## Rules and Regulations

1. ***Hours of Operation:*** 7:00am - 5:30pm (10-hour day of operation)
	1. *Black-out times:* no later than 9:30am (NO CHILD DROP OFFS PERMITTED)
		1. This ensures no interruptions of the children’s daily curriculum.
		2. Prior arrangements can be made to if needed.
	2. Drop off times earlier than 7:00am, can be arranged upon approval. Charges may apply.
2. ***Late fees:***
	1. After 5:30pm you will be charged $1 per minute, rounded up to the nearest 5-minute interval. Unless a prior agreement is made. Late fees will be due upon pickup that day. If payment is not possible that day then the following day at pickup.
	2. Special arrangements can be made on a case by case basis. Charges may apply.
3. ***Deposit:***
	1. A deposit is required to hold any spot longer than one week. Amount of deposit will be determined by how long the spot needs to be held. THERE ARE NO REFUNDS for any reason due to cancellation.
4. ***Payments:*** Are due promptly Friday mornings or Friday afternoon at the latest. There will be a $20.00 late fee assessed for each day late.
5. ***Holiday and Floater Pay:*** Holidays are full pay days or weeks.
	1. I take seven floater days, which replace my sick days for the year.
	2. There are 5 days for Winter Break.
	3. New Year’s Eve and day, Thanksgiving and the day after, Memorial Day, Labor Day, 4th of July. (If it lands on a Thursday, we will also be closed Friday) President’s Day and Good Friday.
6. ***Vacation Pay:*** Vacation days are paid at half rate.
	1. Little Rascals is only closed 6 weeks out of the year.
		1. Two weeks at half pay; and 4 weeks full pay
	2. See yearly calendar for exact dates. (dates may change year to year)
7. ***Food Program and Daily Meals:*** Little Rascals Daycare will serve two snacks, Breakfast and Lunch.
	1. If you child needs special food; is allergic or has other special needs regarding food, please provide the proper lunch when dropping off your child. Little Rascals Daycare and its owner holds no liability regarding problems, issues or incidents that may occur from any food allergies not communicated and provided to the owner in written form.
	2. I am with Beanstalk Food Program so your child will eat nutritiously while in our care.
8. ***Birthdays:*** Little Rascals Daycare will try to make every birthday a special one. If you decide to participate, we ask that the gift be no more than a $20 value. If participating, the Birthday child’s parents bring the 10:00am snack and some sort of goody bag.
	1. ***Christmas Party:*** We also celebrate Christmas with friends and Santa. We exchange names and we have $20.00 limit for Christmas gifts.
9. ***Illnesses:*** Children must be picked up promptly when sick with fever, vomiting or Diarrhea.
	1. The child must go 24 hours without fever, vomiting or Diarrhea in order to return to school. I will not accept the child back to school until the 24-hour rule is followed.
	2. For colds and coughs, I will allow your child to attend school if the runny nose is clear and being treated.
	3. For children 2 and up I will need these items labeled with your child’s name; a cough, runny nose and fever reducer. This is stored in a safe place and will only be given under my supervision and by your consent.
10. ***Backpack:*** Bring a backpack with your child’s name so that we are able to keep things organized.
	1. Please, provide a change of clothes for any accidents that may occur.
11. ***Potty training/Diapers:*** If your child is not trained, you will need to provide diapers and Wipes.
	1. When the child is ready, please discuss it with me so we can work as a team.
12. ***Discipline:*** I use timeouts only when needed. We may also use incentives like treats and grab box as positive reinforcement. The Grab Box is not given until 3 years of age and treats at 2 1/2 years of age, so the concept is understood.
	1. In the event timeouts do not work and the child is disrupting the ability to successfully and safely operate the Daycare, parents are responsible to arrange for an immediate pickup of their child upon notification.
	2. These early pickups are not refundable or credited towards current or future fees.
13. ***Daily Sheets:*** Are given for children under the age of two.
	1. It gives information on eating, B.M.S., naps and daily events.
14. ***Medical Information:*** All medical records and information must be completed before attending Little Rascals Daycare.
15. ***Calendars:*** A monthly calendar will be given at the beginning of each month to inform you on monthly activities, learning and events.
	1. A yearly calendar will come out every December and this will give you all the days that Little Rascals Daycare will be closed.

***Termination and or change of Services, Legal action and or Dispute Settlement***

* 1. All parties agree to use of an arbitrator provided by Little Rascals Daycare Insurance policy and or owner for all disputes, legal actions or disagreements.
	2. Little Rascals Daycare requires a two week notice prior to termination or schedule changes of services. Including but not limited to; moving full-time to part-time. Schedule changes are approved only upon availability.
		1. If moving from fulltime to part time your spot is no longer guaranteed and may be bumped by a new fulltime child. In such a case, the part-time parents will be provided first-right-of-refusal to take the fulltime spot. If rejected, a one-week notice will be given for the part-time parents to make other arrangements.
	3. Little Rascals Daycare reserves the right to terminate services at any time. Any remaining prepaid days of service will be refunded within 60 days by mail.

Thank you for choosing Little Rascals Daycare. I will do my best to teach your children and make learning fun along the way. Most of all, I will always give them lots of love and understanding during these precious years.

Sincerely,

Teacher Michelle Marra

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Parents/Guardian’s Signature and Acceptance

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