

Penny Lane East
PO Box 7491
106 N. Pete Ellis. Dr.
Bloomington, IN 47408
(P) 812-339-3800.
(F) 812-961-0053.



Penny Lane West
PO Box 68
1920 S Yost Ave.
Bloomington, IN 47403
(P) 812-339-8558
(F) 812-339-6675

Bloomington Day Care Corporation
Provider Intake Agreement
Financial Agreement

I, _____, am enrolling my child(ren) in Bloomington Day Care
(Parent / Guardian Name)
Corporation (dba) Penny Lane Child Care and agree to pay a non-refundable registration fee of \$_____.
My child will attend _____ days per week and pay \$ _____ weekly or \$ _____ monthly.
(Please choose one)

Policies: Please read carefully before signing below

- **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:** The program shall be designed to consider physical, social, emotional, and intellectual needs of all children. Children will have access to learning centers regularly throughout the day. Teachers serve as facilitators to enhance individual children's choices.
- **Method of Payment:** We accept tuition payments of credit/debit card, cash, and personal checks. Please make your check out to Bloomington Day Care Corporation (BDCC) or Penny Lane. Weekly tuition is due on the Monday of that week. Payments received after closing on Tuesday should include a late charge. Monthly fees are due no later than the 5th of the month and will include a late charge if paid after the 5th. Late charges are as follows; \$10.00/weekly or \$40.00/monthly. PLEASE NOTE THAT THERE IS A SERVICE CHARGE ON CHECKS RETURNED TO PENNY LANE FROM THE BANK FOR INSUFFICIENT FUNDS. Please check the current fee schedule for charges. If an account becomes more than 2 weeks past due, BDCC will withdraw that child until such time that the account is current.
- **Late Pickup Fee:** There is a late fee charge of \$1.00/minute for children not picked up by closing time. After five late pickups, the charge will be \$5.00 per minute.
- **Absenteeism:** We ask that your child be at the center by 11:00am. If your child will be absent, please call the center before 10:30am for meal count and classroom activities. If your child will be absent, please let their teacher know. Parents must notify the director to adjust your account accordingly if you would like to use any vacation/ personal days for absenteeism. When a child is out for two weeks or more, due to an extended illness, upon receipt of a DOCTOR'S STATEMENT, we will not charge for the child's absenteeism, as long as the parents maintain communication with the center during this time.
- **Personal/Vacation Days:** Penny Lane allows the equivalence of 2 weeks registered enrollment personal and/or vacation time annually. This is time that you DO NOT have to pay for childcare when your child is absent. Please notify your child's teacher or director if you wish to use any personal/vacation time so that your account can be adjusted accordingly.
- **Holidays:** Penny Lane centers will be closed the following holidays:
 - *New Year's Day
 - *Martin Luther King Day.
 - *Presidents' Day
 - *Memorial Day.
 - *Juneteenth.
 - *July 4th
 - *Labor Day
 - *Thanksgiving
 - *Black Friday (Veterans Day)
 - *Christmas Eve (Columbus Day)
 - *Christmas Day

Parents will be notified of any other possible closings due to weather, or emergency situations.

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- **Termination of Enrollment:** Parents may withdraw a child from the program at any time. A *2-week notice* is required. If you fail to give a notice, *2-weeks* of tuition will be charged to your account. Withdraw and subsequent re-enrollment will entail a new registration fee plus any un-paid balance. *Temporary* withdraw will be permitted for absences for more than two full weeks. We must have a written notice and a new registration fee will be applied upon re-enrollment. No more than two temporary withdrawals will be permitted in any one 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 withdraws 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/Administration Signature: _____