

JEAN'S SMALL WORLD DAYCARE HOME

MY PERSONAL PHILOSOPHY ON EDUCATION

I believe in both extremes of educating children. I strongly believe that they can benefit tremendously from both self-directed play and structured activities. An amazing life experience evolves when a child is allowed to freely explore their environment and embark on educational challenges. Early childhood can be one of the most impressionable times in life. Therefore, developing potential at this stage is vital. We do this through a strong curricular environment, exciting free play, and parental involvement. Together these experiences create a successful daycare adventure for every child. - Willie Jean Green

ENROLLMENT PROCEDURES

All forms must be filled out completely and returned before a child enters the daycare home. All forms must be renewed annually and kept current. **A trial period of two weeks is mandatory!** This period will give both the parents and the care provider an opportunity to observe how the child has adjusted to his/her new environment.

REGISTRATION FEES

A yearly registration fee of \$50.00 must be paid upon enrollment and each annual anniversary thereafter for your child. This fee is non-refundable.

HOURS, TUITION AND FEES

Full-time supervision is provided Monday through Friday only. Hours will be determined.

Once a schedule is agreed upon, the drop-off and pick-up times are to be strictly adhered to. If this schedule is not adhered to, a late fee will be incurred. Early arrivals are considered overtime just as late pick-up; the fee is the same for both. Late pick-up/early arrival fees are incurred and assessed five minute after or five minutes in advance of your designated drop-off or pick-up time and are to be paid in cash when you arrive. No grace period will be extended.

Early/Late Arrival fees are:
\$5.00 every 5 min.

The late fee assessed is multiplied according to how many children you have attending the daycare.

TUITION

Weekly tuition is due on Monday morning of each week. Weekly tuition applies regardless to whether or not the child is in attendance. Tuition is incurred for occupying a space not as a daily service and must be paid accordingly. A child's space will be reserved only if full tuition is paid. Otherwise, the child's enrollment will be terminated. **An annual increase in tuition will also be added upon the anniversary of your child's enrollment. The registration renewal fee will be due on a given date.**

Weekly tuition is \$_____ for full-time care and \$__N/A__ for part-time care. No tuition discounts are offered for two children of the same household needing full-time or part-time care.

A pattern of late payment or three (3) incidents of late payments will result in termination of a child's enrollment from the daycare facility.

Initials

HEALTH AND SAFETY PROCEDURES

STATEMENT OF FIRST AID/ CPR

I must maintain First Aid/ CPR certification at all times.

TRANSPORTATION

I do not provide transportation of any kind.

POLICY ON PICK-UP OF CHILDREN

Must have written consent and photo ID to release child(ren) to any one other than parents.

ABUSE / NEGLECT REPORTING PROCEDURES

It is NC law that I report any suspected incidents of abuse or neglect to Social Services Division of Child Development.

INFECTION CONTROL

Any child in my care that is found to have a rash of unknown origin is subject to the same restrictions as children that are ill. If your child will be getting vaccinated, please schedule the appointment so that when the child leaves my facility they do not return on this day, since they should be closely monitored. This is the law.

No medication will be administered unless written instructions from the pediatrician are given. Children with diarrhea (three soiled diapers in one hour) fever, and/or vomiting will not be admitted and if they are brought to the daycare home in this condition, you will be contacted to pick them up immediately. The child cannot return until they are free from ailment for a minimum of 24 hours.

FIRE DRILL PROCEDURES

Fire drills are conducted and documented monthly.

MEAL AND SNACK PRACTICES

All meals must meet nutritional daily requirements. I will serve three meals per day.

Breakfast
Lunch
Light Snack

Children arriving after 8:30 a.m. should have breakfast at home.

CHILDREN THAT ARE ON FORMULA

All formulas must be prepared at home with bottles labeled with the child's name.

VACATION

I will take two weeks vacation during the year. One month's notice will be given prior to my vacation. My fees are due and payable during these vacation times. Payment in advance of vacation time.

Observed Holidays:

New Year's Eve / New Year's Day
Good Friday / Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day/ the following Friday
Christmas Eve / Christmas Day
MLK
Juneteenth

ILLNESS OR PERSONAL BUSINESS

I am entitled to three sick days and three personal days per year. If for some reason I have a personal emergency and cannot provide service, if at all possible, I will give at least two days notice.

PROCEDURES WHEN PROVIDER IS NOT WELL

If for any reason I am unable to care for children, the day care facility will be closed, as I do not have approved substitutes.

Initial

OPERATION POLICIES OF FAMILY CHILD CARE HOME

BUSINESS PRACTICES

DAYS AND HOURS OF OPERATION

Daycare hours are Monday- Friday 8:00 a.m. until 5:00 p.m. All children should arrive before 10:00 a.m. unless part-time schedule applies.

Phone calls coming into the daycare will be answered Monday through Friday during the hours of 1:30- 3:00 p.m. All other times please leave a message. If you plan to pick up your child between these hours, please notify me so that I can create a method of dismissal that will cause the least disturbance to the other children in the daycare.

AGES

0-12 years

REQUIRED FORMS

All forms must be turned in prior to first day of attendance no later than beginning date.

1. Medical Emergency Forms
2. Children's Medical Report
3. Immunization Form
4. Discipline and Behavior Management Policy
5. Mecklenburg County Health Department Child Record

DAILY ACTIVITIES

Daily activities include:

Free play

Constructed activities (learning to say, recognize, and write letters of the alphabet and numbers; basic handwriting skills; learning shapes and colors)

Reading Circle

Math manipulations

Music

Painting Puzzles

Games

Outdoor play (when weather permits)

FIELD TRIPS

N/A (No approved transportation)

PARENT INVOLVEMENT

Parents are greatly encouraged to participate in children's activities (i.e. Parent conferences, sharing time by coming to read to the children, bringing new books, helping with any homework that may be assigned for the child, and we welcome you to join and share in your child's birthday celebrations).

I _____ (Printed Name) have read and fully understand and agree to all of the operating procedures of this facility.

Signature: _____

Date: _____

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