

Sweet Pea's Day Care and Learning Center Policy

OUR MISSION:

At Sweet Pea's Daycare and Learning Center, our mission is to provide childcare that meets the needs of each child and family.

Our goals are:

- To provide affordable, convenient, dependable child care services
- To create a childcare setting for social, cognitive, and physical development
- To provide a nurturing environment
- To provide learning experiences for our children
- To provide a preschool program to ready our children for kindergarten and lifelong learning

OPERATING HOURS:

Our center will be open Monday through Friday 6:00 A.M. - 6:00 P.M. Your child must be dropped off before 9:00 A.M. unless prior arrangements have been made. NOTE: Your child is only allowed to stay at the center 10 hours per day unless prior arrangements have been made . You will be charged a fee of \$5.00 per hour per child for over 10 hours of care. The center closes at 6:00 P.M. , there will be a late fee of \$1.00 for each minute you are late. The late fee is due the same day you are picking up your child(ren) to the teacher on duty. We understand sometimes there are unforeseen circumstances (IE traffic , illness) in which you cannot help being late and we would appreciate you informing us as soon as possible if you won't be picking your child up on time . If you work a schedule which requires your child to be here longer than 10 hours please discuss this with the owner or director to make arrangements. We would greatly appreciate you notifying us if your child will be absent.

We ask that you provide us with accurate drop off and pick up times so that we can be properly staffed. If you need your child to attend a day or time that they do not regularly attend we will need and appreciate at least 48 hours notice.

HOLIDAYS / SNOW DAYS:

The center will be closed for the following holidays : New Years Day, Good Friday, Memorial Day, July 4th, Labor Day , Thanksgiving Day and the day after , Christmas Eve and Christmas Day. If the holiday falls on a Saturday we will be closed the Friday before, if the holiday falls on a Sunday we will be closed the following Monday. We also may take off 2 days per year for Daycare trainings and you will have at least 2 weeks notice for those days. NOTE: During the weeks that holidays occur full payment is due.

In the event of snow call the center to see if it is open. If inclement weather is predicted we will follow the County school system schedule and close early in order to make sure each child and staff member makes it home safely.

EMERGENCY POLICY:

If there is a fire at the center the children will be evacuated and parents will be contacted to pick their child up (all children will be evacuated to the Cleveland Public Library). In the event of a tornado warning or other natural disaster all children will be kept at the center and not permitted to leave until all threats are diminished .

PAYMENT:

A registration fee of \$25.00 per child is required.

Weekly Fees:

6 weeks-12 months-\$132

12 months-24 months (or over 2 and not potty trained)-\$115

2-5 years (potty trained): \$99

School Age \$50

Summer care: \$75

There is an additional fee for school age children when they are present during school closings. We offer a \$10 family discount for more than one child.

We accept cash, checks, money orders, credit/debit cards and automatic bank withdrawals. If you wish to enroll in automatic withdrawals please ask for the EFT form to fill out .

Childcare payments are due in advance for the following week and will be considered late if not paid by Friday. NOTE: If the center is closed Friday for a holiday etc. fees will be due the last day that the center is open that week. A late charge of \$10.00 will be added each day for an overdue payment. **After two weeks of non-payment your child will not be allowed to return until all fees are paid in full.** There will be a \$35.00 service charge for all returned checks.

*****You are responsible for full payment regardless of the number of days your child(ren) attend, this is to reserve the space for your child.*****

If you have state assistance for your childcare you are responsible for the enrollment fee of \$25 and any copays, you are also responsible for keeping up with the paperwork required to keep your assistance. If your childcare assistance lapses you will be responsible for paying the full weekly rate until it is resolved.

*****All past due balances not resolved in a timely manner will be turned over to an attorney for collections, you will be responsible for the full balance, late fees and any collection/attorney's fees.*****

Tax receipts for the previous year will be issued to each family with a zero balance by the end of January. If you dis-enroll your child before January you will need

call and request the tax form and stop by to pick it up when you are informed it is ready, no forms will be mailed out.

VACATIONS:

Each child is eligible for five consecutive days of vacation per year after they have been enrolled for six months. Your child may not attend during your vacation time. You must have a zero balance to receive your vacation time and we require one weeks notice.

ARRIVAL AND DEPARTURE:

All children must be accompanied by a parent/guardian as they enter or leave the center. **You must sign your child in and out each day** . Children are not allowed to leave the center with anyone except the parents or person(s) designated by the parent(s)/guardian to pick up the child(ren) . All person(s) picking up children from the center should be prepared to show proper identification .We are not responsible for injuries that may happen to your child when they are under your supervision and care during daycare hours in or outside of the building.

If a member of the staff witnesses odd behavior that may put the child at risk they can refuse to let the child leave with the parent or specified pick up person.

PARENT COMMUNICATION PLAN:

Teaching staff will communicate daily with parents at drop off and pick up in addition to daily activity sheets for infants and toddlers that will be used to give parents a brief summary of their child's day . If there is a need during the day , staff may call parents to discuss issues or concerns regarding their child's wellness or behavior. Written memos will be sent home as needed with children and notes will be posted on the parent communication bulletin board next to the parent sign in/out book.

MEALS:

Breakfast, lunch and snack will be provided. Your children must be at the center in their classroom by 8:30 A.M. to receive breakfast and dropped off by 9:00 A.M. to be counted for lunch each day , unless prior notice was given to your child's teacher. A menu will be posted weekly, if there is something your child will not eat you may send in an alternative, please make sure it is labeled with your child's name and inform the teacher if it needs to be refrigerated .

Please note breakfast is served at 8:30 A.M. , if your child arrives prior to this time and is used to eating or is hungry please feed them before coming into the center ,

meal times are scheduled this way so that we have enough staff to prepare and serve the food.

NAP TIME:

Nap time will be from 12:00 to 2:00 P.M. We ask that you provide a fitted crib sheet and small blanket (no pillows or blankets for infants) for your child. Please make certain these items are labeled with your child's name . They should be taken home and washed at the end of each week. If you fail to provide these items a \$5 per week charge will be added to your account for use and laundering of our extra sheets and blankets.

BEHAVIOR POLICY:

Our first discipline approach is re-direction and praise. If a child continually forgets a rule he/she may be asked to move to another area of the classroom or to sit out the activity in progress for a selected amount of time (1 minute per year of age)

Extreme behavior problems will be discussed and resolved through the cooperation of the parents and specific individualized behavior management goals and approaches,

Sweet Pea's reserves the right to suspend or dismiss any child whose behavior becomes detrimental to the health and safety of themselves, other children or our staff. If your child is sent home for behavior they will not be allowed to return the following business day.

POTTY TRAINING:

When you make the decision to start toilet training your child please inform your child's teacher that you have begun so that we can work alongside you in this endeavor . Please provide your child with pull-ups , wipes, underwear and plenty of extra clothing .

SICK CHILD POLICY:

When your child is sick we ask that you keep them home to protect the other children and our staff. If your child becomes ill while in our care we will contact you to pick them up within 45 minutes and they will not be allowed to return the following day. Your child may not return to our center until they have been symptom free without medication (fever, vomiting, diarrhea etc.) for 24 hours. Any rash (excluding diaper rash) will require a Dr. note confirming it is not contagious for your child to return . If the child is absent for more than 2 days due to an illness a doctor's note will be required with a return date listed. If your child has head lice he or she will not be allowed to return to the center until they are lice and nit free.

The center is authorized to administer **PRESCRIPTION** medication only. No over-the-counter medication will be given . A medical form must be completed with the parents signature and the dosage. Medication will only be administered at 11:30 A.M. Any medication deemed

necessary at other times will be addressed on an individual basis. Parents are welcome to administer medication at any time unless it is a fever-reducing medication.

WITHDRAWAL:

If at any time you wish to withdraw your child from Sweet Pea's you must submit a full two week notice in writing. If not you will still be responsible for the full two weeks of tuition. If the balance is not collected within 30 days the account will be referred to an attorney for collection and you will be responsible for the balance, late fees and attorney/collection fees.

If you have any questions or concerns regarding this policy please speak to the owner or director . Our priority is the children and families we serve .

SUPPLY LIST FOR EACH CHILD: (UPON ENROLLMENT)

One crib sheet

One small blanket

A seasonal change of clothes

Box of tissue

Clorox wipes or Lysol spray

Pack of copy paper or

Pack of construction paper

Infant and toddlers please add 2 large bibs to remain @ the center

Children who are not potty trained will need diapers/pull-ups and wipes

Infants will need to provide bottle, spoon, formula, sippy cup etc. labeled with their name

Toddlers (under 2) will need to provide a sippy cup labeled with their name

To enroll in our text message alerts and reminders please text @sweetpeasd to 81010

Owner: Ashley Cross

423-650-7496-cell