

**Small Wonders Child Care**  
**859-625-5700**



**Southern Madison Child Care**  
**859-985-1027**

**Parent Handbook**

# Welcome!

This handbook has been prepared as an informative guide for parents so that they know and understand the policies and expectations of Southern Madison and Small Wonders Child Care. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements that are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully and feel free to discuss any questions or comments that you may have.

## A. Communication

Communication is very important to the staff of Southern Madison and Small Wonders Child Care. When we accept a new family into the center, we like to be sure that we can openly share and address any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. We welcome questions, feedback, comments, or discussions of any kind that are oriented towards a positive outcome for the children. The leadership and staff members at our centers look forward to a terrific relationship with you and your child.

## B. Admission Policies

The admissions process requires that the child(ren) and family interview with the director or assistant director of the center. The child(ren) must be between the ages of 6 weeks to 12 years of age. All required forms must be completed and turned in before the child's first day of attendance. If any type of subsidized child care is applicable, a legitimate, completed subsidy contract or document must be provided prior to the first day of attendance.

## C. Enrollment Policies and Documents

There are several forms that must be completed and in the director's possession before the staff can assume responsibility of caring for your child. **WE ARE NOT ABLE TO MAKE EXCEPTIONS!!**

- Enrollment Application
- Signed Parent Contract and Signed Parent Handbook receipt
- Consent of Medical Treatment
- Identification and Emergency Information
- Parent's Rights and Notice Receipt
- Copy of Kentucky Immunization Certificate
- Child's Information sheet
- Child's Doctor Information
- Child Questionnaire
- Subsidy Contract (if applicable)
- Registration Fee

## D. Security Deposit and Registration Fee

A nonrefundable \$25.00 Registration Fee must be paid before any spot will be held for your child regardless of what day child will be attending. This registration fee will reserve your child's spot for up to two weeks prior to the first day of attendance. These monies are not refundable should you withdraw your child before our agreed upon start date. This registration fee will be required for each enrollment period. If you decide to take your child out of care at our center and later decide to bring your child back, the registration fee will have to be paid again.

## E. Trial Period

All newly enrolled children will be cared for on a two-week trial period, beginning on the first day of attendance. During that time either party may terminate the child care agreement with a 24 hour written notice. Fees paid are not refundable. After the two-week trial period a two week written notice is required to terminate your agreement.

## F. Tuition Rates

The usual weekly tuition rates for a child at our centers are as follows:

Age Group	Small Wonders/Southern Madison		Small Wonders/Southern Madison	
	<u>Full Time (generally 10 hours/day)</u>		<u>Part Time (generally 5 hours/day)</u>	
6 weeks – 2years	\$130.00	\$125.00	\$100	\$ 90.00
3 years – 5 years	\$115.00	\$105.00	\$90	\$ 75.00
6 years & over	\$105.00	\$100.00	\$80	\$ 70.00

Age Group

## G. Initial Tuition Payment

The initial Tuition Payment upon initiating attendance will be due by the time of your child's first day of attendance. Your child will not be permitted to start attendance at the center until the first week of tuition is paid. As described in the handbook and your contract, weekly tuition will be due every week on Friday for the upcoming week of attendance.

## H. Payment Procedures

Your specific rates are outlined in your contract and rate agreement. Weekly tuition is due every Friday and is advance payment for the following week of childcare services. If this day is a holiday, payment is due by the close of business on the Thursday immediately preceding the Friday holiday. Payments may be made by check, money order, cash, or credit/debit card (excluding American Express). There will be a \$25.00 late charge for any scheduled payment that is not received by Friday. Repeated late payments may be grounds for termination.

Collection efforts may be made through the services of a collection agency or the county court system for any payments that are not paid in full in a timely manner. All additional fees and/or costs incurred related to the collection of unpaid charges will also be the responsibility of the parent or guardian. Please understand for us to be able to give your children the care that is needed it is imperative that payment is made on time. Our budget does not afford us the luxury of leniency in this area.

If you that have a Drop In/Daily Rate arrangement with the center are encouraged to pay each day that your child attends. If you prefer, you may pay by Friday deadline for all of the days that week that your child attended. If a payment is not received by that deadline, a late fee will be added to the account.

Any alternate payment arrangements, including alternate payment intervals, must be agreed upon and made in writing with the owner.

Please note that if you discontinue services with our center for any reason (even with a two week notice) and have any outstanding balance owed on your account the center will refer your account for collection efforts as described above.

*Important note for any family that receives subsidized child care from any entity.* Please realize that all parts of your contract with our center for child care services are ultimately your responsibility – including tuition payments. The center will accept payments from subsidy organizations as payment on your account, but all co-pays and any unpaid funds remain your responsibility. It is your responsibility as well to obtain, maintain, keep current, and provide the center any contracts or documents that are required to confirm eligibility for any subsidized child care. You will need to stay in close communication with your worker and your center supervisors related to these contracts. Those families receiving state subsidized child care assistance who leave owing money will lose child care assistance at any child care center until the bill is paid.

There will be a minimum of a one-month notice given in the event of any increase in child care fees at our centers.

#### I. NSF Checks

If a check is returned due to non sufficient funds, you will be required to pay, in cash or money order, the returned check amount plus a returned check fee of \$25.00 as well as any other fees that the center may incur as a result of the returned check. Please note that the \$25.00 late fee will also apply since the bounced check payment is equivalent to non-payment of scheduled tuition, and any tuition discounts that may have been applied to the account will be reversed in accordance with the Tuition Discount policy above. Upon receipt of a returned check the credit/debit card on file for your account will be charged to cover the amount of the returned check plus any other fees that have been added in accordance with company policies and your contract. Child care services may be immediately suspended until full payment of tuition and other charges have been made in full. In addition, cash or money order payments only will be required from you from that point on. Please be reminded that writing a “cold” check is a crime and will be prosecuted to the full extent. IT IS NOT WORTH WRITING A BAD CHECK!

#### J. Hours of Operation & Schedule

Normal hours of operation are Monday – Friday from 5:30am - 10:00pm at Small Wonders in Richmond, and 4:30am to 10:00pm at Southern Madison in Berea. It is possible that these hours could change based on enrollment numbers or child care hours needs. Southern Madison and Small Wonders Child Care require a two week notice if you have to change your hours of attendance. Part time attendance is defined as 5 hours or less per day and full time attendance is defined as any more than 5 hours per day. If your schedule changes weekly, we require you to let the supervisor or director know one week in advance so that staff scheduling can be made accordingly at the center. Failure to do so may leave your child without a spot and is also grounds for termination. We are required to adhere to state regulated staff to children ratios for to maintain our license. We cannot do this without your schedule.

#### K. Drop-Off and Pick-Up

We request that you plan to drop off and pick up your child in accordance with your chosen attendance schedule as consistently as possible. You are scheduled for child care the hours listed on your parent contract agreement. If you are unable to do this on occasion, we request that you avoid drop-offs or pick-ups during nap times (12:30 PM – 2:30 PM), as this may cause disruption of the other children’s rest times. If these times cannot be avoided for some reason, we will request that you allow our staff to bring your child to you or take your child to the classroom so as to minimize disturbance.

As a security measure our centers have electronic access control at the entry doors. Each family will be given a key-code for door entry. It is important for the security of your child that you only give this code to the individuals that you will list on your Pick Up Authorization. It is also important that you inform the center Director of any change in authorization that would impact key-code access.

State Regulations require that every child be signed in upon arrival at the center & signed out when leaving every time. This is done at the check-in desk on the computer sign in screen either by touch screen, keyboard, or mouse. This is extremely important so please be very diligent about sign ins and sign outs. Each individual with drop off or pick up authorization will have their own individual code. Do not give your code to anyone else.

#### L. Pick Up List

On the child application there is a section where the names of people that are allowed to pick up your child are to be listed in writing. Please make sure that every one that is allowed to pick your child up has their correct name and driver’s license number on the sheet. If any person’s name is not on that list and if they cannot be appropriately identified, your child will not be permitted to leave with them. If there are any type of custody issues, please make sure that those are taken care of outside of the center and make sure that our records related to your child are appropriately updated. If you wish to add some one to the list you may do so, but you must do so in person at the center. Please understand that we cannot add any one to the list over the phone, so be sure and list every person that you may rely on for pick-ups. Any specific stipulations that you have related to listed individual on the pick-up sheet can be written there as well. This is in place for the safety and protection of your child and there will be no exceptions to this policy/regulation.

#### M. Arrival and Departure Items

Children are to arrive clean and fed, unless arriving just before meal time. Please refer to the section below related to meal times.

Children need to arrive in weather appropriate clothing at all times. State Child Care Regulations that dictate how we handle outdoor playtimes require that all children must play outside every day unless there is a weather advisory or unless it is raining – regardless of other weather conditions – therefore, it is very important that you plan accordingly with weather appropriate clothing or extra clothing to be used for outdoor play. Within State guidelines any decisions regarding appropriateness of outdoor times in relation to weather conditions will be at the discretion of the center director or supervising staff member.

If someone else other than the parent is to pick up your child on any given day, please make sure that they have a photo I.D with them. It is required that this person also be listed on your pick-up sheet. Phone call approval for a pick-up is not permitted unless it is listed on your child's information sheet. This is a state regulation and it is a common sense measure taken for your child's protection. **THERE WILL BE NO EXCEPTIONS!!!**

#### N. Open Door Policy

Parents are invited to drop in at any time during child care hours. We do ask that parents are respectful of your child and the other children in the center during nap time and do not visit between 12:30 – 2:30. In addition, there are also children that lay down for bedtime at 9:00 pm. Please try to come before or after this time period. This will assist us in minimizing disruptions of the children's nap/rest times.

#### O. Absences

There will be no refunds or adjustments made to your child care fees for time missed due to illness, holidays, or days off. Child care tuition fees are the same amount for every week and these fees are not adjusted for any missed days. The center will only be closed for holidays that are listed in the handbook and potentially occasionally for inclement weather or unanticipated, unusual community illness situations.

If your child is on state child care assistance, please remember that child care assistance regulations allow only five absences per month. You must bring in a doctor's excuse for any absences over the five permitted days. If you do not provide an excuse for those days of absence you will be responsible for payment of the days missed.

#### P. Holidays and Vacations

Our centers will be closed for the following days for recognized holidays: New Years Day, July 4<sup>th</sup>, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas day. If any of these holidays fall on a weekend the center will be closed either the Friday before or the Monday after in observance of the holiday. These days are not taken off your weekly rate. The center will operate standard hours on the days around holidays unless you are notified otherwise in advance.

#### Q. Supplies and Related Fees

Parents are responsible for supplying the following items for your child:

- Diapers: If your child is in diapers or pull ups please make sure that you have brought in enough for each child each day. If your child does not have enough diapers to cover that day, there will be a charge of \$1.00 per diaper that has to be used for your child. These supplemental diapers that we provide may generic brands and may only be available in large sizes so that they can be used for any size child in the center.
- Baby Wipes: Every child in diapers or in the process of toilet training needs to bring in one package of wipes per month. Please give these to your classroom teacher so that this can be documented. If wipes are not brought in by the 15<sup>th</sup> of each month then a \$5.00 charge will be applied to your account.
- Blanket: For all children who will be napping. Please do not supply any pillow for your child's nap time.

- All sheets and blankets will be maintained and kept clean by the center. If there is a need to replace sheets or blankets we will let you know, or if you desire to bring new bedding to replace old bedding for your child, please feel free to do so and just let us know.
- Full change of weather appropriate clothing: We go outside every day, unless it is raining or there is a weather advisory, and you need to make sure that your child has the appropriate clothing to go out in all types of weather. This clothing needs to be size appropriate as well as weather appropriate. These clothes may also be used in the event of a toileting accident or other soiling accident. We fully understand that children have accidents and sometimes we do not prepare for as many accidents that they will have, so because of this, the center will keep some extra clothing available on site. If your child every needs use of these clothing items, please make sure that you clean and return all items to the center. We cannot afford to buy new clothing all the time. If this becomes an issue for any specific individual family, then charges will start applying to clothing that is being used as well.
- Shoes: For outside wear. **Every child has to have a pair of shoes so that they can go outside for play times or in the event of any emergency requiring exiting the building.**

#### R. Snacks and Meals

Breakfast will be supplied at 8:30am, lunch is served at 11:30am, and afternoon snack is served at 2:30pm and shortly after arrival for all after school children. For children attending evening hours, dinner is served at 5:30pm and evening snack is served at 8:30pm. If it is a day that regular school is not in attendance (snow day, summer vacations, etc...) then all children will be served lunch at 11:30am. It is your responsibility to make sure that your child is fed if they arrive after meal time. Please do not send any outside food including candy in with your child. If you bring outside food to the center for your child, you will have to take your child out of the center to feed him/her. Federal and state food program regulations require us to serve specific menu items and to serve meals at these designated times. We are not allowed to, and will not administer a modified/special diet for your child unless they have documented allergic response, medical, or religious exemption. Snacks for birthdays or special events are permissible but must be approved and authorized by the center director who is able to take into account any allergic, medical, or religious considerations pertaining to any children in the classroom. Even though we all love home-made goodies, state regulations require that all such party food items be store bought so that ingredients can be inspected and documented.

#### S. CACFP Non Discrimination Statement

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.”

#### T. Nap/Quite Time

A time for rest will be a part of the daily schedule. Nap time is between 12:30pm and 2:30pm. Night Nap time will be at 9:00pm. All children must lie down quietly on their cots. For this time of day, a blanket or soothing clutch is permissible, and children will rest to relaxing classical music. As requested previously, if you need to call or come by please do so before or after these time periods.

#### U. Discipline

It is imperative that all forms of discipline be done out of love and caring, with an effort to build character and self-control, teach and reinforce correct behavior, and deter negative behavior. Our staff will discipline in this manner at all times. Specific disciplinary procedures will be defined and explained by individual teachers in their classroom under the direction of the Director. Limits are set in areas of respect of persons and property, and injury to self and others. You will be notified verbally and/or by notes regarding any behavior or disciplinary issues related to your child, especially situations of repeated misbehavior. If a situation of repeated or serious misbehavior cannot be resolved by joint efforts of staff and individual parents, suspensions or even termination may have to be considered.

The following disciplinary methods are the types of methods that will be used:

- Encourage children to solve problems themselves
- Divert and/or redirect inappropriate behavior while praising appropriate behavior
- Move a child from one activity area to another
- Loss of privilege
- Calm Down Period
- Telephone call to parent/guardian

Under no circumstances will the center allow any spanking, excessive physical management, verbal mistreatment, or isolation to be used as a disciplinary method. This will include all staff members as well as any parent or guardian that may be on the center premises. As a licensed child care center and mandated reporter, we have the responsibility by law to recognize and report any evidence of child abuse or neglect.

#### V. Illness Policy

**UNDER NO CIRCUMSTANCES WILL PARENTS BE ALLOWED TO BRING A SICK CHILD INTO THE CENTER.** The following illness policies will be strictly enforced, for the health, well being, and safety of all concerned. Symptoms requiring removal of a child from child care are:

- Fever: Temperature of over 101.5
- Diarrhea: Runny or watery stool (2 or more) within a 4-hour period.
- Vomiting
- Excessive runny nose: especially if discharge is persistently any color other than clear.
- Runny or matted eyes: If there is any discharge from the child's eyes clear or matted eyes then they are not allowed in the center until 24 hours of medication has been given or with a doctor's notice.
- Communicable diseases: Chicken pox, measles, strep throat, head lice, etc... Please notify the center so that other parents can be aware of what to look for.
- Head Lice: if your child is sent home for head lice, please treat your child's hair and remove all nits. Your child will need to be checked by a supervisor or director before your child is allowed to return to the center. Your child will need to be lice and nit free before they are allowed back.

If your child becomes ill while in the care of the center you will be notified by telephone and are required to pick up your child within one hour of being called. We expect that parents to attend to illness situations in a timely manner. When a child has to be isolated from his peers due to sickness it impacts our staff ratios and may result in various problems related to staffing. The staff will always notify the parent for anything that they feel is not normal. Some situations may solely be informative for parents so they may address the situation in an appropriate manner.

Children may return to care after 24 hours after symptoms are gone, or with a written statement from child's physician

#### W. Medications

It is preferable that all medications be administered at home, but, if needed, non-prescription and prescription medication, ointments, sun screen, bug spray, and creams can be given to your child while at the center. Parents are required to supply the medication in the original container and in a zip lock bag with your child's name on it. Any over the counter medications have to be appropriate and standard for that child's age. No medication will be administered unless labeled with correct name and dosing

instructions, or unless accompanied by a doctor's statement with instructions for administration of that medication. The doctor's statement must include the child's name, the name and dosage of the medication to be given to that child, the doctor's name and telephone number on letter head or prescription from the doctor's office.

If you do bring in prescription medication for your child it must be in its original container and have the original prescription labeling present, including the prescribing doctor's name, your child's name, the dosage to be given, the doctor's phone number, and the name of the medication. The staff may not and will not administer any child's medication to any other child, including a sibling. We are unable to administer a different dose than what is on the medication bottle.

All medications have to be signed in and a consent form must be completed with all pertinent information. If this is not provided, then we will not be able to administer the medication.

These rules apply to every medication, ointment, cream, sun screen, gels, powders, or teething tablets, whether it is a traditional, herbal, homeopathic, alternative, or any other category of product. This also includes products such as Tylenol (acetaminophen) or Motrin (ibuprofen).

We desire to assist you in this area in every way that we can, but please understand that nothing can be given outside of these listed parameters, and so sure to supply us with all the required information, etc. Administration of medication is serious and can be a very big liability and we strictly follow protocol on this subject. Please make sure that you give any medication to your child's teacher. It is a violation of regulations to leave it on the desk in the office, in a back pack, or anywhere that it is not locked up.

#### X. Medical Emergencies

In case of an emergency, certified staff will administer the necessary first aid. 911 will be called and your child will be transported to the nearest hospital. **YOU WILL BE NOTIFIED IMMEDIATELY.** If the parent cannot be reached, then the next emergency contact will be contacted. Please note that any emergencies will be taken care of in as timely and sufficient manner as possible.

#### Y. Snow Closings

The center will generally remain open even if Madison County Schools are closed, but final decisions about closings will be that of the Owners and Directors. Information regarding closing can be obtained from local radio stations and WKYT-TV Channel 27. We will attempt to make decisions regarding closings as early as feasible and possible. On the occasion that we do close for weather, please understand that we do so in an attempt to make decisions that take into account the safety and well being of the children and staff of this center. If you have any questions, please feel free to ask.

#### Z. Termination Policy

Southern Madison and Small Wonders Child Care reserve the right to terminate your enrollment for the following reasons:

- Failure of the child to adjust and transition in a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with the handbook and contract policies
- Serious illness of child
- False information given by the parent (verbally or written)
- Behavioral issues
- Failure to pay for services as agreed upon
- Any other reason determined significant by the Director of the center

Any necessary terminations will be done by the Owners or Directors of the center and will be done in writing with a two week notice to the parent/guardian. Full tuition is due during this time period whether or not the child is in attendance. If a situation occurs that warrants immediate termination of services (extreme circumstances impacting the safety or well being of the staff or other children) prior to the completion of the two week notice, the child will be placed on suspension and tuition payment for that period will not be required.



You are required to give a two week notice in writing if you decide to terminate child care services. Termination notices must be given to the Director by the parent/guardian. The two weeks have to be paid in full regardless of whether or not you elect for your child to continue attendance for that time period.

#### AA. Suspension

There may be situations that arise that would lead to a child being suspended for a certain period of time. This will only happen at the discretion of the center Directors or Owners. It is imperative that all children and families feel safe while in this facility, therefore, if a child acts out in an overly difficult or violent manner and the situation cannot be controlled and prevented in the future, the child may be suspended. All teachers are to report any such incidents to the Director and an Incident Report will be written. If problematic behaviors continue or if a child exhibits a repetitive, dangerous behavior (such as biting) a suspension period of 3-5 days may be given by the Director to disrupt the negative behavior. All suspensions will be handled by the Director and in close communication with the parents.

We will try to avoid suspensions by addressing problematic behaviors with parents as such behaviors arise, allowing parents to request a conference with the Director and Primary Teacher, and by redirecting and encouraging the children to use positive behaviors and to make better decisions. If these methods prove insufficient or unsuccessful and, despite suspension, the behaviors are not improving, it may result in termination of child care services at this center.

#### BB. Biting

The staff understands that many children of young age are going to bite. That is just a part of growing up and trying to communicate. We do sympathize with the parents of the children that bite and we hope that all other parents understand as well. We do though in hand have a policy about biting. If your child bites two or more times within one day they are sent home. If this problem persists we will talk to the parent and try to work out a solution to the problem. We know that this can be a troubling issue, but please remember that we are here for the child and every other child that is in our care. If the problem still persists then we will be forced to suspend the child for 2 to 5 days. If after working with the child and parents and the problem is still ongoing then we will be forced to terminate care for the child at our center.

#### CC. Children with Special Needs or Disabilities

Our centers are designed and managed to provide the best care that we are able for children. Children with special needs are welcomed at the centers, but in a circumstance where there are needs that offer challenges, skills, or services that go beyond our training or ability to provide adequate care, we would regretfully decline offering childcare services.

If an enrolled child has an IEP or IFSP, a copy of this documentation needs to be provided to the center and a conference scheduled with the center Director or Supervisor to review the document and to collaborate on the needs of the child. If possible, it would be ideal if center personnel could even work with the child's therapist as part of the IEP or IFSP team. The goal is that the center staff be able to participate effectively and fully in the therapy/treatment plan for the child. The maximum benefit to the child is for techniques recommended by the therapist to be consistent both at home and in the classroom setting at the center,

#### DD. Accident and Incident Reports

All Accident and Incident Reports must be signed by the parent and left at the center for the Director to sign. Please do not take these papers home with you. This is documentation that you, the parent, have been notified of an accident or incident involving your child while in care. You may request a copy of the report for your own records once the report has been signed by the Director.

#### EE. Disaster and Emergency Procedures

Fire, tornado, and earthquake drills will be conducted monthly to assure smooth functioning of staff and children during potential emergencies. Evacuation maps are present in each room to insure safe

evacuation, and staff is trained in evacuation procedures so that evacuations will be efficient and complete.

We also have emergency & evacuation procedures in place for all types of potential disasters. If an event were to occur that required evacuation of our facility, Small Wonders (Richmond location) children will be transported to Animal Cracker Discovery Center at 121 East Lexington Ave. Winchester, KY, & Southern Madison (Berea location) children will be transported to North Laurel High School 1300 E Hal Rogers London, KY.

#### FF. Transportation

Small Wonders Child Care have arrangements with many of the local elementary schools for school bus transportation to and from our center. We do have our own private transportation to and from schools that do not transport for us. This is provided at no additional charge. If your child's school does not provide bus transportation to our center, please discuss this with us and will determine if our own vehicles schedules can accommodate your transportation need. KY River Foot Hills will transport to and from the center for a fee which is the responsibility of the parent if it is needed. Arranging transportation for your child using this service is YOUR responsibility.

#### G.G Rights of Licensing Agency

Pursuant to section 102391 of the licensing regulations (22) and duly authorized officer, employee or agent of the department shall, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without notice secure compliance with or to prevent a services at any time, with or without notice secure compliance with or to prevent a violation of the regulations adopted by the department governing child care facilities and in accordance with section 102396. The licensee shall permit the department to inspect the child care center, and to privately interview children or staff, to determine compliance with or to prevent violations of child care law or regulations. The department shall exercise this authority during the child care's normal business hours, or at any time that the child care services are being provided. The licensee shall permit the department to inspect any part of the child care in which the child care services are being provided or to which children have access.

#### HH. Discrimination

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

#### II. In Closing

Please remember that although the staff of our centers chose the profession of child development because of our love for children, it is also our job. Our families depend on our income (just as your family depends on yours). Prompt fee payment, adherence to drop off and pick up times, consideration for your sick child, and consideration for the staff and other children is greatly appreciated. If you have any questions or comments, please feel free to speak with any Owner or Leadership Staff Member at either center. Thank you for choosing our centers for your child care services.



Southern Madison – Berea  
Small Wonders Child Care - Richmond  
Parent Handbook Receipt

I/We \_\_\_\_\_ have received and read the  
Center's Parent Handbook. I/We understand the policies and agree to comply with all provisions  
contained in the handbook.

Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_