

# Welcome!

At Resurrection Lutheran Child Development Center, we appreciate how hard it is to entrust your child into someone else's care and we work hard to make sure each transition is a smooth one.

We offer care for children ages 6 weeks through Kindergarten. We are open from 7:00am - 6:00pm Monday through Friday. We have developed an educational program which follows a very simple philosophy: to provide children with a loving and safe Christian environment where each child is treated as an individual and their special talents are allowed to flourish and grow.

We feel that children learn through their individual successes. Our goal is to provide an environment in which children can succeed and gain self-confidence. We will help your child develop not just physically and intellectually, but also socially, emotionally and spiritually by filling your child's day with fun, friendship, and God's love.

We are delighted that you have chosen us to care for your child and look forward to working with them and with you.

## **Christine M. Justesen**

Director, Resurrection Lutheran Child Development Center  
Resurrection Lutheran Church

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11575 N. 1<sup>st</sup> Avenue

Oro Valley, Arizona 85737

(520)575-1521



Revised 4/17

### **Resurrection Lutheran Church Mission Statement:**

"Called by God's spirit, we are to be the presence of Christ in our daily lives so that others will follow him."

### **Resurrection Lutheran Church Vision Statement:**

"To passionately welcome and serve creation with Christ's love."

### **Child Development Center Mission Statement:**

"Providing a nurturing, quality Christian environment conducive to the developmentally appropriate growth of the whole child."

Resurrection Lutheran Child Development Center is Accredited through the  
*Evangelical Lutheran Education Association.*



### Children's Programs

**Infant** ~ 6 weeks - 12 months & Walking  
**Waddler** ~ 12 months - 24 months  
**Toddler** ~ 2 year olds

**Preschool** ~ 3 year olds  
**Pre-K** ~ 4 year olds and young 5 year olds  
**Kindergarten** ~ 5 year olds

**For our Infants and Waddlers,** we offer 2, 3, & 5 FULL DAY programs.

**For our Toddlers, Preschoolers and Pre-K's,** we offer 2, 3, & 5 full and part day programs.

**For our Kindergarteners,** we offer a 5 day (8:30am - 2:30pm) program with extended care if needed.

### Communication

To provide your children with the best possible care, we must keep lines of communication open. This includes discussions about the changing needs and behavior of your child. It is only through this type of interaction that the goal of quality, nurturing care can be achieved.

We will keep you fully informed of your children's developmental progress and of any concerns and/or suggestions we might have. It is important that you keep us informed of your views, opinions and observations so that together we can provide a consistent, fun and stress-free environment in which your children will be able to grow.

Please call the CDC office with any questions or concerns @ 520-575-1521

### Curriculum

In each program there will be structured activity times where we provide developmentally appropriate activities using developmentally appropriate materials. Our program will also include a Christian Education component that will be woven throughout the basic curriculum structure. We will help the children to recognize God's love for them so that they may experience the presence of Christ in their world.

*More specifically...*

### ***Infant & Waddler Curriculum:***

**Play:** We believe that play is a power tool; a magic key. It is the essential work of childhood, worthy of respect and encouragement. Play is not just an important part of the curriculum - **play is the curriculum!** Play is the way children process what they perceive. It is how children discover for themselves what we cannot teach them. Children at play are busy people, involved and active, making the world theirs for a time. We will spend our days building up, knocking down, making things happen. We will be exploring, pretending, creating, asking why, and finding out, until we understand. Our space will be filled with playthings that encourage discovery play and enhance the development of sensory awareness, fine motor skills, creative thinking and self concepts. There will be times for independent discovery as well as times for adult to child interactions.

### ***Toddler, Preschool, & Pre-Kindergarten Curriculum:***

**Developmental Activities:** Throughout the week we will provide various activities which develop cognitive skills. We currently partner with Funshine Express using their Fireflies curriculum.

Fireflies® is a high-quality, professionally-designed curriculum that creates enthusiasm for learning and builds school readiness skills. This curriculum provides strategies for children with various developmental needs, experiences, and diverse cultural backgrounds. All activities and assessment materials are aligned with the most competitive early learning standards.

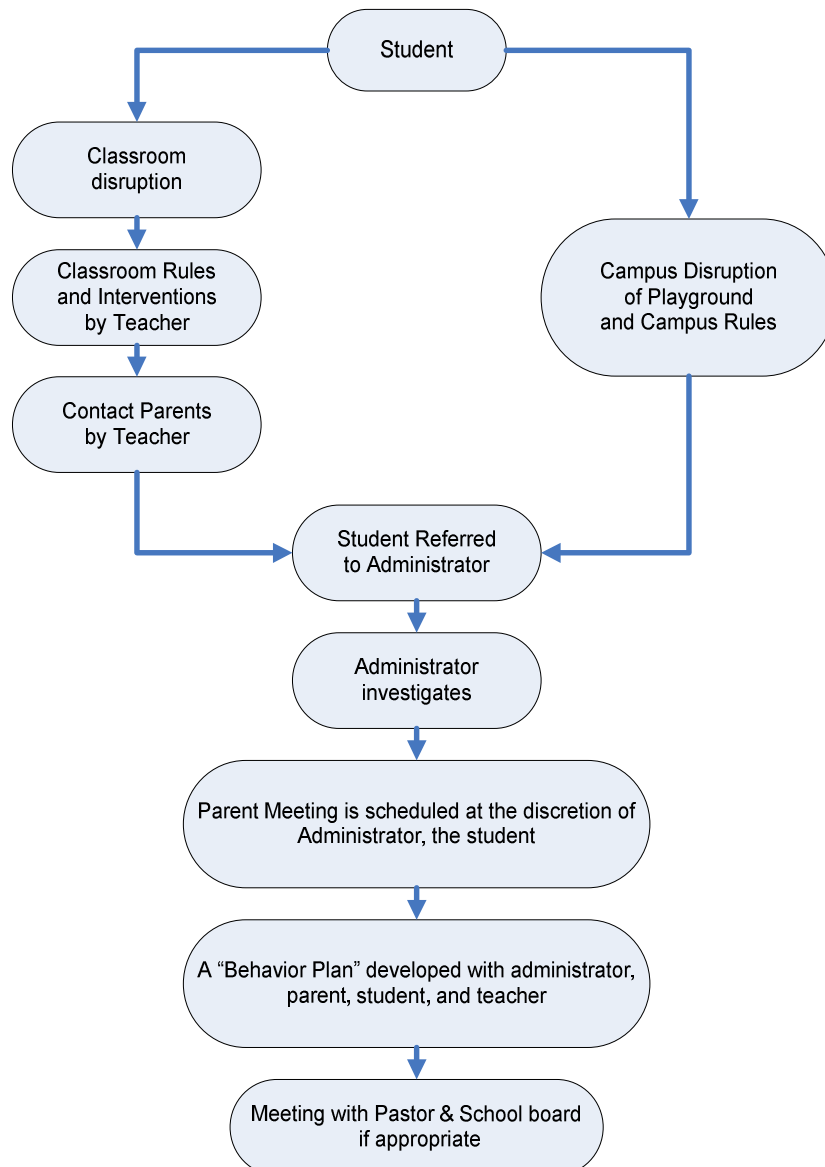
At Resurrection we utilize the highest level of enrichment materials to be sure that our children are consistently challenged in many content areas including **S**cience, **T**echnology, **E**ngineering, **A**rts and **M**ath or **STEAM!** Although we offer full day programs, **we are not a daycare** but rather a true early learning childhood center where children are exposed to developmentally appropriate activities and materials. Our focus is hands on, experimental learning with some areas of the curriculum being driven by children's interests.

In addition, we will have supervised play periods during which the children will be encouraged to use interactive toys, games and other materials in order to develop social, emotional and communication skills and the opportunity to learn by exploring.

## Discipline

We believe that discipline is a positive process that teaches children how to effectively relate to others. We encourage the use of self-control, redirection, problem solving, and cooperation. These methods are utilized to teach the children how to be responsible and accountable for their own behavior. By targeting the child's behavior as opposed to the child we believe the end result is a strong self-esteem. Every once in a while a child will become completely uncontrollable. If this occurs we will send that child home for the remainder of that day and start with a clean slate the next day. We feel that this is the only way to make sure that our environment remains a safe and healthy one. This also insures that no one child takes all of a teacher's time so that the children who are behaving appropriately are rewarded for their efforts.

### RLCDC Discipline Flowchart



## Dress Code

Children and employees are expected to adhere to the following:

- No spaghetti straps or tank tops with straps less than 2 inch wide.
- No bare midriffs. (Shirts should reach your waist with your hands held up in the air.)
- No short shorts (shorts should reach mid thigh) or extremely low rise jeans. (Undergarments should not be visible when sitting, standing, or bending.)
- No heavy make-up or jewelry will be allowed. This includes dark polish on fingernails.
- No shirts with suggestive writing/slogans or pictures.
- Girls must wear shorts under dresses and skirts.

In general, employees will dress in clothes that are comfortable, with no holes or tears; clothes that will not inhibit their ability to play with or care for the children.

Children should wear clothing that is comfortable and doesn't inhibit their play.

**Please do not send your child in clothing that they cannot get dirty.**

## Enrollment and Disenrollment Procedures

***Trial Period:*** Your children's adjustment is important to all of us. We feel that it is important to treat the first few weeks of your child's enrollment as a transition period. During this period, we encourage parents to take the time to stop in whenever possible and learn about the program first hand. It is during this time that concerns, suggestions and other useful observations are most helpful to the child's integration into the program

***Enrollment:*** If you plan to enroll your child you must first determine availability of space with the center director. Then you must fill out the registration packet and pay the registration fee for your child's program. When you return the registration packet and pay the registration fee a start date for your child will be determined by the center director and parent. Each parent will be responsible for signing their child in and out of the program and greeting the child's teacher each day. Your child will not be released to anyone other than a parent or guardian unless we have written permission from the parent or guardian the day of the alternate pick up. I.D. will be required. Once your child is enrolled, we have an open door policy for parents to come and observe their child in action at any time.

**Disenrollment:** If you are planning to remove your child from the program, we would appreciate notification as soon as possible, but no less than 2 weeks in advance. We reserve the right to remove your child from the program if we believe that to continue care might be detrimental to your child or to the program.

### Employees at Resurrection Lutheran Child Development Center

At Resurrection we strive to keep our child to teacher ratio as low as possible.

| <u>State Required Ratios</u> |                  | <u>RLCDC Scheduled Ratios</u> |
|------------------------------|------------------|-------------------------------|
| 1:5                          | Infant           | 1:4                           |
| 1:6                          | Waddler          | 1:5                           |
| 1:8                          | Toddler          | 1:6                           |
| 1:13                         | Preschool        | 1:9                           |
| 1:15                         | Pre-Kindergarten | 1:10                          |
| 1:20                         | Kindergarten     | 1:15                          |

The state requires that 2 teachers who are CPR/First Aid certified be on the premises at all times. RLCDC requires that ALL employees be CPR/First Aid certified.

All employees are required to complete 18 hours of instruction each year to maintain their teaching status. No one under the age 18 or any adult volunteer will ever be left alone with the children.

Because Resurrection Lutheran Child Development Center hires highly capable and responsible people, it is natural for parents to seek out our employees to babysit for/or socialize with their families. **We strongly discourage this.** We find that it crosses a professional boundary and can sometimes create an atmosphere of favoritism of one child or family over another. If you do decide to hire one of our employees to care for your child outside of RLCDC, please be advised that it is considered a private contract between your family and that employee. **RLCDC accepts no responsibility or liability for these contracts.**

### Field Trips

We occasionally will plan a field trip and when we do a parent or guardian will need to sign a special permission slip. We will also need parents to help transport the children. All parent drivers will need to provide a valid driver's license, their vehicle license plate number, and proof of Arizona registration and insurance. All children must have a seatbelt or age appropriate car seat as determined by Arizona State Law. We will not take children under 3 on a field trip without a parent or guardian. We do not offer any other kinds of transportation services.

## Fundraisers (On-going)



Resurrection Lutheran Child Development Center benefits through purchases made using your Fry's VIP Card. It's a quick and easy way for you to help the school while grocery shopping. Fry's has dedicated \$2 million to assist local charitable organizations this school year. A few minutes of your time to register your grocery card is all it takes!

Also, the eScrip program can turn your online purchases with vendors like Amazon and the Apple Store into funds for the school. By starting out at the eScrip.com website before making your online purchase, a percentage will be directed back to the school. No need to register with anything more than your email address!



- Go to [escrip.com](http://escrip.com)
- Register with your email
- Search for "Resurrection Lutheran CDC" or group number 9608248
- Start at [escrip.com](http://escrip.com) for your next online purchase

### Questions?

1. *What if I only use my phone number at the checkout or can't find my grocery card number?* Call Fry's at 800-576-4377 for your card numbers. Be sure to include your card numbers in your registration in addition to any phone number that your cards are linked to, in order to receive credit for your purchases.
2. *I've registered for these programs previously; do I need to renew?* Only the Fry's program needs to be renewed each year.
3. *Does either program cost me money?* No, there is no cost to register or participate.
4. *I already participate in these programs with another school or group.* The eScrip program allows you to designate up to three groups to benefit from your purchases. The Fry's program, while limited to a single group at one time, may be changed during the year to designate more than one group over the school year.
5. *I don't shop online or at Fry's; how can I still help?* Encourage others to register! They don't have to live nearby or have students at the school. Friends, neighbors, family and co-workers are often willing to help because there is no cost to them and registering is so easy. Please feel free to share this flyer.

The Fry's Community Rewards logo, featuring the Fry's logo in a red speech bubble and the words "community rewards" in a blue speech bubble.

community  
rewards

- Go to [FrysCommunityRewards.com](http://FrysCommunityRewards.com)
- Create a Fry's VIP online account, if you don't already have one
- Once logged in to your Fry's VIP online account, select Enroll under the Community Rewards section
- Search for "Resurrection Lutheran Church" or group number 80410

## Guidelines for all Adults

### **Any adult interacting with children at RLCDC will...**

1. Maintain a caring Christian attitude at all times. Be circumspect in language and subject matter. Information learned about a student is to be kept strictly confidential.
2. Utilize compassionate discipline; remind children of expectations and natural consequences; be loving, fair, and consistent.
3. Follow appropriate procedure in addressing grievances. It is against policy to discuss matters with other parents or staff not involved. All adults will work directly with the person or persons involved. The director will be informed if an agreement cannot be reached.
4. When a child needs comforting, kneeling or stooping to the child's level to comfort is good. Occasionally a child may need a friendly hug or some kind of physical contact. Be brief, gentle, and then redirect the focus.

### Harassment Behavior Policy:

Resurrection Lutheran CDC is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. Such behaviors will be treated seriously, reviewing and investigating such allegations promptly and confidentially.

Being charged with harassment does not mean a presumption of wrongdoing.

Substantiated harassment behavior, however, will result in disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of an individual's race, creed, national origin, mental or physical disability, or sex. It includes but is not limited to the following:

**Verbal Harassment** – Derogatory or threatening words spoken to another person.

**Physical Harassment** – Unwanted touching, contact, assault, deliberate impeding or blocking movements, or intimidating interference with normal work or movement.

**Visual Harassment** – Derogatory, demeaning or inflammatory pictures, words, gestures or drawings.

**Sexual Harassment** – Unwelcome verbal or physical conduct of a sexual nature when any of the following occur:

1. Submission to such conduct is made either explicitly or implicitly a condition of a student's academic status or development.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.



### **Resurrection Lutheran Child Development Center responsibilities:**

1. Implement this policy through regular staff meetings to ensure its understanding and importance.
2. Make staff, students and parents aware of this policy and its enforcement.
3. Remain watchful for conditions that create a school environment free from discrimination, intimidation and harassment.

### **Student Responsibility**

1. Conduct himself/herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be discriminatory, intimidating or harassing;
3. Consider informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of harassment or discrimination to a teacher or the director;
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct to discontinue that conduct immediately.

### **Complaint Filing and Investigative Procedures:**

The following procedures are to be followed for a harassment claim:

1. The student must first tell the individual causing the harassment that his/her conduct is offensive and must stop. If the child is unable to do so the parent/guardian should contact the director. If the objectionable behavior does not stop immediately, the student should report the harassment to the director who is not the subject of the allegation. This could be further extended to pastor and board dependent upon who is the subject of the allegation.
2. The student (parent/guardian) alleging harassment will be asked to complete an Incident report form. This complaint will be thoroughly investigated involving only necessary parties and maintaining as much confidentiality as possible.
3. The investigation will include a meeting with the person (with parent/guardian as appropriate) alleged to have harassed, sharing the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave/suspended enrollment during the course of the investigation.
4. Upon completion of fact gathering the director, in conjunction with the pastor and the school board, if appropriate, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including expulsion or termination.
5. If the complaint against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the center will take reasonable steps within its power to investigate and eliminate the problem.

## Health/Medical

**Illness:** Ill children expose other children to the spread of their illness and require additional care and attention that we are unable to provide. Obviously, it will not be possible to avoid the spread of all infectious illness, however by minimizing exposure and following good hygienic procedures we can limit the problem. Accordingly, the following policies should be followed for the benefit of all involved: **Children who have exhibited any symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and should remain at home.** Examples of associated symptoms include, but are not limited to; fever of 101°F measured orally or 100°F measured under the arm, nausea or vomiting, diarrhea, rash or draining eyes or ears. **If your child is sent home from our center due to any or one of these symptoms he/she may not return until he/she is symptom free for at least 24 hours. We reserve the right to determine whether a child should remain at home when illness is a consideration.** Parents of children who become ill during the day will be promptly notified. Parents are to make arrangements to pick up their children as soon as possible. If the parent cannot be reached, a person designated as an Emergency Contact will be notified.

**Medications:** We will not administer any medication, including "over the counter" non-prescription preparations (e.g., Tylenol, decongestants, cough syrups, diaper rash creams, sunscreen, etc.), without parent's or doctor's written authorization. A fax order from your child's health care practitioner is acceptable in an emergency situation.

Prescription drugs must be in their original container and be clearly labeled with the child's name, name of the medication, dosage and instructions. In addition, a release form must be signed by the parent(s). This includes non-prescription medications as well.

**Immunizations:** We require a copy of the child's Immunization Record signed by the child's physician. This information must be kept up-to-date in our files.

**For minor accidents or injuries our staff will administer first aid or call 911 if necessary. In the event of an emergency such as a fire or gas leak we will call 911 and evacuate the children to the church sanctuary. If we need to evacuate the campus entirely, we will walk with the children to:**

Walgreens Pharmacy  
11951 N First Avenue  
(SWC of First Avenue and Tangerine)  
Oro Valley, AZ 85737



**There are toilets and phone services available there. Our first priority will be the safety of the children. Parents will be contacted as soon as possible.**

## Holidays & Vacations

**Holidays:** We will be closed for the following holidays. Payment is required for these days:

- In-Service Days (July 31st- Aug. 4<sup>th</sup>, 2017)
- First Day of Fall Session ~ August 7, 2017
- Labor Day
- In-Service Day ~ October 13, 2017)
- Thanksgiving Day and the following Friday
- December 22 through January 1. We will re-open after New Year's Day holiday is observed.
- New Year's Day and the following day
- First Day of Spring Session (January 3, 2018)
- Martin Luther King Day (In-Service Day)
- Rodeo Friday ~ February 23, 2018
- Good Friday and Easter Monday
- **Friday before Memorial Day (In-Service Day) ~ May 25, 2018**
- Memorial Day
- Independence Day

**Vacation:** We would appreciate knowing when you are planning a vacation as soon as you know the dates. This will enable us to schedule our staff accordingly.

**Sick Child's Absences:** Please inform us as soon as possible if your child is to be absent due to illness or family emergency.

**(Please note: Tuition rates have been calculated to include holidays, 1 week sick time and 1 week of vacation time and then divided evenly throughout the year for budgeting purposes. This means that tuition rates will be the same each month regardless of vacation/sick or holidays.)**

## Inclement Weather Policy

In case of inclement weather Resurrection Lutheran Child Development Center will follow the Amphitheater public school schedule so check [www.amphi.com](http://www.amphi.com) for school closing/delay announcements.

## Nap and Rest Time

After lunch, there will be an opportunity for children to nap and/or rest. The time will vary according to each classroom schedule. Napping will not be mandatory and

will be determined by the child's needs. **Pre-Kindergarten children will be allowed to nap as space allows.** If your child will be napping, please bring a pillow and blanket that is clearly labeled with your child's name. We ask that you launder these items weekly. (*Infants and Waddlers will nap as needed throughout the day.*)

### Nourishment

*Parents will be responsible for providing a sack lunch for their child. This lunch must include milk or 100% juice as mandated by our state licensing agency. If you do choose to send 100% juice, please limit it to 4 ounces. We will supplement with water as needed.* We will serve healthy and nutritious snacks. Mealtimes will vary depending on the age of your child. Please let us know if there are any foods your child cannot have and we will adjust accordingly. Infants and Waddler parents must be sure to introduce new foods at home. We will not serve any food here until the parent has given that food to their child at least 3 times at home. This is to avoid allergic reactions.

### Scholarships/Discounts

Throughout the course of the year we do some fundraisers to raise money for our scholarship fund. If you are interested in applying for a scholarship please speak with the director. We also work with the **Arizona Christian Student Tuition Organization** which is our state's tax credit option. This money can only be used for Kindergarten. If you have any questions about how to use this tax credit or how to apply for a scholarship through ACSTO please contact the director.

If you have more than one child enrolled in RLCDC, you will receive a 10% discount on the youngest child's or children's tuition fees. Staff members of Resurrection Lutheran Church will also receive a discount that is dependent on the age of your child and the program in which the child is enrolled.

### School Board

Resurrection Lutheran Child Development Center operates under the direction of Resurrection Lutheran Church. The church leaders have authorized Resurrection Lutheran School Board to help set school policy and to plan for the future. The board is comprised of five members including the Chairperson. The CDC Director will serve as ex officio member, providing input, but without vote. Three of the five members must be members of good standing of Resurrection Lutheran Church. The board currently meets on the fourth Tuesday of the month in the CDC. Minutes from these meetings are available upon request. All school board recommendations must be approved by the church council.

## Supplies

**School Supplies:** We will provide all supplies such as paper, crayons, glue or paste, stencils, worksheets, etc. All supplies will be non-toxic and age appropriate. We will occasionally plan special projects which will require each parent to provide the necessary supplies, such as old clothing, photos, etc.

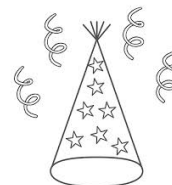
**Special Items** You will need to provide, *as applicable*, the following:

- **One (1) extra change of clothes including shoes. (everyone)**
- Appropriate seasonal outerwear. (everyone)
- Pillow and blanket. (children who will nap except infant/waddlers)
- Any special stuffed friends or dolls, **limited to one per day**
- Diapers and Wipes (children who are not yet potty trained)
- Formula, bottles, nipples, pacifiers etc. (Infants and waddlers)



**Special Days:** We will observe special days with activities (e.g. birthdays, Valentine's Day, etc.). We will provide the supplies for these days, but you are welcome to bring decorations, games or books that you think may enhance these experiences.

**Birthday Celebrations** - We ask that you provide a small gift bag with 2 or 3 items from the dollar store (or a book if you would rather) for your child to open on his or her birthday. We will all sit together with the birthday child in the center and we will take turns telling your child what we like best about them. Then your child will have a chance to say what they like best about themselves and then they will open the gift bag that you have sent. **PLEASE DO NOT SEND ANY FOOD ITEMS IN THE TREAT BAG!** We are working hard to teach the children that we do not have to use food (especially sweet, sugary foods) to celebrate special occasions. If you have any questions please call us for more details!



## Toys and Games

We provide a variety of safe, age appropriate toys, games and other play items. Your child is welcome to bring an additional item from home **that he or she may wish to share with the other children.** Again, please limit to **one** per day.

*Note: Please write your child's name on all of his or her belongings*



# Resurrection Lutheran Child Development Center

## Monthly Tuition Rates for 2017-2018

### **Infant/Waddler Rates (6 weeks - 24 months)**

#### **Full Day Program ONLY (7:00AM - 6:00PM)**

| <u>2 Days</u>  | <u>3 Days</u>      | <u>5 Days</u> |
|----------------|--------------------|---------------|
| Tues. / Thurs. | Mon. / Wed. / Fri. | Mon. - Fri.   |
| \$524.00       | \$743.00           | \$1095.00     |

Infant/Waddler Additional Day: \$60.00    Annual Registration Fee: \$150.00

### **Toddler / Preschool / Kinder Bridge Rates**

#### **Full Day Program (7:00AM - 6:00PM)**

| <u>2 Days</u>  | <u>3 Days</u>      | <u>5 Days</u> |
|----------------|--------------------|---------------|
| Tues. / Thurs. | Mon. / Wed. / Fri. | Mon. - Fri.   |
| \$409.00       | \$591.00           | \$872.00      |

#### **School Day Program (9:00AM - 3:00PM)**

| <u>2 Days</u>  | <u>3 Days</u>      | <u>5 Days</u> |
|----------------|--------------------|---------------|
| Tues. / Thurs. | Mon. / Wed. / Fri. | Mon. - Fri.   |
| \$313.00       | \$452.00           | \$627.00      |

#### **Half Day Program (8:00AM - 1:00PM)**

##### 5 Days only

Mon. - Fri.

\$523.00

Toddler/Preschool/Pre-Kindergarten Additional Day: \$50.00

#### **Kindergarten Program (8:30AM - 2:30PM)**

##### 5 Days

\$600.00

Annual Registration Fee: \$150.00 ~ Additional hour fee \$4.00 per/hour ~ All fees non-refundable

### Tuition Information

- **School Year** - Our year runs from August 7, 2017 - July 27, 2018. We have calculated days off for illness, holidays as well as vacation and taken the adjusted amount and spread it out evenly over the 12 months of the year. This helps with our budgeting process since it would be impossible to predict when illness or vacations would occur. Therefore, parents or responsible parties are required to pay tuition for each month of enrollment regardless of illness, holidays or vacation. **Note: RLCDC will be closed July 30-Aug. 3, 2018 for teacher in-service days.**
- **Summer** - Some families choose to keep their children home for the summer months but please be aware that unless the months of June and July are paid for **we cannot guarantee your child a space in the program the following August.**

### Tuition Payment Schedule & Information

- **Monthly payments** - Payment is due on the first school day of the current month. Payment is for the upcoming month not the preceding one. Checks or money orders should be placed in the white mailbox (directly inside the office door on the right hand side). **ALL FEES ARE NON-REFUNDABLE. Cash will not be accepted.**
- **Additional Hours** - Additional hours are charged for families who drop off their child more than 15 minutes before their program begins or who pick up their child more than 15 minutes after their program ends. The additional hour charge is \$4.00 per hour and will be billed by the 15<sup>th</sup> of the following month. For example: Additional hours incurred in the month of January will be billed February 15<sup>th</sup>.
- **Late Charges** -A finance charge of 1% per month will be added to any unpaid balance that is more than 60 days past due.
- **Returned Check Fee** - Checks that are returned for non-sufficient funds will be charged \$10.00 for the first incident and \$25.00 for each additional incident.
- **Accounting/Collection Process** - Accounts over 60 days past due will be reviewed by the CDC Director and/or the School Board Chairperson. Contact will be made with the family to determine a plan of action that outlines how and when payments will be made to bring the account current. The family will be asked to submit that plan in writing.

If the family is having financial difficulties they may request a meeting with the CDC director and the School Board chairperson to determine if RLCDC is able to offer financial assistance. Proper documentation will be required. ie: annual income statements etc.

If at any time the family is unable to meet the obligations of the written plan, without agreeing on a new plan of action, termination from RLCDC may be necessary

- **Late Pick-Up Fees** - When you enroll your child you will choose the daily schedule that best suits your needs. It is important that you drop your child off and pick your child up at the agreed upon times since this is how we organize our staff schedules.

\*Early drop off/Late pick up during the day will result in a \$3.50 per hour charge. There is a \$3.50 minimum.

\* The late pick up fee after 6:00pm is as follows:

\$5.00 from 6:01pm - 6:10pm

\$1.00 per minute until you arrive beginning 6:11pm

**The after 6:00pm charge is payable at the time of the late pick up and should be paid directly to the care giver who has stayed with your child. This policy is to protect our staff and to make sure they are being reimbursed for their time. If you arrive after 6:00pm more than 4 times in one calendar month an additional \$25.00 late fee will be added to your monthly tuition in addition to the fee you pay directly to the caregiver. The official school time will be recorded on the time clock since it is linked to a satellite and is the most accurate.**

If there is an emergency or something unexpected comes up, please call and let us know and we will try to accommodate your needs.

Tuition will not be refunded or adjusted for school closings or delays due to inclement weather or natural disasters unless there are more than two days per school year in which the school is closed.

- **Tuition Statements** - A monthly statement will be placed in your child's folder by the 5<sup>th</sup> of each month. An end of the year statement will be printed upon request.

This facility is regulated by the Arizona Department of Health Services.

License # CDC-5085

\*\*State Inspection results are located in the school office and are available upon request

Arizona Department of Health Services

Office of Child Care Licensure

400 W. Congress Suite 100

Tucson, Arizona 85701

(520) 628 - 6540

Our liability insurance provider is

Brotherhood Mutual Insurance

P.O. Box 227

Fort Wayne, IN 46801-2227

Pesticides are used on this property. A notice is posted on the front door and infant door specifying dates, times and pesticides that are being used.

