

## LITTLE CASTLE CHILD CARE

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## POLICIES AND PROCEDURES

Effective January 14<sup>th</sup>, 2020

**OWNER/DIRECTOR:** Rosa Gil

**AGES OF CHILDREN ADMITTED:** From 6 weeks to 9 years of age

**MONTHS OF OPERATION:** January through December

**DAYS OF OPERATION:** Monday through Friday

**HOURS OF OPERATION:** 7:00AM – 6:00 PM

**DAYS CENTER IS CLOSED:** Little Castle will be closed New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, and Christmas Day, New Year's Eve and New Year's Day. If the holiday should fall on a Saturday, it will be observed on Friday. If the holiday falls on a Sunday it will be observed on Monday.

Little Castle will be closed during inclement weather (storms, floods, snow, ice, etc). If the Board of Education dismisses schools due to inclement weather we will close the center as soon as possible.

**ADMISSION REQUIREMENTS:** It is the parent's responsibility to supply and maintain accurate required information and to provide transportation to and from the center.

**TUITION AND FEES:** Fees are payable in advance. The undersigned agrees to pay weekly or monthly tuition. Fees are not exempt when the child is absent due to illness, holiday, or vacation. Fees will not be pro-rated for lunch or snacks not taken. Two checks returned by the bank for insufficient funds will result in termination of child care services. Please read carefully our Schedule of Fees.

- 1) **HOLDING FEE:** When child is away for 2 or more weeks' parents can opt to pay 50% of the regular weekly fees.
- 2) **LATE FEE:** A \$30.00 Late Fee will be assessed if tuition is not paid by 6:00PM on Tuesday.
- 3) **REGISTRATION FEE:** Registration fees are due at the time of enrollment and are non-refundable. These registration fees are due each August 1<sup>st</sup>.

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**ADMISSIONS:** Little Castle will accept a child after the director receives all of the required forms signed by the parent or guardian. A completed immunization card must be received within 30 days of enrollment for all children. Registration fees are due at the time of enrollment and are non-refundable. Parents are responsible for supplying accurate information, updating information regularly and for informing Little Castle of any important changes in the child's life.

**HOURS OF ADMISSIONS:** In order to plan for our staffing needs and the number of lunches to be served, children must be present by 10:00AM, unless clearly specified when signing Parent Agreement for childcare. For any unexpected delays in arrival, please contact us as soon as possible to have your child/children accounted for meals. After 11 AM please do not bring your child/children to Little Castle.

**WITHDRAWAL:** Little Castle requires a two week notice of withdrawal or a two week tuition charge in lieu of the notice. Please give us a notice should your child be withdrawn from Little Castle. This will give us sufficient time to select another child from the waiting list.

**ILLNESS:** By law a child shall not be allowed to remain at the center if the child has the equivalent of a one hundred and one (101) degree or higher oral temperature and another contagious symptom, such as, but not limited to, rash or diarrhea or sore throat. If your child shows any of these signs, you will be notified by phone and you must pick him/her up from Little Castle. Please be considerate of the other children, if your child is sick that night, do not bring him/ her to Little Castle the next day. Your child must be illness free for 24 hours before returning.

**EXPOSURE TO A NOTIFIABLE COMMUNICABLE DISEASE:** All parents will be notified if their child has been exposed to a communicable disease (as defined by the chart posted on the front bulletin board). We must report any suspected cases of communicable diseases to the Local County Health Department.

**INJURY:** In the event of an injury every attempt will be made to contact the parent or an emergency contact. Emergency care will be provided if we feel that the situation is a medical emergency. We must notify the Department of Human Resources of death or serious injuries requiring hospitalization or professional medical attention within 24 hours of injury or accident.

**MEDICATIONS:** The staff will record any noticeable adverse reaction to prescribed medication(s), and parents will be notified immediately of any adverse reactions. We will not dispense any medicine, including Tylenol, without a written authorization form, signed and dated by the parent. All medications, creams, droppers, medicine, spoons, etc, must be labeled with the child's first and last name. If two or more medicines are necessary, please place them in a ziplock type bag to keep them together. Medications will not be dispersed for a period of more than two (2) weeks without written authorization from a physician.

**IMMUNIZATION:** Parents must provide evidence of age-appropriate immunization chart or a signed affidavit against such immunization.

**EMERGENCY:** In the event of a fire, gas leak, etc. our staff is trained in proper procedures for an expedient evacuation of the center. Emergency plans have been developed and are posted for parent viewing. In case of physical problems that would endanger the well-being of the children such as floods, electrical outage, or structural problems children would be safely evacuated or protected inside the facility, the parents will also be notified.

**DISCIPLINE:** Inappropriate behavior should be and will be corrected. Any bullying and name calling will not be permitted in our classrooms. The parent and the director will be notified of cases involving a

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continual problem. A time-out from the class may be necessary at times to correct behavioral problems. If a behavioral problem continues for more than two weeks the child will have to be removed from the center.

**VACATIONS:** After one full year of enrollment, you will receive a one week vacation without charge. A vacation week must be taken as a full week, not as individual days, vacation cannot be carried over from year to year.

**TRANSPORTATION:** At this time Little Castle does not provide any transportation. Children will need parental authorization in order to participate in field trips or activities away from the center.

**EMERGENCY MEDICAL CARE:** Please read and sign our Emergency Medical Authorization form. Children in need of emergency medical care will be taken to Doctors Hospital, 3651 Wheeler Road, Augusta, GA 30909 Phone Number 706-651-6080

**CLOTHING/PERSONAL ITEMS:** All clothing and personal items should be labeled. Infants and toddlers require extra clothing. Clothes must be seasonably appropriate. Please label sunscreens, mosquito repellents, wipes, diapers, baby food, blankets, etc. Any personal belongings left behind will be retained for 30 days. After that, Little Castle will donate all personal belongings to the Salvation Army.

**FOOD:** All parents with infants under one year of age are required to fill out a feeding and formula plan. Parents/guardians need to update their feeding plan as new foods are added. All bottles are to be identified with the child's name and date. For children older than one year of age breakfast will be served between 8:00AM-8:30AM, lunch between 11:00-11:30AM and an afternoon snack will be provided at 2:30PM. Please do not allow your child to bring gum or any junk foods.

**NAP TIME:** Children are required to have a rest period each day which will take place between 12:00PM to 2:00PM each day.

**YOUR HELP:** Please try to follow our food and nap schedule during weekends and days off, your child will adjust faster when he/she returns to Little Castle.

**POTTY TRAINING:** It is the parents' responsibility to potty train their children. From past experiences we have learned this task is better learned at home.

**NO SMOKING:** This center is a smoke free environment.

**DONATIONS:** Little Castle gladly accepts your donations of used and new books, toys, furniture and money.

**SECURITY:** Due to security reasons we have installed cameras on the premises.

**SPANISH:** This center encourages bilingual learning, we use English and Spanish daily.

These Policies and Procedures will only be changed with a two-week notice.

Please retain these Policies and Procedures for future references.