



# DAVIS CENTER

*for Child Development*

## PARENT HANDBOOK

Fountain City Presbyterian Church

Revised June 2023

# PARENT HANDBOOK

## DAVIS CENTER FOR CHILD DEVELOPMENT AT FOUNTAIN CITY PRESBYTERIAN CHURCH

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DAVIS CENTER FOR CHILD DEVELOPMENT  
at  
Fountain City Presbyterian Church

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Dear Parents,

On behalf of the Board of Directors, and the staff of the Davis Center for Child Development, welcome! We know you face the challenge of balancing the demands of work with the needs of your family. As a parent of a young child, one of your most difficult tasks is to find a childcare center that is affordable, conveniently located, and provides the quality of care you expect. The Davis Center for Child Development at Fountain City Presbyterian Church was founded to help you manage the challenge of working and caring for your child.

Our mission is to provide the highest quality care in a Christian context for children, infants through pre-K. The Center and its staff achieve this by offering a safe, clean, loving environment that nurtures each child's physical, intellectual, emotional, social, and spiritual development.

This Parent Handbook will familiarize you with the Center's policies, procedures, and programs. This handbook will serve as a reference for you. Please keep it and refer to it, and as questions may arise, feel free to contact the Center Director or the Board of Directors of the Center. You will be notified of any changes in policies and programs set out in this handbook.

Welcome, once again, to our Center. We take the trust you place with us in caring for your child very seriously.

Sincerely,

Board of Directors, FCPC DCCD

DAVIS CENTER FOR CHILD DEVELOPMENT  
at  
Fountain City Presbyterian Church

**WHO WE ARE**

Our Center offers quality childcare in a loving, supportive Christian environment for children six weeks of age through pre-K. We are licensed by the State of Tennessee, Department of Human Services (DHS), to provide care for 71 children in seven classrooms. Our size is a significant attribute of our center. Because we are smaller than many church childcare programs, enrolling your child with us permits us to focus more fully on the whole child in a more intimate, nurturing environment. This allows our staff to come to know all the children in our center as well as the parents. We believe this also enhances the safety and security of the children, their families, and our staff.

As a licensed childcare provider, we must adhere to numerous regulations set forth by DHS and other agencies. We are subject to announced and unannounced inspections by our DHS monitor. Many of the policies and procedures found in this handbook are required. The four-page summary of DHS childcare provider regulations (included in the application packet you received during the admission process) will give you a sense of what is required of us. If you have questions about any of our policies, procedures, programming, or facility set-up, please feel free to contact the Director. We will try to accommodate you and your child's needs within the structure of DHS regulations.

In addition to DHS, we are also subject to announced and unannounced inspections of our facilities by the Health Department and the Fire Marshal. We have consistent good scores from these regulators. Copies of documents pertaining to our adherence to our regulators' requirements are found on our Parent Information Board located on the wall next to our entrance.

## PROGRAMMING

Children learn by doing. Hands-on experiences provide children with sensory input needed for healthy brain development. Young children require support from a caregiver/teacher to feel comfortable in exploring their environment. By providing age-appropriate toys, activities, and interactions, our teachers can help every child approach learning with excitement and anticipation.

While all our activities are designed to encourage learning, they are not strictly academic in nature. Incorporated into the learning activities are Christian education activities, Bible stories, and the observation of Christian holidays.

### Infant Program

**Infant A** room is for infants six-weeks to sitting and crawling. This program provides for all your baby's physical needs and aims to assist his/her growth and development with attentive care and love. Teachers plan activities that stimulate babies by reading to them, displaying pictures, using music, and singing to them, and physical play and outdoor play.

**Infant B** room is for crawlers until they are walking. This room continues to assist your baby's development in cognitive, language, fine motor, and gross motor development. Children participate in sensory motor activities and one-on-one art activities, in a caring, loving environment that continues with music and physical play as well.

### Infant Needs:

1. An adequate supply of diapers, diaper wipes and a change of clothes are to be brought to the Center weekly, or as needed. Please label clearly.
2. Pacifiers must be clearly labeled, and no attachments are permitted per licensing regulations.
3. Prepared bottles, dry formula and/or breast milk must be labeled and stored appropriately. All breast milk must be labeled with your child's name, date expressed, and the date brought into the center. We can provide labels if needed. Any breast milk stored for more than one month will be sent home or discarded.
4. Jars of food for infants must be unopened and labeled, with the child's name and date. Uneaten food may NOT be saved. Talk to your child's teacher about options should your child only eat ½ of a jar.

**Infant B:** When you feel your child is ready to be introduced to table foods, this will be provided by the Center. We will provide a current menu and talk about what food you would like served.

### **Toddler Program**

Developmentally appropriate programming for toddlers emphasizes learning how to interact with others socially, emotionally, physically, and intellectually. Reading, writing, and math foundational skills will begin in this age group. The teachers' objectives are to encourage and nurture learning through music, reading stories, art activities, and daily indoor and outdoor play. Parents will receive progress reports three times over the course of the year regarding all the areas of growth for their child.

The **Toddler** room is for children who are walking and 15 to 24 months old. They begin using sippy cups and feed themselves.

The **Twos** room is for children 2 - 3 years old. It adds more structure to daily activities in the room. There is an emphasis on developing gross motor and self-help skills. When a child is developmentally ready, he/she will begin potty training. Children begin using regular cups and spoons to eat.

#### **Toddler Needs:**

1. An adequate supply of diapers and a change of clothes are to be brought to the Center weekly, or as needed. Please label bag of diapers and clothing with your child's name using permanent markers.
2. Pacifiers may be used at nap time only and must be labeled.
3. A crib sheet with your child's name will be needed to cover their cot at nap time. Also include a blanket large enough to cover your child. Both sheet and blanket should be taken home on Friday, laundered, and returned on Monday.
4. A water bottle that will remain at the center, and be sent home in your child's nap bag on Friday.

## Preschool Program

**Preschool One** is our older 2- to younger 3-year-old classroom. **Preschool Two** consists of 3- to 4-year-olds.

Experiences for this preschool group are designed to enable children to learn about themselves and the world around them. Opportunities are provided for individual and group activities in a variety of interest centers including block building, sand/water play, dramatic play, art, music, science, and storytelling. These activities have an emphasis on fine motor skills. Reading, Writing, and Math foundational skills will continue in this age group, building on previous learning from toddler classrooms. Our goal is to begin Kindergarten preparation by working on social and emotional skills necessary to succeed after leaving our center. Parents will receive progress reports three times over the course of the year regarding all the areas of growth for their child.

### Preschool Needs:

1. **Child must be toilet trained prior to entry into this class.** There are no diaper changing facilities in this room as required by DHS, and teachers may not leave the room out of ratio to seek an approved area for diaper changing.
2. Change of seasonally appropriate clothes including underwear labeled with a permanent marker should be placed in the assigned cubby.
3. A crib sheet with your child's name to cover cot at nap time is needed, as well as a blanket or beach towel large enough to cover your child. Both sheet and blanket should be taken home on Friday, laundered, and returned on Monday.
4. A water bottle that will remain at the center, and be sent home in your child's nap bag on Friday.

## **Pre-K Program**

The **Pre-K** rooms are multi-age classrooms for children, 4 to 5 years old.

The goal for this classroom is Kindergarten readiness. A variety of activities are provided to work on listening skills, self-help skills, learning personal information, as well as encouraging children to become independent thinkers and to search for solutions to their problems. Reading, writing, and math pre-k skills will develop in this age group, building on previous learning in the pre-school classroom. Parents will receive progress reports three times over the course of the year regarding all the areas of growth for their child.

### **Pre-K Needs:**

1. A change of seasonally appropriate clothes labeled with a permanent marker placed in the child's cubby.
2. Crib sheet with name, and blanket/beach towel for nap time. Both sheet and blanket/towel should be taken home on Friday, laundered, and returned on Monday.

Also, once a week "chapel time" takes place with a brief lesson or story presented by the Pastor, Director of Christian Education, or the Center staff.

## **Additional Programming**

**Outside Play/Inside Play:** The Center has two playgrounds, and each class is scheduled for outside play during the day, weather permitting. We also have water play and painting activities outside for toddlers and preschoolers during the summer. The playgrounds have toys and structures for large motor activities. When the weather is not suitable, the church fellowship hall may be used for dancing, group exercising, games, and other activities suitable for the space.



## CLOTHING

Dress your child in comfortable clothing for a variety of physical and messy activities. Please provide a complete change of clothing appropriate for the season. **Mark your child's name** clearly on all articles of clothing. The Center staff will make every effort to keep track of your child's clothing, but it is not responsible for lost articles of clothing. Please send your child to the Center in safe shoes for indoor/outdoor play, **not sandals, flip-flops, jellies**, etc. **Closed-toe shoes must be worn to participate in outdoor** play. This is especially important because little feet and ankles need support during active play and protection from injury. **No loose jewelry or accessories.** During summer water play days, please provide your child with a swimsuit, protective swim shoes, and a towel, and keep in mind it may get muddy. During chilly weather seasons, coats, hats, and mittens are needed for outside play.

## MEALS AND SNACKS

Nutritious meals and snacks are an important part of our program. Every effort is made to provide well-balanced, healthy foods. Children are served a morning snack, lunch, and an afternoon snack after nap time. At all meals and snacks a blessing is said. Whole milk is served to children less than 2 years of age, and skim milk to children over 2 at morning snack and at lunch. For the afternoon snack water is served. Crackers are available and offered after 5:00 p.m. if children remaining in the center become hungry before pick-up.

Menus are posted monthly on the parent's information board. This board is located by the front door. We ask that children **not** bring breakfast food upon arrival. Breakfast is served at 8:30 and a teacher must be sitting while ANY child is eating, and they cannot set up for the rest of the class while doing so.

If your child has food allergies and you will be providing food for snacks and lunch, please discuss the storage and handling of these foods with the Director and your child's teacher.

### **Birthdays:**

We celebrate birthdays at lunch or afternoon snack. If you wish to have a special treat for your child's classroom, please discuss it with the teacher. Food brought for children must be store-bought with a nutrition label listing ingredients and allergens.

## **COMMUNICATION**

Interaction and communication between parents and teachers contribute to a more consistent approach to caring for each child. The Director and staff are committed to keeping you informed about your child's daily activities and experiences. We do this in a number of ways. All parents are invited to join the Procure Parent Engagement App upon admittance to the center. Teachers will use this app to send messages, daily activities, and pictures to parents regularly throughout the day. Parents will also receive a monthly newsletter from the Director. Other notes of interest and information can be found posted on the door to your child's room and on the Parent's Information Board.

You are welcome to call and check on your child. Remember that we are caring for your child and others. Staff time spent on the phone is time taken away from the children. If the Director and staff are unable to answer the phone due to activities in their classroom or on the playgrounds, please leave a message. We will make every effort to check messages frequently.

We have an "Open Door" policy where parents may drop in whenever they want. However, parents are encouraged to avoid visiting during planned curricular activities. The schedule for these activities (circle/group time) is posted in the classroom. Please feel free to talk to your child's teacher or the Director when they are free of caring for other children. Parents may schedule a conference with the Director and/or teacher whenever they feel the need.

The Board of Directors may be contacted at [daviscenterboard@gmail.com](mailto:daviscenterboard@gmail.com).

### **Parent Advisory Board**

The Parent Advisory Board is a volunteer opportunity for parents to be involved in planning events throughout the year, provide input on decisions being made and help increase parent engagement in the center. Membership is open to all parents of children at the Center. Meetings will be held at least every quarter, please see the Director for more information about the next meeting.

A parent representative will be selected to attend monthly board meetings and convey any information directly to the Board of Directors.

## **POLICIES and PROCEDURES**

### **Operational Policies**

#### **Hours of Operation:**

7:00 a.m. to 6:00 p.m., Monday through Friday

#### **Holiday Closings:**

New Year's Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day and the day after  
Christmas Eve  
Christmas Day

The Director will notify families in advance when the Center closes for holidays particularly when holidays fall on the weekend.

#### **Emergency Closing:**

In case of an emergency closing or late opening, parents will be notified by text message and through the Procure Parent Engagement App. Emergency closing would occur as the result of: mechanical or physical problems with the center's facilities; unexpected weather changes (snow, ice) while children are present necessitating early closing; or order by civil authorities or when ratio imbalances occur due to lack of adequate staffing as required by Department of Human Services.

#### **Snow Policy:**

Every effort will be made to open the Center in the event of snow and/or ice. However, if the University of Tennessee is closed, the Center will NOT open.

If Knox County Schools open late or are closed the center will open 1-3 hours late unless conditions are deemed unsafe by the Director. Notification to families will be made through the Procure Parent Engagement App and via text message. If snow/ice conditions occur during the day necessitating early closure of the Center, parents will be notified and expected to pick their children up in a timely manner.

## Arrival and Departure

### Arrival:

For your child's safety please escort your child to the teacher in his/her room. Please do not leave your child in another room unless the teacher is absent. A note will be posted on the classroom door directing you to the appropriate room.

**You must sign your child in upon each arrival.** If you must sign out your child during the course of the day, and return him/her to the center, you must sign in again. Sign-in on the hall computer with correct information. Signing "Mom" or "Dad" is not permitted by DHS regulations. Please advise those on your authorized list of this policy.

We encourage parents to arrive at the Center with their child(ren) prior to the planned curricular portion of the day. Each classroom has an age-appropriate morning learning activity related to the theme for the week. This activity sets the tone for the learning that takes place the rest of the day.

Also, we need to know if your child will be arriving late. Our cook does a lunch count at 9:30 a.m. so she knows how much food to prepare. Please call if you plan to arrive after the lunch count so the cook will have enough food prepared.

### Departure:

We permit parents, and those persons authorized by the parents as listed on the child's Application, and the Emergency Care form, to pick up a child. These names can be changed at any time by written notice to the Director or in person, but **not by phone**. If the adult who comes to pick up your child is unfamiliar to the staff, we will ask to see the individual's driver's license to verify identification as authorized to pick up. If an individual listed by you as authorized to pick up your child will do so for the first time, please call the Director/teacher with this information. They can check the list in your child's folder and be ready to check identification.

Please fill in your name or initials and the time at the sign-in computer upon departure from the center with your child. Remember to check your child's cubby daily for notes, newsletters, and artwork.

There is a **late pick-up fee** of \$1 per minute after 6 p.m.

## **General Information Pertaining to Arrival and Departure:**

DHS does not permit mixing older and younger children in classrooms. If you have more than one child in the Center, or other children accompany you during drop-off or pick-up, please do not allow the different aged child(ren) to linger in the classroom.

***Please note: If a parent, guardian, or person authorized by a parent, comes on premises, and is suspected of being under the influence of alcohol or drugs WE WILL NOT RELEASE THE CHILD TO THE CARE OF THAT PERSON. An alternate person on the approved list will be called.***

## **Child Custody**

We respect legal decisions regarding issues of child custody. In fairness to parents and children, we require documentation of the rights of each parent, grandparent, or others as ordered by a court concerning access to and visitation with your child.

## **Child Abuse Suspicion**

Our staff is trained to identify and document suspected incidents of abuse to a child. If there is reasonable cause to suspect a child is subject to abuse of any type, the law requires that childcare providers report such suspicion to Child Protective Services or the local police. (See Tennessee Code Annotated Title 37-1-401 - 37-1-615.)

## **Emergencies**

We take every precaution to prevent injury to you child, but in the event of an accident or medical emergency, you should know:

1. A trained staff member will administer First Aid or CPR. As required by DHS, there is always a staff member on duty who is certified in First Aid and CPR.
2. For minor scrapes and bumps routine first aid care will be given.
3. For bleeding injury first aid will be administered while parents or emergency contacts are notified.
4. For more severe injury:
  - a. First Aid/CPR will be administered.

- b. 911 will be called; emergency transport to a hospital requested.
- c. Notification of parents or emergency contacts will be made.
- d. The Director (or in her absence the staff member in charge) will accompany the child to the hospital. In the interest of time, we request that parents meet the ambulance/child at the hospital rather than trying to reach the center first.

### **Illness Policy**

In accordance with Tennessee Child Care Licensing Regulations, our center is not allowed to keep sick children in the classroom. Children will be checked upon arrival and observed for signs of illness during the day.

A parent or authorized person must pick up the sick child within one hour from the time the parent is called. The parent is responsible for making alternative, "standby" arrangements in the event of illness. If the classroom ratio does not permit removal of a sick child, that child will be isolated and comforted in the classroom away from the other children, in the best possible manner, until the parent or authorized person arrives.

**Fever:** Children will be sent home if their fever is 100.4 degrees. They must be free of fever and Tylenol-free for 24 hours before returning to the center. We do not give fever suppressants or any medication other than diaper rash cream and sunscreen.

**Diarrhea:** Children will be sent home if they have diarrhea even though it may be teething or effects of antibiotics. Diarrhea that cannot be contained in a diaper or pull-ups can contaminate other children directly or by cross-contamination. When symptoms cease, the child may return to the center.

**Vomiting:** Two episodes of vomiting requires the child be sent home, unless there is a doctor's excuse. This is sometimes a virus or a symptom of strep. A child may not have a fever with strep, but may have a rash, vomiting and headache. When symptoms cease, the child may return to the center.

**Impetigo and Strep:** Children must be treated with antibiotics for 24 hours before returning.

**Lice/Scabies:** Proof of treatment must be shown prior to returning. Container(s) and receipt(s) for treatment(s) will serve as proof.

**Thrush:** Children must see a doctor and be on medication for 24 hours. Please bring a doctor's note for return to the classroom.

***Surgery/Hospitalization:*** A note from the attending doctor stating that the child can safely return to daily activities of the Center is required after absence due to surgery and/or hospitalization for illness.

***Contagious Diseases of Childhood:*** If your child contracts chicken pox, German measles, measles, mumps, etc., a note from your doctor declaring your child is no longer contagious will be required to return to the center.

**Important Note to Parents:** As soon as your child is diagnosed with a communicable illness, please contact the director. A notice of illness in a room, and the symptoms, will be posted on the classroom door so that parents know what to look for. Staff will immediately take appropriate disinfectant action.

### **Medication Policies**

We do not administer any form of medication, outside of life-saving emergency medication such as epi-pens. Any medication on site requires a doctor's note and a medication authorization form and must be labeled with your child's name and expiration date of the medication. Medication must remain in its original container.

Diaper cream may be applied at the center, and there must be a medication authorization form on file for use. Diaper cream will be returned to the parent upon transition to the next classroom.

### **Immunization Policies**

Each child enrolled must comply with the Department of Human Services immunization policy. Any time your child receives an immunization, a copy of his/her updated record needs to be brought to the Center for their file. We undergo an annual immunization audit each year by the Knox County Health Department and our DHS evaluator for our compliance with the State's rules.

Parents who choose not to have their child immunized due to religious reasons may claim a religious exemption. See the director for this form.

There are also medical exemptions that can be written by your child's doctor if, for some reason he/she cannot be given a particular immunization.

**Example:** A parent/guardian undergoing chemotherapy is placed at risk when a child's immunization is a "live" vaccine. See the director for further information and consult with your pediatrician.

## Withdrawal/Disenrollment

Parents are **required to provide a two-week written notice** of their intent to withdraw their child from the center. A "Student Change of Status" form is available in the Center for this purpose, or you may write a note to the Director.

If you choose to withdraw temporarily for a period, you may continue to pay weekly tuition to hold your child's place. Or you may place your child's name on the waiting list for the date you wish to re-enroll. If a place is available, you will be called. It will be necessary at that time to repeat the admission process including application fee. Voluntary withdrawal and readmission interrupt the 52 consecutive paid weeks policy for the free week benefit.

We reserve the right to dis-enroll a child from the Center for circumstances that may jeopardize the well-being of a child, children, or the staff; cause damage to the facility; interfere with/disrupts programming; or threaten the Center's State of Tennessee license to operate a childcare center. In most cases the Director will have advised the parents that a severe problem exists and must be remedied by a deadline set by the Director. Examples may include, but are not limited to:

1. Failure to follow policies and/or procedures set out in the parent handbook.
2. Failure to seek evaluations, treatment, medical assistance, or other intervention(s) as recommended by the Director to preserve the child's continued enrollment in the Center, if such intervention(s) is deemed in the best interest of the child and/or other children in the Center, the staff, facilities and license to operate.
3. Failure to keep account current.
4. Parental behavior:
  - a. If a parent, guardian, or other person on the authorized list by the parent abuses another child, or childcare or church employee, in any way, through inappropriate language, verbal or physical threats, a warning will be issued. A second offense will result in immediate dis-enrollment.
  - b. If a parent, guardian, or other person authorized by the parent comes on premises suspected of being under the influence of alcohol or drugs, a warning will be issued, and a second offense will result in immediate dis-enrollment. (See "Please Note" at the top of page 10.)



## **Expulsion Policy**

If there is a child behavior concern (including but not limited to biting, scratching, hitting, etc.) that jeopardizes the safety of children or staff in the center, the following steps will be taken:

1. Any behavior exhibited by a child that injures, or potentially causes harm, to another person, an incident report will be completed, and the parent will be notified. All behavior is communication, and the Director and center staff will work with the child to find developmentally appropriate ways to express their emotions.
2. If the behavior is ongoing, the Director and staff will work with the child and parent to determine potential triggers and patterns of behavior. A meeting may be held to discuss the behavior and the steps center staff have taken to address the behavior (such as temporarily separating the child from others, modeling appropriate calming, and coping skills, redirecting to a different activity, etc.) At this point, the Director may choose to reach out to Child Care Resource and Referral Network or other agencies available to support educators and families and offer additional resources as needed.
3. If necessary, the Center may reduce the number of days or amount of time the child may attend the center. This could be limiting the number of hours per day, or the number of days per week the child may attend. The Director will work with parents to develop a plan of action based on the needs of the family and center, keeping the child's best interest in mind.
4. In the event it is necessary to pursue permanent expulsion, a transition plan will be put in place to support the transition to another program.

This expulsion policy is dependent upon parent communication and support in finding a solution that is in the best interest of the child and center. All teachers and staff will be equipped to support children's social and emotional health, including specific strategies on positive behavior interventions and guidance practices to effectively manage challenging behaviors in the early learning setting. Opportunities for parent involvement will be provided including parent teacher conferences, parent meetings, and developmental monitoring. Parent resources will be provided to give parents additional information about community support.

## Account Payment Policies

The Center uses **ProCare** software to track fee payments for each child. You will receive statements concerning the status of your account(s) to date for the current year. If you wish to discuss your account, the director will put you in contact with the bookkeeper, or you may leave a note for the bookkeeper in the "Checks" box.

### Tuition Payment Policy:

The fee for the first week of day care services is due at the time of enrollment. This fee must be paid before your child can begin attending the Center. Tuition is collected based on *enrollment, not attendance*, to ensure a "spot" for your child in his/her classroom. Therefore, you are responsible for payment for each week's tuition fee, whether your child attends all or only part of that week. We do not provide part-time childcare services.

### Due Dates for Tuition Fee Payments:

Each week's tuition fee is due by the Friday before the coming week of childcare services. Fees can be paid weekly or monthly, as best suits your budget, but must always be paid in advance of the upcoming week of services. Terms for specific payment plans can be discussed with the bookkeeper and will be at the discretion of the Center.

Payments may be made either by check or credit/debit card. The preferred way for parents to make tuition payments is through MyProcure. Procure Tuition Express only accepts Visa or MasterCard types or a checking account. If parents prefer recurring payments, all recurring payments are submitted on Mondays.

Payments are to be left in the mailbox marked "Checks" on the wall outside the Director's office. Please do not give payments to your child's teacher. There is no provision in the classrooms to secure them. Questions should be directed to the bookkeeper at [daviscenterbookkeeper@gmail.com](mailto:daviscenterbookkeeper@gmail.com)

### Late Fee Policy:

Tuition fees are considered late if they are received after 9:00 a.m. on Tuesday of the week childcare services are being provided. A flat fee of \$10.00 per week will be assessed for each week a payment is late. You will be invoiced for this amount which is due upon receipt.

**Returned Checks for Insufficient Funds:**

If a check is returned from our bank for "Insufficient Funds", you will receive a notice as well as a copy of your returned check. Repayment of the total amount of the NSF check, as well as an NSF fee of \$30.00 per returned check, is due immediately upon notification. The Center reserves the right to collect tuition fees by money order if this becomes a frequent occurrence.

**Childcare Tax Receipts:**

As a courtesy for income tax purposes, Childcare Tax Receipts for all payments made during each calendar year shall be mailed no later than January 31, of the next calendar year. Childcare tax receipts will not be provided if the previous calendar year balance is not paid in full.

**Termination of Childcare Privileges Due to Lack of Payment:**

The Center reserves the right to terminate childcare privileges for failure to keep the account current. Accounts are considered past due if two or more weeks of fees are unpaid. Notification of termination of childcare privileges does not require a written notice from the Center and may take effect immediately.

**Late Pick-Up Fee:**

The Center closes at 6:00 p.m. each day. If your child is not picked up by 6:00 p.m., a charge of \$1.00 per minute past closing time will be assessed and billed to you separately. This fee covers overtime expenses associated with late pick-ups.

**Annual Supply Fee:**

For any student who has been enrolled for at least a year, an annual supply fee of \$50.00 per student will be charged. You will be billed for this fee separately in September of each year, with 45 days to complete payment of this fee. The annual supply fee is used to replace play-wear and broken toys, books etc., to replenish arts and crafts supplies, and to purchase other equipment for and in support of the operation of the Center. As a small, non-profit childcare provider we do not have excess funds for these types of purchases and must rely on this fee and donations.

**Enrollment Fee:**

There is an administrative fee of \$50 due at the time of enrollment for each new enrollee.

**Earned “Free Week”:**

After 52 consecutive paid weeks in the Center, you will be eligible for one “Free Week”, which must be taken before your next anniversary date. Free weeks cannot be accrued and will be lost if not used within the specified period.

Please advise the bookkeeper in writing when you are planning to use your “free week” so that credit can be given for that week on your account. The Earned Free Week is not available if your account is not paid in full.

**Discounts:**

Parents who enroll two or more FULL TIME children are eligible for a 5% discount on the total amount of their weekly tuition fees.

**Fee Schedule**

(Effective January 2022)

**Weekly Tuition Fees:**

Classroom	Age Group	Weekly Fee
Infant A	6 weeks to 8 months	\$ 210.00/week
Infant B	8 months to 15 months	\$ 210.00/week
Toddlers	15 months to 24 months	\$ 190.00/week
Twos	2 – 3 years	\$ 185.00/week
Preschool 1	3 – 3.5 years	\$ 180.00/week
Preschool 2	3.5 – 4 years	\$ 180.00/week
Pre-K	4 – 5 Years	\$ 180.00/week

**Thank you for carefully reading the parent handbook. Should you have any questions at any time, please contact the director.**