



## Wee Play Childcare Policies 2012

### Hours of Service

Our business hours are 7am to 5pm Monday - Friday. We have a casual schedule and do not mind when your schedule changes within the business hours. Drop off before business hours or pick up after hours must be prearranged in person or by phone and only on an occasional basis. An overtime charge of \$1 per minute will be assessed starting at 5pm if no notification was given.

### Fees

Contracted rates are as follows:

3 days \$75/week per child

4 days \$100/week per child

5 days \$125/week per child

Payments must be made no later than 5pm Mondays. We accept cash, check or PayPal. A late fee of \$10 will be assessed for any payment made after the deadline. A return check fee of \$15 will be assessed on top of any bank fees. If payment, including all fees, is not made by 5pm Wednesday, care will be suspended until payment is made in full.

Drop-in care is available at the rate of \$30 per day or \$5 an hour (4 hour minimum) payable in cash at the time of service.

### Vacations/Observed Holidays

We take three weeks of vacation each year. These will be unpaid so that you may find alternate care. One will be the week of December 24-28 and the other two will be during the summer. You will receive a month's notice for the summer dates.

The following are considered contracted, paid holidays:

<i>New Year's Day</i>	<i>Memorial Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>Thanksgiving Day</i>	<i>Day After Thanksgiving</i>

### Discipline

We use positive discipline in our childcare. Redirection, clear reminders and encouragement are used before using time-outs. We will work in conjunction with you to resolve any behavior that persists for consistency.

## **Sick Child Policy**

In order to provide a safe, healthy environment for all our children, we ask that you keep your child home any time he or she exhibits any of the following symptoms:

- Fever over 100 degrees within the previous 24 hours
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptoms of childhood diseases (measles, mumps, chicken pox, whooping cough, etc.)
- Runny nose with any colored discharge
- Excessive coughing
- Sore throat
- Any unexplained rash
- Pink eye
- Head lice (child should be free of all nits)

If your child is being treated with an antibiotic, he or she should have received treatment for at least 24 hours before returning to care.

## **Personal Items/Toys From Home**

Please provide the following items:

1. Change of clothes in a labeled zip top bag in case of accidents.
2. A blanket and/or small lovey for use at nap/quiet time.
3. Diapers and wipes if needed.

Please no toys from home. We have many great toys and activities here at Wee Play, and lost or broken toys make for hurt feelings.

## **Transportation**

Rarely will we need to transport the children, but in the event we do, your child will be secured in an appropriate, approved car seat for his/her weight and height. All vehicles are appropriately registered and insured.

## **Meals**

Lunch and two snacks per day will be included in the cost. Breakfast can be provided for an additional charge of \$10 per week/\$25 per month. Refer to the menu to check for any potential allergies - we can make simple substitutions, but some allergies, such as milk, will require you to provide the alternate food. No tuition adjustments will be made for this. Infant food and formula are also not provided and must be supplied by the parent.

**\*Your signed contract constitutes understanding and agreement to all Wee Play policies listed in this document.**