

PATTERSON FAMILY STYLE DAYCARE

DAY CARE RULES

The child care facility known as **Patterson Family Style Day Care** is open 48 weeks per year from 7:00a.m. to 6:00p.m. Monday through Friday, with Earlybird and Latebird care offered with prior arrangements. The child care facility is closed on Memorial Day, Labor Day, and Thanksgiving week. The facility is also closed for a one week Spring Break, and a two week Winter Holiday Break. The contracted day care fees are due for the weeks containing the above holidays, with the exception of Thanksgiving week, and the Spring and Winter Holiday Breaks.

All of the children cared for at the facility must have the proper enrollment forms completed and on file prior to starting care. All forms must be updated each year. The forms include: Parent-Provider Agreement, Identification and Emergency Information, Child Health History, Emergency Medical Release, Transportation Release, Authorization for giving Prescription and Non-prescription Medications and Physician's Order.

The fee owed to Donna Patterson, the care provider, depends on the type of contracted care and not necessarily the actual hours your child is in the facility. All fees are due prior to service at the beginning of the billing period and are to be paid as stated on the payment schedule. Fees owed include weeks containing holidays with the exception of the above-mentioned breaks. This includes parent's vacations, as well as any time when the child is ill and kept at home.

A security deposit equivalent to **two weeks** care is required on all guaranteed day care spaces with an agreed upon starting date. Security deposits do **not** apply to the first two weeks of childcare. All deposits are held in an account and applied to the **last two weeks** of care. **Security Deposits** are **non-refundable** for failure to start on the agreed date and time. **Security Deposits** are also **non-refundable** should you decide not to return to this day care facility after the Summer Break.

The current **Day Care Fee Payment Schedule** is on the back side of the rate sheet. No fee is due the care provider during the Thanksgiving, Winter and Spring Holiday Breaks as stated on the fee payment schedule. This includes any unplanned time during which the facility is closed for which alternate care must be provided by the parent. The vacation schedule is provided on the fee payment schedule giving adequate time for arrangements to be made for alternate care. The Day Care fees are subject to change during the contracted time with a two week written notice which is to be mailed to the parents as well as posted in the facility prior to the new rates going into effect.

The parents as well as the care provider are required to give a **two week written** notice in order to terminate the current contract. A Parent/Provider Agreement may be terminated at the daycare provider's discretion with proper notification if it is determined that continued care for that child is detrimental to the child, or the other children enrolled at the Day Care home.

No child is to be dropped off earlier nor picked up later than the current contracted time without having notified the care provider ahead of time. Overtime rates will be charged for extended care with a 1 hour minimum, if there is notification. A **\$25 penalty fee** plus overtime rates will be charged to each child's account if that child is consistently picked up late without prior notification.

No parent may drop off or pick up their child without having signed in and out with the care provider. Sign in/out sheets are provided in the facility Sign-in Book. **All persons dropping off and picking up must be authorized to do so in writing by the custodial parent/guardian and known to the care provider. The care provider reserves the right to refuse to release a child to someone unknown to her, or anyone under the influence even if that person is the parent or legal guardian.**

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When dropping off and picking up, you are asked to respect neighborhood driveways, including the care provider's. Please park only where legally permitted. Do not double park. Help maintain a good relationship with the neighbors.

All day care children's belongings should be labeled with the child's name. The care provider will not be responsible for keeping track of unlabeled articles. There is a Lost & Found Bin at the day care facility near the sign-in book. Please check it for lost articles.

Please do not send any special toys or belongings with your child which could get lost or broken. If you choose to do so, the care provider will do the best to help your child keep track of the things, but is not responsible for any lost or broken items.

Parents are responsible for providing: a change of clothing, warm clothing for cold weather and cool clothing for hot weather, diapers and/or training pants or clean underwear depending on the age of your child, plastic pants for babies and toddlers if needed, baby wipes, car seats, bottles, and if the child is an infant, a bed for naps. The facility has nap cots for toddlers and pre-school aged children. Any child requiring specialized food, must have that food provided by the parent or guardian.

Parents will also be responsible for broken and vandalized day care toys and play equipment if it is determined to be beyond normal "wear" and "tear". The parent will be required to replace or repair, if possible, what has been destroyed. This also applies to the care provider's yard, plants, home and personal possessions. Your cooperation in this matter is greatly appreciated.

The care provider and staff will discipline the child/children appropriately in a manner which is neither abusive nor demeaning to the child's self-esteem.

A parent is not to leave a child when he or she is ill, even if it is just a cold without notifying the care provider. The care provider will also notify parents when she is ill. It is also the parent's responsibility to let the care provider know of any condition their child may have which might affect the other children in the day care. Repeated failure to do so could result in termination of care.

Parents will be contacted for medical emergencies. A signed consent for emergency treatment needs to be on file with your current physician's phone number and the hospital of your choice. First aid will be administered by the care provider when needed, provided the injury occurred while under the provider's supervision. The day care facility and staff are not responsible for any injury to a child while under the supervision of someone other than the day care staff.

The day care provides some organized activities for your children throughout the year, including field trips. Please consider enrolling in our fundraising program, **E-Scrip**. It is an easy way for us to raise the funds for our activities without impacting your budget. You can register at www.pattersondaycare.com.

