

POLICIES OF TEACHER P's HOME DAYCARE

This form contains the rules and regulations of Teacher P's Home Daycare. Upon signing this agreement you have obligated yourself to abide by the stated regulations. Violations of any regulation may result in dismissal of your child from our program.

1. **It is understood that tuition is due every Friday for the following week's tuition.** Tuition is _____ per day. If your payment is not made by Friday, a \$ 20.00 late fee will be charged or your child will not be accepted on Tuesday or your late fee will accumulate during the week. A late charge of \$10.00 for the first 15 minutes and \$1.00 for every minute thereafter if any child is in attendance after 5:30 P.M. It is important that your child be picked up on time. In case of emergency, it is your responsibility to contact the day care.
2. It is understood that a schedule for your child must be submitted prior to attendance.
3. **There will be no reduction of tuition in the event of illness, vacation or other days when my child is absent from the daycare.**
4. A two-week written notice prior to your child's last day is required should you decide to withdraw your child from the program.
5. The day care should be notified promptly of any change of home or business address or telephone numbers.
6. Your child may_____/may not___be photographed for activities and publicity for the day care, as authorized.
7. Your child should not be brought to the day care if he/she has a fever over 101 degrees rectally or 100 degrees axillary within the past 24 hours.
8. The day care should be informed at least one hour prior to his/her schedule when he/she is sick or will not be in attendance.
9. The day care should be notified of any change/s made in your original schedule.
10. In case of any accident or illness while in the day care, St. Aloysius staff is hereby authorized to secure and provide medical care for your child, as the day care may think necessary and proper.
11. Permission is given to Teacher P's Home Daycare Staff to release my child to Swedish Covenant Hospital in the event of emergency and hereby authorized proper Swedish Hospital doctors to administer appropriate medical action if the parent (s) or legal guardian or child's physician cannot be reached at the time of the emergency.
12. A medication form should be completed each time your child needs medication.
13. The day care will be notified in writing when someone other than yourself, your spouse or other designated person is authorized to pick up your child. The individual's name and Social Security Number will be placed on the sign in sheet and should have a picture ID for identification.

14. Parents may not bring in food unless special circumstances exist. (Example special diets and/or religious issues). Food for special events such as cake/cookies or any other treats intended for the children must be store bought.
15. All Child care Staff and Parents shall report all cases or suspected cases of abuse or neglect to the Director and the local Department of Social Services within 24 hours.
16. I HAVE READ, UNDERSTOOD, AND HEREBY ACCEPT THE TERMS OF THIS AGREEMENT.

Parent's Signature: _____

Date: _____