulation. Sick children make the other children sick too. “Sick” according to the regulations, is any child that may be running a fever, has a rash, a very runny nose, is vomiting, who has unexplained symptoms, or who appears to be less than healthy. It is up to the daycare to determine if it is appropriate for the child to attend daycare given their symptoms. The parents will be notified and expected to pick up the child. Fablis Daycare cannot administer medicine to your child.

Supplies

Parents/Guardians of infants and toddlers are responsible for providing baby wipes, diapers, and change of clothes for their child. Fablis Daycare provides all the daily supplies for your child’s play and learning.

Nap Time

Nap time is after lunch. All children are expected to respect this “quiet time” and we will listen to your suggestions to find the most comfortable way for your child to rest. The children need this rest time and we need the quiet time to be able to clean up and prepare for the afternoon activities, catch up on paperwork etc. Please be reminded that we do not get “breaks” and “lunch breaks” as in other jobs. Children will be supervised at all time during naps.

Food

The cost of food for the children enrolled is included in the monthly tuition. We offer breakfast, lunch and afternoon snack. We prepare nutritious meals at home. Fablis Daycare is a member of a state funded nutrition program. They come to our home 3-4 times a year and check over paperwork and make sure the children are receiving nutritious meals. You may get parent questionnaires from them time to time.

Food is offered to your child, but he/she is not forced to eat it. We will notify you right away if your child is not eating. Please let us know if your child has any allergies so that we can accommodate his/her needs. We are also happy to discuss any dietary needs that your child may have. You may bring food for your child instead of the offered food provided by our daycare. However, there will be no reduction in the monthly cost of tuition.

Children's Health

All children must have a complete health evaluation form on file and up to date immunization before enrolment in the daycare facility. See contract for policy on sick children.

Supervision

Children will be under direct supervision at all times. Children will be supervised at all times while sleeping. Children under the age of 4 will be personally supervised while in the bathroom.

Child Discipline

At Fablis Daycare we work hard to teach and encourage the children to make right choices. Rules that the children will learn are to take care of the learning environment, manners and sharing. Rules will be explained to the children and they will soon understand and obey the rules.

First Day of Attendance

Please bring baby wipes, diapers, 2 extra set of clothes, security item (if needed) as well as teething toys for infants (if needed). We will treat each child equally and the same as if they were our own. Our goal is to keep your child entertained, safe, and happy in our care.

Emergency and Disaster

The daycare has an emergency plan on file. The parent/guardian are responsible for keeping Fablis Daycare updated with any change in address, employment, phone number or emergency contact information.

Communication

Proper communication between parents and staff at Fablis Daycare is extremely important. Infant/Toddler daily reports are given to parents at the end of each day. If a parent needs to contact the daycare, they can do so by calling or texting 703-547-7026.

Notice of Termination

A 30-day advanced noticed in writing is required to drop your child from the daycare facility. Payment is required for this time even if the child is not here some or all of this time. If 30 days is not given, you are financially obligated for the childcare fees and late payments of the following month; Fablis Daycare reserves the right to terminate this contract for any reason. 30-day notice will be given under usual circumstances (i.e., children who are a threat to others, non-payment, etc.) **Upon signing the agreement and paying the initial fee, payment will be non-refundable even if parent decides to drop their child from the daycare.**

Vacation Time

When a child leaves on vacation and does not attend, we ask that you give Fablis Daycare a 30- day notice prior to your vacation. This does not affect the monthly payment.

Fablis Daycare usually takes 2 weeks off for winter break and 2 weeks off for summer break. This is included in the cost of tuition. We will give you at least 30-day's notice of the closing time for our vacation.

The signatures below indicate agreement with this contract.

Parent's name

Parent's Signature/date

Parent's name

Parent's Signature/date

Provider's name

Provider's Signature/date

