

Christine's Daycare Policies

By signing this policy for you are agreeing to the following;

1

- To save your spot in my daycare there is a 50% of your monthly fee as a deposit which is used towards your first month, in cases where you will be starting within (1) month. I will not save a spot for your child unless I have a deposit.

-To save a space in my daycare for any length of time exceeding 1month, half the monthly rate will or can apply. This is for times when parents want an opening for their child but the parent is not yet working or the child isn't yet old enough. This payment will NOT be used towards the first month of childcare, and is non-refundable.

- If your child will not be here for an extended period of time (4 weeks or more) and you wish to save a spot; the charge will be half of the monthly rate at which you plan to return with. I will only accept so many kids on leave so this is on a first come first serve basis.

-If you wish to bring your child to daycare while you are saving your spot, (ex. Maternity leave, summer breaks, etc.), you will need to pay the full rate for the days in which you will be coming. For the additional days you will require, you will have to pay half the monthly rate.

-If you are bringing your child to socialize for either (1) or (2) days per week, you must bring them for at least (3) days per week for the first (2) months before switching back to either (1) or (2) days per week. We have found through experience, especially with kids who have issues with being away from mom or dad that they benefit most from the socialization once they have truly become adjusted to being at daycare. This is only attained when they are here often enough to learn the routine and have the chance to interact with all the other children as well as us.

- We ask that if your child is scheduled to attend the daycare and will not be here (due to illness, appointment or other), that we be notified of their absence before 9:00 am so we can plan for lunch.

- In case of a family emergency or sickness I reserve the right to close the daycare on short notice without alternate care for your child.

- A full day is considered to be 10 hours. If you need more than 10 hours of child care per day, extra charges can apply. This is my work and like any other type of occupation, I like to go home at the end of the day and take care of my family, so please oblige by the set hours (7am–5:30pm).

-We gladly accept online email money transfer for payments. Please notify me of the password. They are due on the same dates as the cash payments which is on the days **prior** to the 1st and 15th of every month.

Revised on November 1st, 2011

Christine's Daycare Policies

- Rates are as follows;

For ages 12 – 24 months:

- 1 day per week: \$225/month
- 2 days per week: \$425/month
- 3 days per week: \$565/month
- 4 days per week: \$700/month
- 5 days per week: \$790/month
- Any consistent half day is \$170/month

For ages 25 months – Kindergarten:

- 1 day per week: \$200/month
- 2 days per week: \$340/month
- 3 days per week: \$480/month
- 4 days per week: \$595/month
- 5 days per week: \$680/month
- Any consistent half day is \$135/month

For before and after school:

Rates for before and after school are 50% of the regular rates for ages 18 months to kindergarten. If your child requires a full day of care, there will be an additional \$20 per day on top of the regular monthly rate.

- The drop in daily rate is \$35/day or \$10/hour (minimum 2 hour charge \$20) and is on a first come first serve basis.

- Parents with a variable schedule (coming different days from one week to the next) will be charged an additional 15%. Schedules for varying parents must be submitted at least (2) weeks prior to the start of each month to ensure that you will receive the space for your children. Within two weeks of the start of the month, I will be offering any openings to other parents wanting additional days.

- I ask that you pay 15 days in advance twice a month or all of the month on the first. Any unused days due to illness or other reasons will be a paid day as I need to secure the spot for your child (no refunds). In return, if I am sick and need to close the daycare I will be offering refunds for the time your child would have been at the daycare. If more days are needed than you had planned I will charge the amount to your next statement. I do my very best to stay open when my own kids are sick, but please have alternate care available.

- Post dated checks are due 15 days in advance. On the first of every month, you will be post dating a check for the 15th to the end of the same month, and on the 15th of every month you will be post dating a check for the 1st to 15th of the next month. Cash payments are due the last business day prior to the 1st and the last business day prior to the 15th of the month.

- I do my best to have all my statements out to parents before payments are due; if you have not received a statement or need a second copy please let me know.

Revised on November 1st, 2011

Christine's Daycare Policies

- Insufficient funds checks will be a \$50 dollars charge. After 2 insufficient checks, I will no longer accept checks.
- The daycare will be closed during statutory holidays and on any other main holidays. A good rule of thumb is if daycares are closed, I will also be closed. The daycare will be open on the holiday for the St. John's Regatta on the day the regatta goes ahead (i.e. if the regatta is held on the Thursday, the daycare will be open that day). We are closed between Dec. 24th and Jan. 1st. We are open regular hours on Dec. 23rd and will re-open after the New Year's holiday.
- I reserve the right to take 2 weeks paid holidays per year and close during statutory holidays. I will give at least one month notice before taking holidays but I am not responsible to find child care for your child during that period.
- If you are late picking up your child, there will be a \$1 per minute late fee added to your next statement. This is for inexcusable lateness that is repetitive.
- I reserve the right to terminate childcare if your schedule changes and I cannot accommodate your hours or if I find myself or my daycare not compatible with your child/family.
- I ask that you give me at least 1 month's notice of you terminating your childcare in my daycare. I understand that there can be many reasons to terminate care and in any circumstances I do respect your decisions and want what is best for your child. If you are planning on changing your childcare when your child turns a certain age please notify us so we can accommodate other parents who may also need a change in their schedule.
- If your child becomes ill, measures to prevent infection to others must be taken before your child can return to the daycare. This is for anything that can spread, infect or sicken any of the other kids. Ex: lice, pink eye, diarrhea, chicken pox, etc. If your child is unable to function at the daycare (sickness, fever, infection, diarrhea, etc) I would ask that the child stay home. I have been lenient with this rule in the past but it will be strictly enforced. Please don't put me in the position where I have to refuse your child at the door. If your child has been sick or has a fever this morning, please do not bring them to daycare.
- We will not give children Tylenol, Advil, cough medicine, etc. unless prescribed by a physician. If they are not feeling well, they should remain at home.
- Every child should have their vaccinations kept current and up to date. On days where your child receives their vaccinations, we ask that you keep your child home for the entire day. The event can be tough on small children and they are best kept with you to help them through this time.
- I take no responsibility for any toys or personals objects brought to the daycare. If things are lost or broken I will not replace them or search for them.

Christine's Daycare Policies

- I supply lunch and snack each day. I ask that parents give their child a healthy breakfast before coming to daycare. I truly believe kids benefit from good breakfast routines and it sets the right pace for their future school years.

4

- During one designated day per week, we have implemented a snack day where the kids get to bring a snack to daycare. This was designed to show the kids the different foods we all eat and to encourage variety and to try new things. We ask that the parents refrain from bringing cookies and other 'junk' food. This snack day is meant to be healthy nutritious foods for the kids.

- Any child who is under 2 and needs Homo milk will be required to bring a sippy cup with milk daily. I cannot store milk for your child here as I just do not have the room in the refrigerator for milk cartons.

- We have nap time for the little kids and quiet time for the older kids between the hours of 12:00 noon to 2:30 pm. We ask that whenever possible, the parents try to stay on the same schedule as daycare. This will make the adjustments from napping at home to here at daycare a smooth transition. We have implemented this scheduled nap time to allow everyone to participate in group activities such as outside play, snack and crafts. We cannot take all the children outside if we have some of them napping. Also, some children might not get proper rest if they are napping and all the other children are playing and making noise.

- For any child over the age of 12 months I would prefer to have no pacifiers brought to daycare unless for nap times. I would also prefer that any child over the age of 12 months start to drink from a sippy cup. I understand this is a personal preferences but this is to allow children to grow independently and to learn to express themselves verbally. I have seen the damage of bottles on children's teeth and would like to avoid that with the children I care for. Please feel free to discuss any concerns with me; working together will help make the transition easier.

- I ask that every child naps until the age of 3 years. If you wish for your child to stop napping please discuss your plans with me. Children that do not nap will have quiet time when the other kids nap. I will not force a child to stay awake if I feel they need a nap during nap time. I supply play pens and sheets for each child and mats for the older kids. Feel free to bring a special blanket for your child for nap time. When a child is well rested they are more capable of playing and interacting with others making daycare a much more enjoyable experience for everyone.

- I thrive to provide the best for the children in my daycare and wish to keep improving. If there is anything I am doing or not doing I would greatly appreciate the information. Feel free to talk, email or write me a letter with any concerns or suggestions.

Revised on November 1st, 2011

Christine's Daycare Policies

- In case of an emergency and your child needs to go to the hospital, an ambulance will be called if urgent or a guardian will be contacted to come and get the child immediately or else an ambulance will then be called at cost to the parent. For safety reasons I cannot drive any child to the hospital.

5

- Written notice must be provided as to who you authorize to pick up your child in the event you or your spouse cannot pick them up. Anyone picking up your child must be walking or have an adequate car seat/booster for your child.

- Before trying to toilet train your child I ask that you discuss your plans with me. I think this is a team effort and everyone involved needs to be on the same page. I will only train kids that I think are ready and capable of using the toilet. I require that your child wears a diaper until they are able to use the toilet properly. Pull ups should only be needed in the event your child has an accident and couldn't make it to the bathroom on time. Children, who can use the toilet independently, need to wear pull ups until they can use the toilet consistently without having accidents. I will not toilet train anyone I believe is not ready. I will not allow children to wear underwear until they are fully trained and able to use the toilet.

- Wipes, and a personal change pad are supplied for each child. Parents are responsible to bring diapers and pull-ups if their child needs them.

- Children wearing diapers, must have the diapers covered by either pants, tights/leggings or an undershirt. This mainly applies to girls wearing dresses/skirts.

-Unfortunately with the amount of kids we care for we cannot do re usable diapers. I simply cannot clean and store soiled diapers in the daycare. Please bring your child with a disposable diaper on and supply us with disposable diapers.

- I charge \$1 per diaper or pull up if your child needs one and you have not supplied any.

- I ask that every child wear adequate clothing. This is for clothing that is too small, inappropriate, not weather permitting, etc. Every child needs to have outside footwear every day whether you think we will be going outside or not.

- Parents are asked not to allow your child to come to daycare with any small objects either in their hands or in their pockets. This includes things such as coins, rocks, small plastic toys, balls, etc. as this is a choking hazard for the babies and younger children.

- Please supply me with a full extra set of clothing for your child (socks, undies, shirt, and pants). I will not supply extra clothes.

- Winter: everyone needs to have mitts, hat, snow pants, boots, winter coat, as we will be going outside weather permitting.

Revised on November 1st, 2011

Christine's Daycare Policies

- Summer: everyone needs to have hats, shoes/sandals that will stay on your child feet, (no flip flops please). We ask that you bring a sunscreen for your child with a SPF rating of at least 30. In past years, we have provided sunscreen. We have noticed that several children have had reactions to some of the sunscreens we have tried. This has led us to have the parents bring whichever sunscreen they prefer. The supplied sunscreen needs to stay at daycare.

6

- If a child needs medication please let me know before bringing them to daycare. I will ask that you supply me with the name of the medication, dosage, effects, times at which it needs to be given, etc. All medication must be in the original packaging labeled with your child's name on it. I will not give your child a medication that isn't current and up to date or that is from a previous medical issue such as drops, inhalers, creams, antibiotics etc. unless I have a note from the doctor stating it's alright. I will only give medication to your child according to the doctor's orders.

I (please print) _____ agree to the policies stated

above for my child (please print) _____

Signature: _____

Signed in Kelligrews on _____ day of _____ in the year of 20____.