



Penny Lane East
106 N. Pete Ellis Dr.
Bloomington, IN. 47408
Phone: 812-339-3800
Fax: 812-961-0053

BLOOMINGTON DAY CARE CORPORATION

Penny Lane West
1920 S. Yost Avenue
Bloomington, IN. 47403
Phone: 812-339-8558
Fax: 812-339-6675

Bloomington Day Care Corporation
Provider Intake Agreement
Financial Agreement

I, _____, am enrolling my child(ren) in Bloomington Day Care Corporation (dba) Penny Lane Child Care and agree to pay a non-refundable registration fee of \$50.00.

My child will attend _____ days per week and pay \$ _____ weekly (or) \$ _____ monthly.
(Please choose one)

Please Read the Following Policies (Refer to Parent Handbook)

- **Confidentiality Policy:** All information pertaining to admission, health, family, or discharge of a child is confidential.
- **Admission Policy:** Penny Lane accepts all children who are at a stage of growth and development which enables them to benefit from our program; and for whose age level the center is staffed and equipped to provide care for. We shall not admit or maintain any child whose needs cannot be met or whose behavior is dangerous to other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents. There shall be no discrimination based on race, color, religion, gender, national origin, or disability.
- **Program Description:** Penny Lane provides a developmentally appropriate program that support each child's physical, social, emotional, cognitive, and language development. Children participate in engaging learning centers and hands-on experiences throughout the day. Teachers guide and support children's learning by fostering independence, curiosity, and positive relationships.
- **Method of Payment:** We accept tuition payments by credit/debit card, cash, and personal check. Weekly tuition is due each Monday. Monthly tuition is due by the 5th of each month. Payments received after the due date will incur a late fee. Returned checks are subject to a service charge. Accounts that become delinquent may result in suspension or termination of childcare services until the account is brought current.
- **Late Pickup Fee:** Children must be picked up by the center's closing time. A late fee is \$1.00 per minute will be charged after 5:35 pm. Families are given a 5-minute grace period before late charges occur. After five late pick-ups, the fee increases to \$5.00 per minute.
- **Absenteeism:** Please have your child at the center by 11:00 am. If your child will be absent, notify the center by 10:30 am so we can plan meals and classroom activities. Parents wishing to use vacation or personal days must notify the director in advance. Children absent for two weeks or more due to illness must provide a physician's statement before returning. Vacation/personal days may be used only while maintaining communication with the center.
- **Personal/Vacation Days:** Penny Lane provides each enrolled family with up to two weeks of personal and/or vacation time per calendar year. During this time, you will not be charged for childcare when your child is absent. To use personal or vacation time, please notify your child's teacher or the center director in advance so your account can be adjusted accordingly.
 - **Holidays:** Penny Lane centers will be closed the following holidays:

**** Parents will be notified via Bloomz of possible closings due to weather or emergency situations. ****

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| ▪ January 1 st (New Year's Day) | ▪ Labor Day |
| ▪ Martin Luther King Jr. Day | ▪ Thanksgiving |
| ▪ President's Day | ▪ Black Friday (Veteran's Day) |
| ▪ Memorial Day | ▪ December 24 th (Christmas Eve (Columbus Day)) |
| ▪ June 19 th (Juneteenth) | ▪ December 25 th (Christmas Day) |
| ▪ July 4 th (Independence Day) | |

- **Termination of Enrollment:** Parents may withdraw their child from the program at any time; however, a minimum of two weeks' written notice is required. If proper notice is not provided, two weeks of tuition will be charged to your account. Children who are withdrawn and later re-enrolled will be subject to a new registration fee, and any outstanding balance must be paid before re-enrollment. Families may request a temporary withdrawal for absences lasting more than two consecutive weeks. Written notice is required, and a new registration fee will apply when the child returns to the program. Temporary withdrawals are limited to two per enrollment year.
- **Temporary Withdrawal:** A temporary withdrawal will be permitted for absences of two weeks or longer. We must have a written notice and a re-registration fee will be charged to your account upon re-enrollment. No more than two temporary withdrawals will be permitted in any one enrollment year.
- **Collection and Court Fees:** Any unpaid balance left after your child is no longer enrolled, may be transferred to a collection agency. At this time, you will be responsible for all collection and court fees accumulated.
- **Meals/ Snacks Provided:** Our program serves nutritious meals daily; breakfast, lunch and two snacks. All meals/snacks served at no extra charge to parents. Penny Lane centers are part of the Child & Adult Care Food Program (CACFP) through the Indiana Department of Education.
- **Sick Policy:** Children who are ill will NOT be allowed to return until he/she is symptom free for 24 hours. If your child becomes ill while at the center, you will be contacted to pick up your child. If you cannot be reached, someone from your emergency contacts will be contacted. It is important to follow our program's sick policy guidelines and communicable disease chart; this is a state regulation and apart of the Indiana State Board of Health.
- **Discipline Policy:** The childcare center uses a positive disciplinary approach with children. Teachers communicate with children using positive statements and encourage children to use problem-solving skills to resolve conflicts. Teachers communicate with children at their level about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented accordingly.
- **Reporting Suspected Child Abuse:** Penny Lane is required by law to report any suspected child abuse to Child Protective Services.
- **Release of Child to an Impaired or Intoxicated Person:** If an authorized person insists on removing a child from the center while the staff suspects that they are intoxicated or impaired, the staff will immediately report the situation to local police.
- **Parent Communication:** Communication is imperative in our program. It is vital to promote positive parent/teacher relationships. There are several different ways we will communicate with families. Penny Lane uses social media; website (<http://www.pennylanechildcare.net>), Facebook page (pennylanechildcare), Bloomz App, newsletters, etc. The Bloomz App is private and confidential and is necessary for us to provide two-way communication. All parents' will be provided a code and be approved to join the app. Parent/Teacher conferences will be scheduled as needed or parents may request a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome to observe our program. Unscheduled visits by a custodial parent or guardian is permitted at any time. Penny Lane provides information from the licensing division regarding inclusion, rules, and other childcare resources.
- **Health Documents/Physical Examination:** *A health examination including immunizations and copy of child's birth certificate is required for each child prior to admission.* Childcare center services must be terminated if a health form is not returned within a specific time period (90 days). Health examinations and updated immunizations shall be turned in annually.
- **Significant Occurrences and Problems:** You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

Parent/ Guardian Signature: _____ Date: _____

Parent's SS# (Required for financial agreement): _____

Director Signature: _____ Date: _____