

Parent Handbook

*Miss Ann's Home Child Care Service
Facility Number: 430756121*

*Ann V. Fuqua
(Owner/Operator)
817 Jackson Street
Mountain View, CA 94043
650 964-7098 (Home/Business/Fax)
650 465-4468 (Cell)
avfuqua@pacbell.net
www.missannshomechildcare.com*

*Ages newborns to 5 years old (Flexible)
7:00 a.m. to 6:00 p.m. (Flexible)
Monday through Saturday
Adult to Child Ratio will never be more than a 1 to 6
(In accordance with licensing regulations)*

*Licensed by the State of California since 11/6/1990
CPR/First Aid Certified*

Last updated 6/1/09

It is the staff's intention to provide responsible loving care for your child. The staff feels that a mutual understanding between you as a parent/legal guardian and the child care staff is in the best interest for your child as well as for us. Please carefully review the enclosed rules and regulation in this handbook for the terms in this handbook will be enforced the moment that the contract between us is signed.

*Ann V. Fuqua
(Owner/Operator)*

Welcome Letter

Dear Parent/Legal Guardian,

I am “Miss Ann” to the children in my child care. I began my child studies as a teenager caring for a diverse group of children from the neighborhood and from my parents’ pool of friends. I continued my child development education in college. After schooling, I became pregnant while working in a customer care position (that I so dearly loved), but emotionally I could not return to the job once my oldest child was born. I realized at that time, what I needed to do to fulfill my educational experiences and personal goals, was to run a State Licensed Small Family Home Child Care Service. I have been a California State Licensed Small Family Home Child Care Provider since November 6, 1990 and am also a mother to three incredible children. I look forward to the challenges of each new day and will provide for you and your child, a nurturing and loving child care experience connected closely with positive values and an education experience for life long learning.

To provide a child care of quality for you and your child, your commitment to this child care facility is essential. Your tuition covers not only the needs of your child when he/she is in child care (i.e.) the purchase of diapers/pull-ups, wipes, formula, food and adequately trained supervision; it also covers continued education in the field of child development, safety and health classes, insurance, repairs to the facility, payment for curriculum preparation time, shopping, cleaning, bookkeeping, etcetera. When you sign the contract, you are signing an agreement toward a partnership for raising a healthy, happy individual.

Your tuition payment is your contribution to your child's future in this child care home. Without adequate funding and support by you, your child care options through this service will close one month after non-payment.

Please adhere to the rules and regulations of this handbook and tuition contract so that we may work together to obtain a positive end result for your child.

Ann V. Fuqua
(Owner/Operator)

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About the Family Child Care Home About the Family Child Care Home

Purpose of a Family Child Care Home

According to the State of California's Manual of Policies and Procedures (Community Care Licensing Division) Family Child Care Homes Title 22 Division 12 Chapter 3 Article 1 Section 102352: A Family Child Care is defined as "Regularly provided care, protection and supervision of children, in a care giver's own home, for periods of less than 24 hours per day while the parents or authorized representatives are away."

Large and Small Family Child Care Homes have been established through the strict regulations set forth by the State of California's Manual of Policies and Procedures (Community Care Licensing Division) Family Child Care Homes Title 22 Division 12 Chapter 3 for the safety and well being of the child. The major difference between a Large and Small Family Child Care Home is the number of children in attendance and the number of adults needed to supervise adequately (as further noted in Section 102352).

Our Small Family Child Care (Facility Number 430756121) states that the "Maximum Capacity" is "06 children, including licensee's children under 10 years of age who reside in the home, with no more than 3 infants or 4 infants only (infant means a child under 2 years old)".

Goals for this Small Family Child Care Home

First we wish to introduce you and your child to a gentle, loving, stable and supportive beginning to child care. We model etiquette, respect and caring for others in a nurturing environment to produce a happy, healthy, and successful individual in the long term. We offer a variety of daily indoor and outdoor play and activities to entertain and encourage personal growth in a safe age appropriate environment that leads to independent thought and action through exploration and experimentation.

Philosophy for this Small Family Child Care Home

This Small Family Child Care Home has a play based curriculum with an emergent approach designed to meet the needs of children ages infant through preschool with an emphasis on age appropriate social interaction and problem solving in a positive, caring, and non-biased environment. The curriculum allows for individual and group development of the whole child through developmentally appropriate practices and daily structured and unstructured indoor and outdoor play, activities, exploration and experimentation.

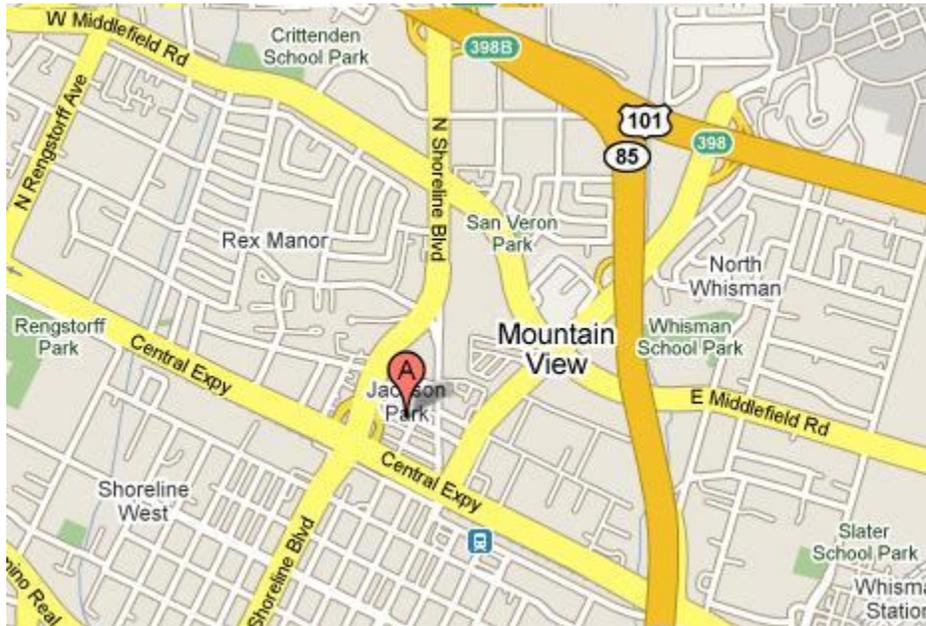
Thoughts on Play Based Child Care Curriculum

According to Hilda L. Jackman, (author of Early Education Curriculum: A Child's Connection to the World (Fourth Edition) ISBN# 781428322462), play is defined as a "behavior that is self-motivated, freely chosen, process oriented and enjoyable." Play promotes non-stressful, fun and unbiased learning. It allows for free thought, expression and exploration. This sort of play, as defined above, develops self esteem and encourages social interaction through a variety of steps beginning with an "Unoccupied Behavior", a momentary interest of what is going on in the infant's or toddler's world. It ends with "Cooperative Play". This "Cooperative Play" is play that has an organized purpose and a shared goal or goals between children usually of ages 4 to 5 years old. It reveals the child's maturity in understanding, acceptance and taking responsibility for other children's ideas during play. It is the opinion of this facility that play develops the child as a whole and is considered an important component to childhood. Play should be and will be encouraged here.

Location

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avfuqua@pacbell.net*

- Walking distance from the Mountain View Train Station, Bus Depot and Light Rail
- Near Highway 85, Highway 101, Central Expressway and Down Town Mountain View
- Off of Moffett Boulevard on the other side of Castro Street at Central Expressway



General Standards for this Child Care Home

Staff

The staff is limited to my family and me at this time.

- Myself : Ann V Fuqua
- My husband: Lawrence J Mathias
- My son: Bryon C Mathias-Fuqua
- My daughter: Caryl E Mathias-Fuqua
- My daughter: Maraya M Mathias-Fuqua

Mandated Reporter of Child Abuse or Neglect

State law requires that child care providers report any signs of suspected abuse or neglect.

Visitation

You are encouraged to drop by for visits with your child on lunch hours, breaks or just to sneak a peak if you have an urge. However, please consider your child's reactions to these visits. Some children of this age group do have emotional upsets when parents visit and have to leave the child in care. Feel free to come and talk to the owner/operator (Ann V. Fuqua) about any questions or concerns you have regarding the well-being of your child. If you need to speak to the owner/operator (Ann V. Fuqua) at length please let the staff know in advance and an appointment will be set.

Social Events, Family Gatherings, Birthdays, Special Events

Special events and gatherings will be announced throughout the year.

Golden Rules

- Do unto others as you would have others do unto you
- Do not exclude from others what is being said. This child care facility acknowledges and respect individual rights to speak in a foreign tongue only when it is outside the facility where staff and children in the child care can not hear.

House Rules

- Gum Chewing/Candy is not allowed inside the house
- Throwing is not allowed in this house
- Running is not allowed inside the house
- Inside voices are to be used in the house
- Biting, hitting, and other negative behavior will not be tolerated
- Children are to wear closed toed shoes during the child care day even during nap and quiet time

Safety Practices

- CPR and First Aid Certificates will be renewed before expiration
- Fire Extinguisher will be refilled before the expiration date on the tag
- Emergency Earthquake/Fire/Safety Drills are practiced and performed monthly and recorded per California State Licensing requirements

Illness Policy

In the case of illness your child will not be accepted into child care with the following symptoms, or until 24 hours after the symptoms have stopped:

- a cold with more than one symptom
- a cough or sneeze (wet or dry) or nasal discharge (of any color) which significantly hinders the child's participation in the daily activities and requires excessive care by the staff
- a fever over 100 degrees
- diarrhea – meaning three (3) or more soiled diapers/underwear within one hour
- vomit - of any amount including excessive spit up
- any rash – the rash must be diagnosed by a doctor with proof of visit and a note must be submitted to the day care staff stating that your child's condition is not contagious
- any contagious disease including but not limited to: Chicken Pox, Pink Eye, and Mumps

All parents/legal guardians will be alerted in the case that a child in this child care has developed a contagious disease.

For the protection of this child care facility and its staff members, the owner/operator (Ann V. Fuqua) reserves the right to deny a child access to the child care in the event the child appears to be too sick to enter this facility. Do not hesitate to call the owner/operator (Ann V. Fuqua) and ask any questions about whether your child should or should not come to child care.

The staff is also given the right to send a child home, if they deem the child too ill, too lethargic or too irritable to remain at the facility. This also includes excessive, continuous crying for more than two (2) hours. The staff expects your child picked up within the hour (one (1) hour) if they call you to alert you to your child's physical/mental state and you are asked to pick the child up. If you are unable or not willing to pick your child up, the next adult will be called from your pick up list. This facility does not have the space to care for ill children per California State Licensing requirements - Manual of Policies and Procedures (Community Care Licensing Division) Family Child Care Homes Title 22 Division 12 Chapter 3 Section 102417.

The owner/operator (Ann V. Fuqua) will give medication with written permission from the parent/legal guardian or physician only. All medication, prescription or over the counter, any lotions, creams or powders must be in the original container with clearly marked directions on when and how the medication is to be administered.

Immunization Records

Immunization must be current and shall be made available by you upon request. In the event of a contagious disease outbreak, children who have not received or are not current on their vaccinations will automatically be denied access to this child care facility - Manual of Policies and Procedures (Community Care Licensing Division) Family Child Care Homes Title 22 Division 12 Chapter 3 Section 102418.

Emergency Procedures

If your child requires emergency medical attention, the staff shall contact 911 or any other source of medical help before contacting the parent/legal guardian. If immediate medical attention is not needed, the parent/legal

guardian will be the first one contacted. However, a signed medical release form for your child must be completed in case of medical emergency, minor or major. Also required is a number where you can be reached at all times while your child is in child care. Please supply the facility with current listings of emergency contacts. These numbers will be updated every three (3) months or whenever any changes occur.

Television

It is the policy of staff members to limit television in the facility. It is not to be used as an integral part of the curriculum, since it is a passive activity.

General Daily Schedule

Free Play and Arrival of Children (until 9:30)

Circle Time at 9:30 (Greeting, Reading, Get Up and Move)

- Good morning greeting song to happy birthday tune
- Read Story (ie Dr Seuss)
- Get up and Move Activity

Snack (between 10:00 and 10:15)

Activities Open for Outside Play (10:30 to 11:30)

- Self Motivated Activities
 1. Water Table (weather permitting)
 2. Sand Table
 3. Art and Craft Table
 4. Free Exploration

Pre-Planned Group Activities designed to enhance Group Participation

Lunch (between 11:30 and 12:30)

Nap/Rest Time (between 1:00 and 2:30)

Indoor Exploration and Free Play

- Pre-planned manipulatives
 1. Blocks
 2. Lego's
 3. Scribble Boards (Magnadoodles)
 4. Etc.

Snack (between 3:00 and 3:15)

Outdoor Play and Departure

***subject to change without notice due to weather, or other restrictions**

Preschool Curriculum

Although this child care is play based, the staff realizes the need for an education. Children ages two years and up enjoy a self paced Home Preschool curriculum with varying levels of difficulty.

Artwork and Lessons

Artwork will be sent home weekly along with lessons that are completed during child care hours. Parent/legal guardian will be provided with lessons at the beginning of each month for interest or practice at home.

Age Group Expectations

Not all children will fit into these categories naturally. Gentle efforts are made to guide children into these recommendations in child care. Although the child's needs are always considered and parental guidance is always followed.

- *Six Weeks to Three Months Old* - The schedule for a newborn to a three month old child will be an "on demand" schedule. Feedings, naps and diaper changes will be determined by your child.
- *Three to Nine Months old* - The schedule for a three to nine month old child will be a more routine schedule. Your child will be offered two naps a day. The morning nap will be 1 to 1 ½ hours long at 9:30 a.m. The afternoon nap will be at 1:00 p.m. and will be 1 ½ to 2 hours long. Your child will be up and active during waking hours exploring and participating in the daily activities of the day care. Your child will be offered a feeding between 8:30 a.m. and 9:30 a.m. Lunch will be offered between 12:00 a.m. and 12:30 p.m. An afternoon feeding will be offered at 3:00 p.m.
- *Nine Months to School Aged* - The schedule for a nine month or older child is more rigid. Your child will be offered one nap a day. The morning nap is eliminated. The afternoon nap will be at 1:00 p.m. and will be 1 ½ to 2 hours long. Your child will be up and active during

waking hours exploring and participating in the daily activities of the day care. Your child will be offered a breakfast between 8:30 and 9:30 a.m. Lunch will be offered between 12:00 p.m. and 12:30 p.m. An afternoon snack will be offered at 3:00 p.m.

Policy on Sharing

Your child should not bring candy, gum, or money from home. (It will be confiscated immediately and kept until the end of the day and given back to the adult responsible for the child at pick up time.) A special blanket and or a toy may be used during nap or “share” time only. The staff members at this facility strongly discourage bringing “special” toys for playtime since young children find it difficult to share.

Toys

Toys are cleaned and inspected on a routine basis. Toys from home are discouraged. (See *Policy on Sharing* section).

Toilet Training Procedures

The staff does participate in helping you toilet training your child. Toilet training will be discussed on an individual basis.

Rest Time

The staff at this child care facility believe that every child has its own individual needs. Nap time may not be required for all children in this facility. However, it is important that all children rest and have a quiet time. Thus the staff members of this facility have scheduled quiet/nap time during the day as part of the daily routine. All of the children in this child care facility are to participate in a quiet/nap time between 1:00 p.m. and 2:30 p.m. each day. If your child needs more rest, a quiet/nap time will also be offered between 9:30 a.m. and 11:00 a.m. each day.

Meals

The staff members at this child care facility believe that children eat and drink different amounts of food for different reasons through out the day. The child, who has no special dietary needs and is capable of eating table

food, will be given breakfast at 8:30 a.m., one lunch served between 12:00 a.m. and 12:30 p.m., and one afternoon snack at 3:00 p.m. Of course for the child who needs more substance throughout the day additional fruits, vegetables and water will be offered.

Weekly menus will be made available for your review.

Discipline

Children are naturally curious about their environment. They learn from what they see and understand. With this in mind, this facility attempts to defuse a potential behavioral problem before it occurs by redirecting the child. However, if this does not work, discipline consists of the “time out” and/or “think chair” methods of discipline and talking about why the action occurred and finding more appropriate behavior. In the event “time out” is used, a child between the age of one (1) and two (2) years old will be placed on a one (1) minute “time out”. A child between the age of two (2) and three (3) years old will be placed on a two (2) minute “time out” and so on.

Clothing and Supplies

All supplies must be labeled with your child’s first and last name. If your child’s belongings are not labeled, a pen will be provided for you to do so at the time of dropping them off. Only under extenuating circumstances (or by arrangement) can your child not be dressed and ready for child care. You should have your child dressed in play clothes and ready to begin the day upon arrival. Inevitably your child may occasionally soil or damage clothing. Outdoor play (regardless of weather) is a standard part of the curriculum and does include infants. Supply at least two complete changes of play clothes (including closed toe shoes) appropriate for the weather for your older child and perhaps more play clothes for your younger child.

You shall supply:

- Powders, Ointments, or Creams necessary and give permission for their use, medicated or not
- Sun Screen (and hat) for outside use with permission to use the sun screen
- Lip balm with permission to use the said substance

- Special foods for your child related to allergies or diet no matter how old the child
- Bottles, first time formula use/breast milk and first time baby food for your child (until allergies are determined)

The facility provides diapers, wipes, blankets and bedding and laundering service. Foods/Drinks (including formula) are provided by the facility once allergies to foods have been determined. (Some exclusion do apply.)

Pets

Our family has two outdoor Siberian Huskies (in a large, partially shaded, fenced dog run), two outdoor Rabbits (in a hutch) and three indoor fish tanks. The dogs are under the care of vets from Abode Animal Hospital in Los Altos. Their shots are kept up-to-date and they have not exhibited any aggressive tendencies towards each other or the children. Hawks have been seen in this area on occasion so the Rabbits have not been de-clawed for their own protection in the event they escape from their hutch. They too have never shown aggression. Both dogs and rabbits have spent time together. The fish in the house are there for the enjoyment and pleasure of the children in this child care facility. For many families, pets are not an option due to the busy life styles we all undertake and the amount of time it takes to care for animals. Allowing the children in this facility to be exposed to the pets in the household allows for teachable moments about safety and awareness through cages. The children are allowed to feed the dogs and rabbits through the link fences, which re-enforces caring for animals, others and self.

Photography

Your signature at the bottom of the contract indicates that you as the parent/legal guardian give permission to the staff members to take photos of your child for that purpose of identification, documentation of various child care events and parent enjoyment. Also, included in this clause is the video taping of your child for the fore mentioned purposes.

Field Trips and Car Travel

Field trips outside the day care site are planned from time to time during the

year and daily trips in the car to deliver and pick up school aged children is a routine occurrence depending on the age of clientele registered in the child care. Your signature at the bottom of this contract indicates that you, as parent/legal guardian, give permission for the transportation of your child via vehicle to various sites during the year. Your signature also indicates that you will not hold the driver responsible for accidents or injury to the fore mentioned child.

Arrival/Departure Procedures

General Rules for Arrival and Departure

- Your child is to arrive clean and dressed for play. Your child will leave the facility clean and ready for an evening with you.
- The staff would appreciate knowing any changes in your daily activity that would affect your ability to be reached quickly in case of emergency.

Arrival Procedures

It is normal for some children to have difficulty separating from a parent/legal guardian. Crying is not unusual when a child is being dropped off. In order to ease the transition into care, the staff encourages you to spend some time in the facility with your child prior to their first day. By doing this you will both feel more comfortable with the staff, children and routine. However, please be more brief (no more than a few minutes) when dropping your child off at the facility after being enrolled. The longer you spend at the facility before departure the harder it becomes for you and your child.

When dropping your child off, follow a consistent goodbye ritual. A smile, a cheerful goodbye kiss and reassuring word that you will be back are all that is needed. Children usually get involved in play or activities as soon as parents are gone and crying does stop.

Departure Procedures

Please also be brief at pick up. This is a time of testing when two different authority figures are present and all children will test to see whose rules still apply. I do expect you to back up my rules but if you do not, I will remind your child that their behavior is inappropriate and take action to correct if needed. Please be in control of your child during pick up time.

No child will ever be allowed to leave the facility with any person not

authorized by the parent/legal guardian. A driver's license is required proof and will be photo copied in order for your child to be released to another adult.

For the safety of your child, the staff will not tolerate an adult responsible for a child who fails to use an appropriate car seat or who transports a child in an incapacitated state. The staff will take steps to keep the child safe, which will not exclude calling an alternate adult or a taxi cab. (In the event a taxi cab is called the adult riding in it is responsible for all charges.) If an adult who is impaired and responsible for a child in this facility insists on taking the child away, 911 will be called.

Timesheet

A timesheet will be kept to document the hours the staff cares for your child. **This sheet must be signed twice a day by an authorized adult;** once when your child is brought into the facility and again when your child is picked up from the facility.

Absenteeism/Late Arrival/Early Pick Up

Please phone the staff if your child will be absent from child care by no later than 8:00 a.m., or one half hour before your child's scheduled arrival. The staff would appreciate knowing the reason for your child's absence. This information is important for other children's health. As with your vacation, you will be billed as though your child was in the child care facility.

General Admission Policies

Anti-Discriminatory Statement

No application for child care service will be denied based on marital status, sexual orientation, sex of child, national origin, religion, or disability.

Privacy Policy

I will keep all records and information about your child and your family private and confidential, unless written permission has been given to reveal specific information. I ask that you also respect the privacy of others in the child care including my family (and staff) by not sharing information unless you have written authorization to do so.

Hours and Days of Operation

“Child care” hours are Monday through Saturday 7:00 a.m. to 6:00 p.m. However, these hours are strictly for supervision of the child and do not take into account the hours it takes to run a quality child care (i.e.) continued education in the field of child development, safety and health classes, insurance, repairs to the facility, payment for curriculum preparation time, shopping, cleaning, bookkeeping, etcetera.

Please understand that it is the staff’s opinion that your child maintains the same sense of comfort and security that he/she has at your home while in child care. Scheduling activities, including drop off and pick up is the key to making your child feel comfortable and secure here in the child care home. This way your child knows what to expect during the day’s activities. So please adhere to the schedule you have provided on the contract. If you are going to be late, call prior to the time the staff is expecting you whether it be in the morning, the afternoon or the evening, so that the staff can help your child understand the reason for the later drop off or earlier pick up.

Any permanent alteration in the contracted hours that you have organized for your child must be formally submitted in writing one (1) month prior to the needed permanent changes. This new schedule will be reviewed by the owner/operator (Ann V. Fuqua). If the staff can not accommodate the newly scheduled hours, for any reason, we reserve the right to terminate child care services with you.

Enrollment Policy

After a tour and an initial interview for a position in the child care the following registration forms must be completed and returned to the child care with all of the enrollment fees (including the non-refundable registration fee) before your child can begin child care service.

- Receipt for Acknowledgement of Handbook
- Contract
- Identification and Emergency Information (LIC 700)
- Child's Pre-Administration Health History (LIC 702)
- Consent for Emergency Medical Treatment (LIC 627)
- Personal Rights (LIC 613A)
- Nebulizer Care Consent/Verification (LIC 9166)
- Parent Rights (LIC 995A)
- Important Information for Parents (LIC 995 E)
- Family Child Care Consumer Awareness Information (LIC 9212)
- California School Immunization Record (PM 286)
- Acknowledgement of Receipt of Licensing Reports (LIC 9224)
- Emergency Supplies (see *Emergency Supplies* Section below)

Emergency Supplies

Please supply a 3 day emergency kit with the following items for your child in the event of an emergency situation:

- water
- formula – only if applicable
- juice
- dated, non-perishable food

Place all items in a small garbage bag and write your child's name on the outside. It is also an option to purchase a 3 day emergency kit. All emergency kits should be good for at least one year. Please make sure to double check the expiration dates of all the items before purchasing them. Your kit will be returned to you each year or at the time of termination of service.

Withdrawal/Termination Clause

Formal written notification shall be sent to the owner/operator (Ann V. Fuqua) one (1) month prior to terminating child care service. The owner/operator (Ann V. Fuqua) shall likewise give the same courtesy to you when possible. (See ***Immediate Dismissal of Services*** statement.) In the event a one (1) month notice is not given in writing by you, your deposit will not be refunded.

Immediate Dismissal of Services Clause

Dismissal policy for early intervention of problem situations is crucial in helping a child who may be at risk. As caring professionals, we realize that we do not have the skills to determine the exact needs of some children. All efforts will be made to assist you in finding help.

Dismissal of services will be enforced to protect the child and the children in the child care setting if the below actions are evident:

- Endangerment to others and self
- Disruptive behavior and acting out
- Repeated undesirable behavior
- Destruction of property
- Lack of self control
- Repeated testing of limits requiring one on one attention
- Ignoring rules
- Consistent lying

Financial Policies

Annual Calendar

When a legal holiday falls on a weekend, that holiday is either celebrated the Friday before or the Monday after it.

You will be expected to find alternate care for your child during the staff scheduled absences as noted below (and any other time that the child care can not open for unanticipated reason).

You will be billed as though your child was in the staff's care during your own vacation time.

- Labor Day – September 7, 2009
- Columbus Day – October 12, 2009
- Thanksgiving – November 25, 26 and 27, 2009
- Christmas Vacation – December 20, 2009 to December 31, 2009
- New Years Day - January 1, 2010
- Martin Luther King, Jr. Day – January 18, 2010
- President's Day Weekend - February 11 to 15, 2010
- Good Friday - April 2, 2010
- Easter – April 5 to 9, 2010
- Memorial Day – May 31, 2010
- Independence Day – July 5, 2010
- Summer Vacation – June through August 2009 (1 week to be announced)

Payment Policy

Payment is made to the child care 365 (three hundred sixty five) days a year (366 (three hundred sixty six) days in leap year) as a monthly tuition payment. (Other payment arrangements can be made according to the needs of the family.) Tuition payment is to be made on the 1st of each month in full. Tuition payment is considered late on the 5th of each month and will accrue a penalty fee of 15% of the tuition plus the tuition. The child care position is forfeited/terminated on the 10th of the month when payment is

not met. Tuition payment can be made by check or money order (payable to Ann V. Fuqua) or in cash only.

Registration Fee

A \$150.00 non refundable registration fee is collected from the parent/legal guardian at the time of registration.

Annual Registration Fee Policy

Each year on January 1, a \$150.00 annual non refundable registration fee will be collected from the parent/legal guardian of the child enrolled in the child care home.

Deposit Policy

A deposit of one (1) month of tuition will be collected prior to the beginning of the child care service. It will be applied to the last month of child care, if written notification of thirty (30) days is given or it will be kept if no notification is given.

Tuition Rate

Scheduled Care - Monthly Rates

| | 1 day per week | 2 days per week | 3 days per week | 4 days per week | 5 days per week |
|----------|----------------|-----------------|-----------------|-----------------|-----------------|
| Half Day | \$180.00 | \$360.00 | \$540.00 | \$720.00 | \$900.00 |
| Full Day | \$240.00 | \$480.00 | \$720.00 | \$960.00 | \$1200.00 |

- Drop-ins are welcome for \$15.00 per hour - Fee payable at pick-up
- Half days are considered pickups before noon (12pm) or drop offs after 1pm.
- Sibling discounts are calculated at 15% of the total family bill.

- Overnight and additional care (more than 5 days per week) is provided with advanced notice and an agreed upon fee paid in advance.

Bounced Check Policy

A penalty fee of \$75.00 for a bounced check plus coverage of the check amount in cash or money order only will be the parent/legal guardian's responsibility. Payment will be made the day after discovery of a bounced check. Cash or money order will be the only method of payment for tuition after a check has bounced.

Overtime Charge Policy

Child Care closes promptly at 6:00 p.m. Monday through Saturday. Parent/legal guardian will pay \$1.00 for every minute late after the closing of child care at 6:00 p.m. according to the clocks in the facility. Payment is due at the time of the pick up. No exceptions. If payment is not made at the time of pick up or consistent late pick up is noted, child care service can be terminated immediately.

Collection of Tuition Payment

Maintaining regular child care payments is the sole responsibility of the parent/legal guardian even when being subsidized by another source. In the event that a collection agency, small claims court or any other source is required to obtain payment for child care services, all charges related to collection of payment are charged to the parent/legal guardian.

Tuition Increase

Advanced written notice of tuition increase will be given at least 30 days before the increase takes effect.

Communication with Parents/Provider

Current/Update Information

Current and updated information will be sent home and posted on the website.

Newsletters/Flyers

Newsletter and flyers will be sent home and posted on the website.

Conferences

Conferences will be scheduled at your convenience and held to assess the progress of your child twice a year.

Program Feedback

Program feedback is always welcome.

Parent Information Areas

Parent information areas are in the front room of the home.