

## PARENTS PACKET

### DAYCARE FEE PAYMENT POLICY REMINDER:

Prior to your child's admission to our day care, we entered into an agreement that daycare fees are due and payable **PRIOR** to your child's attendance. All day care fees must be paid on the first day of the week preceding the child's attendance. This fee will cover for the whole month. You further agreed that if payment was not made in advance, your child would not be admitted to our home until all past fees were brought up to date.

This is just a reminder of that agreement, and request for payments are made on time. Please understand that if fees are not paid in a timely manner, we are unable to pay our obligations, or meet the daily monetary requirements of running this family daycare. We only wish to provide the best care possible for your child, and, unfortunately, money is required to do so. Thank you for your understanding in this matter.

### SICK ROOM POLICY:

If your child is vomiting or has a temperature of 100 degrees or more, we request that you keep him/her at home.

If your child is in the "recovery" stage of an illness, or has only slight symptoms of a virus, we provide a "sick room" at no extra charge.

In the event of an illness, please notify us as soon as possible of the child's absence. It is also helpful for us if you explain the nature of the illness, so we can notify other parents in the event of exposure.

*We understand the difficulty of taking time off from work to care for an ill child, but, in order to provide a healthy, safe environment for all our children, we find this policy necessary.*

## ACCOMPANIMENT OF CHILD TO DOOR

It is mandatory that all children be **accompanied** to and through the door of our daycare by a parent or authorized adult. This is to ensure the safety of the children and also to prevent any messages to or from the parents from being misinterpreted.

Upon arrival at the day care, the State requires that you sign in your child on the "**SIGN-IN SHEET**" at the door. We are required by law to keep this as a record of our attendance at all times throughout the day. (We also request that you sign the sheet when picking up your child as well.)

If you send your child with another adult, they, too, will be required to sign in your child. Furthermore, if you authorized someone to pick up your child from our daycare, we require you to send **written notification** of the name of the authorized person or **call** personally to notify HKH. We do check identification of the person before releasing your child to them.

**NO PERSON IS PERMITTED TO TAKE A CHILD FROM OUR PREMISES WITHOUT THIS NOTIFICATION, AND VERIFICATION OF IDENTIFICATION.**

These policies are for the protection of your children and are strictly enforced, so we ask for your full cooperation in these areas.

*Parents dropping off their kids at the daycare for the first time are allowed to stay not more than 10 minutes in the daycare. This is to ensure appropriate care is given to all our kids.*

**DAYCARE FEES PAYMENT POLICY:**

All families with children enrolled at “HAPPY KIDS HOME” is financially responsible for payment of their daycare fees.

We prefer that you pay your day care fees by check. This will provide proof of payment without the need for weekly receipts. However, there are instances when checks are returned to due to insufficient funds. With this in mind, we have adopted the following policy:

***THERE WILL BE A \$30.00 SERVICE CHARGE FOR ANY RETURNED CHECKS. ANY RETURNED CHECK IS TO BE REPLACED WITH A CASH PAYMENT ALONG WITH THE \$30.00 SERVICE CHARGE.***

Please put payments in sealed envelopes with the date and child’s name on the front or personally hand it to any HKH staff or representatives.

If you have any questions regarding these policies please feel free to contact us during our normal operating hours.

**DAYCARE RULES AND REGULATIONS:**

**ALL CHILDREN MUST BE IMMUNIZED.** It is required by law that all children must be immunized against all childhood communicable diseases before admittance to the day care.

If a child becomes ill during care at our daycare, we will isolate the child until a parent or other authorized person can pick the child up.

***If your child has been ill during the night, please notify us upon arrival at the day care. (See Sick Child Policy)***

It is important that you **notify** us of any change in information pertaining to your child (including address, telephone, etc.). This will enable us to contact you at any time in the event you are needed for your child.

Please do not permit your child to bring gum or toys to the daycare. Gum often ends up on clothing or in hair, and toys are frequently lost or accidentally taken home by other children.

We **prefer** parents to prepare Breakfast, Lunch, and Snack for their kids. If not, please inform us ahead of time so we can prepare food the kids. We only serve home cooked meals with balanced nutrition and with freshest ingredients.

A **non-denominational prayer** is said before each meal. We also read Bible stories. However, if you do not wish for your child to participate in such activities, please notify us upon enrollment and we will make other arrangements for your child during these times.

Occasionally, **activities** are planned therefore, we will send notices for such activities, and your participation in them is optional.

We make every effort to keep our kids in a fun and safe environment. But sometimes, **accidents do happen**. In such minor or serious event, we will call the parents or responsible parties for instructions. If they are unreachable, we will do the necessary actions based on our protocol to initially remedy the situation so that immediate care is given to the child.

Discipline at our daycare is done by **earnest conversation only**. We do not punish kids or even put them on "time-out". At HKH, we believe only parents have the right and discretion to choose appropriate disciplinary actions for their kids.

If you wish for your child to **celebrate** a birthday with the children during day care hours, you may send a cake, ice cream, favors, plates, napkins, and already filled balloons. We will be able to hang up decorations only if time and staffing permits.

Please send you child in **comfortable clothes**, which may be worn for any activity. Often children get dirty, receive holes and perhaps stain clothing, so please do not send them in any clothing which is "irreplaceable."

Please **label** all items brought to the daycare with your child's name for easy identification. Any letters or notices will be put in your child's clipboard for your perusal. Please read all letters or notices you received from HKH.

*We only entertain guests looking for possible daycare enrollment for their child to come on weekends or after the daycare closes. This is to ensure that nothing disturbs the harmony of the daycare environment. This also allows us to continue giving our undivided attention to all our kids.*

**PLEASE READ THE FOLLOWING FEES AND CHARGES CAREFULLY. IF YOU HAVE ANY QUERIES PLEASE DON'T HESITATE TO ASK.**

**A FOUR-WEEK WRITTEN NOTICE FOR REMOVAL OF YOUR CHILD FROM OUR DAYCARE IS REQUIRED PRIOR TO SUCH REMOVAL. THESE FOUR WEEKS MAY NOT INCLUDE THE TIME THE DAYCARE IS CLOSED FOR VACATION. IF YOUR CHILD IS ENROLLED 6 MONTHS OR LESS, YOU NEED TO PAY ONE WEEK VACATION TO THE DAYCARE. IF ENROLLED 6 MONTHS OR MORE, YOU NEED TO PAY THE TWO WEEKS VACATION.**

**IN THE SAME MANNER, THE DAYCARE WILL ALSO GIVE A FOUR-WEEK WRITTEN NOTICE FOR TERMINATION OF CHILD CARE SERVICES.**

**DAYCARE FEES ARE CHARGED ON A PER HOUR BASIS BASED ON THE DROP-OFF AND PICK-UP TIMES SET BY THE PARENTS. EXTRA HOURS WILL BE BILLED FOR THE FOLLOWING MONTH.**

**NOTE: FEES ARE DUE WHETHER OR NOT YOUR CHILD IS IN ATTENDANCE INCLUDING THE TWO WEEKS WHEN THE DAYCARE IS CLOSED FOR VACATION AND ALL LEGAL HOLIDAYS.**

## **RATES AND PAYMENT POLICIES AGREEMENT:**

I, undersigned, have read and discussed the daycare rates, fees, and charges including the daycare rules and regulations. I am aware and do agree to pay for the holidays listed below, in which the daycare is closed. Furthermore, I agree to pay the daycare two (2) weeks' vacation for the year including the full rate for the following holidays listed below:

**NEW YEAR'S DAY  
MARTIN LUTHER KING JR. DAY  
PRESIDENT'S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
VETERAN'S DAY  
THANKSGIVING DAY  
BLACK FRIDAY  
CHRISTMAS DAY**

I understand and agree that payment is to be made on the **FIRST DAY OF THE WEEK OR MONTH PRIOR TO ATTENDANCE**. If payment were not made in advance, my child would be unable to attend the daycare until the account is brought up to date, and the next advance payment is made. And, I agree to pay full tuition for my child's absent time.

I consent to give "HAPPY KIDS HOME" a minimum of **4 WEEKS NOTICE PRIOR TO REMOVING MY CHILD FROM THEIR CARE**. The daycare vacation time cannot be included in this four-week notice. If I choose to remove my child prior to the full four-week notice, I agree to pay the full tuition for the four weeks' notice requirement.

Signed and agreed, this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
HAPPY KIDS HOME, LLC