

# BARNESVILLE CHILD DAY CARE CENTER

An equal opportunity employer

Revised 2017

**WHEN YOU RENEW YOUR CONTRACT BE SURE ALL YOUR INFORMATION IS CORRECT  
KEEP THIS FOR FUTURE REFERENCE**

<b>CONTRACT 2017-2018</b>															
Infant Rates	Toddler Rates	Preschool Rates	Kids Stop Options <small>School year: AM only; PM only; or AM/PM Non-school day charges &amp; summer enrollment</small>												
<b>\$175.00</b>	<b>\$157.50</b>	<b>\$150.50</b>	<table style="width: 100%; border: none;"> <tr> <td>AM only</td> <td style="text-align: right;">\$ 44.00</td> </tr> <tr> <td>School late charge: +</td> <td style="text-align: right;">\$ 7.00</td> </tr> <tr> <td>PM only</td> <td style="text-align: right;">\$ 59.00</td> </tr> <tr> <td>AM/PM</td> <td style="text-align: right;">\$ 103.00</td> </tr> <tr> <td>Non-school days</td> <td style="text-align: right;">\$ 27.50</td> </tr> <tr> <td>Weekly summer rate:</td> <td style="text-align: right;">\$137.50</td> </tr> </table>	AM only	\$ 44.00	School late charge: +	\$ 7.00	PM only	\$ 59.00	AM/PM	\$ 103.00	Non-school days	\$ 27.50	Weekly summer rate:	\$137.50
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**CONTRACT/TUITION**

The Barnesville Child Day Care Center is a non-profit parent organization incorporated to provide child care services for children ages 6weeks-12 years of age. The budget which is determined by the Board of Directors each year strives to offer affordable rates, nutritional well balanced meals, up-keep of the building and grounds, room inventory and supplies along with offering competitive wages to retain staff.

**WEEKLY RATES**

Child services will be billed every two weeks. All families enrolled will be responsible for 52 weeks of service and all Accounts will be prepay.

**MONTHLY FEE**

The BCDCC charges a monthly fee of \$10 per child to all families/maximum \$20. This monthly fee helps to balance the budget due to the high cost of staff trainings mandated each year, the cost of applicant back ground studies, and to keep fund raising at a minimum.

**LATE CHARGE FEE**

The Barnesville Child Day Care late fee rate is \$4.00 per 10 minutes for arriving after 6pm. Pay that person as a thank you for staying late for you. They are doing this as a courtesy for you! This fee should be paid at the time of the late pick-up. If you decide not to pay the staff that evening; the late fee will be added to your bill with the additional charge.

**This charge is not for the BCDCC, it is to be paid directly to the staff member who had to stay late.**

	One child	2 children	3 children	4 children
6pm- 6:10	\$ 4.00	\$ 8.00	\$ 12.00	\$ 16.00
6:10-6:20	8.00	16.00	24.00	32.00
6:20-6:30	12.00	24.00	48.00	48.00

**TUITION CONTRACT CHANGES**

A new contract must be filled out when any changes are made for child care services. A two week WRITTEN Notice needs to be turned in, signed and dated, by Parent/Guardians when you plan to discontinue the services of The center. If no WRITTEN notice is given you are responsible for the payment of two weeks tuition fee and your Tuition balance is due on your last day.

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## DEPOSIT/LAPSE IN SERVICE

A deposit of \$150.00 per family will be required to reserve a spot for your child/children. The \$150.00 deposit is not refundable; it is for the purpose of holding an opening in a particular department. Whenever there is a lapse in service, you must continue to pay the monthly fee plus \$50.00 per child per week to hold your spot.

## BILLING

Billing is computed on a flat weekly rate every two weeks for 52 weeks.

**All families will be required to prepay for services.**

The number of days referred to include all holiday's not just workdays. If tuition is not paid you are in violation of the contract and services can be terminated.

All notices are placed in the family-billing pocket. It is the sole responsibility of the family to retrieve this information. Typically no mailings or telephone calls will be made to the family.

Overdue policy/termination:

- Tuition charges must be prepaid in full.
- In lieu of any late charges termination may occur for overdue accounts.
- All overdue accounts may be turned over for collection.

## VARIANCE

- The Center reserves the right to grant a variance regarding tuition policies if special circumstances exist. The family is solely responsible to request the special circumstances variance. The Administration and, if requested, the family will be responsible to present the special circumstance to the Board of Directors. It is the sole responsibility of the Board of Directors to issue special circumstance variances.

## E-MAIL MESSAGES

**We will use this format for quick messages to up-date you of current events. This is not for daily messages or a way to stay in touch. There is no specific office time scheduled do not use this format to send messages. The phone, written messages or direct contact is the best way to communicate.**

## REGISTRATION INFORMATION FORMS

Prior to admission of the enrolled child all enrollment forms must be returned (except the Physical Examination Form, which must be returned 30 days from enrollment date)

**Immunization Form**- this must be completed and returned to the BCDCC prior to admission of the child for day care services

**Physical Examination Form**-this must be completed including the signature of the physician and returned within 30 days of admission; permission slips for over the counter OTC's must be discussed with your physician. For special needs or dietary changes we need written doctor's statements.

**Infants and Toddlers ONLY:** Disposable diapers, wipes, diaper rash and other ointments or medication for each child (must have written permission from physician)

**Infants ONLY:** The Center will provide Marks Member Advandage (Wal-Mart or Sam's) brand of formula.

## POLICIES

### ARRIVAL TIME

The State of Minnesota requires that we keep the staff to child ratios accurate. It is imperative that **you let us know what time you will be arriving each day** so that we can staff appropriately.

Please let us know when you are in the building: all children must be presented to a staff person.

Infants must be taken out of car seats.

If your child/ren are sick or just not coming on a day please call and let the staff know.

### PICK-UP NOTIFICATION

**If someone else is picking up your child make a note on the sign out sheet and inform staff.**

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## FOBS/CARDS (non-refundable \$10 fee)

The fobs and cards are for parents/guardians only. All others must use the door bell. Inform all guests that are picking up your child that they must have proper identification and they must stay in the entry way unless permission is given to enter the classrooms.

## COMMUNICATION/CONFERENCES

**You may request and schedule a conference with your child's teacher at anytime.**

DAILY SHEETS: Parents of infants and toddlers need to update the staff on the daily sheets upon arrival. Notes should include medication needs, "had a bad night", injuries, etc.

Parents of preschoolers and school-age are to inform staff directly of any concerns; it is best to put all requests or concerns in writing. Ex: my child needs a "good nap" today" or "my child is being picked up by someone else today"

Writing these notes out help us to make sure all staff working that day have access to current information. Post notes on sign-in sheet and or on preschool classroom bulletin board.

**We do love to visit with you; however remember our main FOCUS is the children. You may call and schedule a conference whenever you have any questions, concerns or want an update on your child's progress.**

## CLASSROOM SCHEDULES/DISPLAYS

Schedules are posted in each class room. Infants schedules are individualized. Each classroom has wonderful art work and current lesson plans displayed. Check it out!

## BAD WEATHER CLOSING

When the highway department closes I-94; we are closed. If school closes early children are transported here. We will call you if we are closing early.

## DISCIPLINE/DISMISAL

In most cases dismissal is due to non-payment of tuition. If behavioral issues are the reason for dismissal we will follow our protocol. (See discipline policy) It is the policy of the Center to work with all parties involved to resolve any issues constructively and will use dismissal as a last resort.

## SICK CHILD POLICY (Attached)

Keep this for references about illnesses that will prevent your child from attending

\*notice: When there is an epidemic (ex: flu, outbreaks of chicken pox, etc.) it may be necessary to close down departments to prevent further contamination or to meet staff-child ratios. **WE WILL KEEP YOU POSTED!!!**

**WE MUST ALL WORK TOGETHER TO STOP THE SPREADING OF ILLNESS**

KEEP US INFORMED! Updates of immunization, permission slips, medical information, and any changes in emergency numbers, places of employment, cell phone numbers, e-mail address, etc.
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## MARK THESE DATES ON YOUR CALENDAR

**Holiday closing schedule for 2017-2018**

**Labor Day September 4, 2017**

- **November 23 and 24, 2017 Thanksgiving day & following Friday**
- **December 25, 2017 Christmas**
- **New Year's Day (January 1<sup>st</sup>)**
- **Memorial Day (May 28<sup>th</sup> 2018 )**
- **July 4<sup>th</sup> 2018**
- **Labor Day (September 4<sup>th</sup>, 2017 )**
- **Two staff training days (October 20<sup>th</sup> & March 30<sup>th</sup> )**



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