

MARIA TERESA'S BABIES EARLY ENRICHMENT CENTER/DAYCARE

www.mariateresasbabies.com

Parent/Daycare Policy Contract



1) HOURS OF OPERATION:

Monday-Friday 7:00 a.m. to 6:00 p.m.

Please refer to the pre-enrollment forms for the hours you may choose (9 hours Maximum)

The Center will close on all Federal and State Holidays including the Friday after Thanksgiving as well as one week during the summer months and one week during the winter holidays (adequate notice will be given in this regard).

2) ESTABLISHED LINE OF AUTHORITY

The Center's Director is Karla Flores, karlaf@mariateresasbabies.com For immediate concerns regarding children's issues, please let her know in person or via e-mail. Please copy Tony Saba, Center's CEO, (tonysaba@mariateresasbabies.com) so that we can resolve any issue as fast as possible. Karla Flores takes the lead on parent concerns, setting policy, and sharing information under the owner's, Maria Teresa Desaba, supervision. mariateresa@mariateresasbabies.com

3) WEEKLY/MONTHLY FEES

Weekly and monthly fees include all sick days, holidays and vacation time - these are paid days. Refunds and credits will not be given for days where your child does not attend.

Weekly and Monthly fees are due the first day your child starts daycare and then the first of each month or every Friday of the week depending on your payment choice. You must pick a payment choice of monthly or weekly and it cannot be changed unless notification is given one month in advance, note tuition prices are subject to change

Up to 24 Months of age _____per week or _____per month (per child)
Between 24 months and 3 Years _____per week or _____per month (per child)
3 years and up _____per week _____per month (per child)

4) PAYMENT POLICY

Parents agree that all weekly fees are paid on the Friday morning of each week in advance. Parents agree that all monthly fees will be paid on the first of each month in advance. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Fees are based on the rates, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays, snow days and vacation time).

A fee of \$35.00 will be charged for all NSF (Non Sufficient Funds) checks. Upon a second occurrence of an NSF check, all subsequent payments must be made in the form of certified check or money order.

5) ILLNESS POLICY

Please advise the daycare prior to 8:00 am if a child will not be attending daycare due to illness.

Parents agree that a child who is ill (e.g. fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of other children in care. The parents further agree should a child become ill while in care that immediate arrangement will be made to remove the child from the daycare. Children will not be allowed to return to the daycare until they have been symptom free for at least 24 hours. In some cases, a note from a doctor may be necessary.

Please respect the illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

- A child who appears ill upon arrival shall not be admitted to the Daycare.
- When a child becomes ill at Daycare, the parents shall be contacted and arrangements made for the child to be picked up immediately. This determination will be made by the Daycare.
- The Daycare may require a written permission slip before reentry to the Daycare is permissible. At the time of registration, the parents should authorize the child's physician to accept all calls from the child care director for emergency medical care.

Give medication only with written permission from doctor and parent

6) LATE ARRIVAL/PICKUP POLICY

Please advise the Daycare prior to 7:30 am if your child will be arriving earlier or later than the pre-arranged time.

Please advise the daycare immediately or at least one hour in advance if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m. If you are not able to pick up your child by 6:00 p.m. alternate arrangements must be made.

Please notify the daycare if an unauthorized person will be picking up your child. Written permission must be received before we will release a child to anyone who is not authorized on the registration form. Proper form of identification for the unauthorized person picking up your child is required.

In the event that a parent cannot be contacted, it is our policy to call an emergency contact should a child remain in care after 6:15pm.

A late fee of \$15.00 per minute per child will apply if a child remains in care after 6:00 PM unless prior arrangements have been made. The late fee is due and payable upon pick up or prior to the next days care. This fee might change at our discretion.

7) **TERMINATION** : We reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of other children in care.

8) **SNOW POLICY**: The Center will generally follow the Arlington County Public School inclement weather policy to determine the Center's hours of operation.

For example: If Arlington County Public Schools are closed, the Center will generally be closed. If Arlington County Public Schools are operating on a delay, then the delay will be applied to our start time of 7:00 am. If Arlington County Public Schools are operating on a 2 hour delay then the Center would open at 9:00 am; 1 hour delay the Center would open at 8:00 am and so on.

Parents should remember that they may need to stay a few minutes to maintain ratio if a teacher has not yet arrived.

9) **WITHDRAWAL**

Parents agree that a minimum notice of one full month will be given for permanent withdrawal of any child from care or the 4 week deposit will not be applied toward credit of that month and it is non-refundable, this credit can only be applied after the first full year of enrollment otherwise it is nonrefundable. Please see number 13 for more detail on the 4-week deposit

10) **DAMAGES**

The Center is child-proofed, however, accidents do happen. Any damage that is willfully caused by your child will be replaced or repaired at the cost of the parents.

The Center will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

11) **YOUR CHILD'S TOYS**

A vast array of toys is provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.

12) POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you - but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue the potty training and try again at a later date. Please do not ask us to offer “treats” to the child for going “potty”.

13) DEPOSIT/REGISTRATION: A non-refundable enrollment fee of \$100.00 (per child) is required. The registration fee allows us to process the child and if you are offered a space to secure your child's placement in care, a 4 week tuition deposit is required to reserve the space. The \$100 fee is a yearly **non-refundable fee**; however, the 4 week tuition can be applied to your last 4 weeks of enrollment after the one year period, prior to the year, **this deposit is non-refundable**. This policy contract renews automatically on the one year period and the terms apply to the following year (the deposit may be used before a one year period if a child is enrolled a portion of the year and graduates to kindergarten). Prior arrangements can be made in terms of using the 4-week deposit with management. Note that tuition prices are subject to change

Spaces will not be held unless the deposit fee is paid in full.

After the fee and the 4-week deposit have been received, registration is not complete, and care will not commence until all the paper work is done! Prior to the start date of care the following must be received by the Center for each child:

- Signed Registration Form (State and Center)
- Commonwealth of Virginia School Entrance Health Form signed by physician and a Copy of Immunization Records (updated as your child receives immunizations)
- Proof of identity such as passport or Birth Certificate for each child
- Notarized Emergency Consent form
- Signed Policy Contract

14) THE PARENT AND the CENTER AGREE TO THE FOLLOWING:

Pick up/Drop of times and payment

It is further agreed that your child/ren will start attending the daycare on _____. Arrival time will be at _____ a.m. and pickup time will be at _____ p.m. (Please refer to pre-enrollment for the hours you may choose, 9 hours maximum) Your first payment will be due the first day your child begins daycare. This is the monthly fee or weekly fee depending on your payment choice. If starting during the month for monthly payments, you may pay for that portion of the month on the first day your child begins daycare. All payments thereafter will be due on the first of each month, if paying monthly. Payment is due every Friday of the week, if paying weekly.

The Parent will Supply: Diapers Wipes Bottles Formula Change of Clothes

The Center will Supply: Toys Food (The parent will provide the food if the child is on a special diet)

The Center will provide the following meals: Breakfast, Lunch, and Afternoon Snack

The Center Director or Authorized Staff reserves the right to amend this policy and will notify Parent or Guardian accordingly

15) I/We _____ / _____ have read and agree with the above statements. (please print)

Parent/guardian Signature

Parent/guardian Signature

Note: If child in custody of both parents then two signatures are required.

Daycare Director or Authorized Signature

Date