



Policy

Please read carefully and keep for future reference. **Please sign the policy acknowledgement and return to the director to be kept in you child's file.**

Hours of Operation: Leaps and Bounds is open from 6:00am to 6:00pm Monday through Friday excluding certain holidays set herein. Parents who pick up their children after 6:00pm will be charged a late fee according to the fee schedule set herein.

Leaps and Bounds Christian Daycare and Preschool is a childcare ministry and has completed requirements that the state has set forth for child care ministries. We comply with most of the state regulations; however, we are a Christian ministry and we are not required to be licensed by the state. We meet the same health, fire safety and sanitation guidelines as a licensed center, and we are registered, inspected and approved for operation through the state as a child care ministry. We accept children between the ages of 6 weeks and 12 years of age. Once a child reaches age 12, they are no longer allowed to attend our program. Our program is set up according to the age and development of your child.

We offer a preschool education program ages 3-6 which includes Bible teachings, math, and reading readiness, science, arts, crafts, music, story-time, gross motor skills, a variety of other children's programs, and numerous holiday parties.

For children 2 years of age, we work with them on colors, shapes, language, gross motor skills, story-time, music, and interaction with other children.

Leaps and Bounds is a private Christian ministry and all Bible lessons are based on the King James Bible. Our goal is to teach God's love for us, Christian values, and about our Lord and Savior Jesus Christ.

Enrollment Forms: The following forms are required to be completed in full prior to being accepted into the program. **If any item is not received, you will have to delay your start date until all items below can be provided.**

1. Signature page of the policy
2. Enrollment Form
3. Emergency Medical/Dental Authorization
4. Feeding Plan (for infants only, and it must be signed by the doctor)
5. Feeding and Nap schedule (for infants only, and it can be filled out by the parent)
6. Field Trip/Transportation Slip (Please note. This form gives us permission for all field trips. You must notify us if there is a field trip you do not wish your child to attend.)
7. Parents Notice
8. Child and Adult Food Program forms (state food program)
9. Current Immunization record
10. Copy of the child's birth certificate

Health Regulations: Each child is required to provide a current record of immunizations upon enrollment. All immunization dates must be filled in. The following immunizations are required by the State Board:

DTP	OPV/IPV
Hib	HepB
MMR	Varicella
PVC (for children 2 years and younger)	

A health examination is required whenever there is reason to suspect that a child participating in the program may have a condition hazardous or potentially dangerous to others or that your child's general condition indicates the need for such health examination.

Children who are not immunized due to religious reasons or health reasons must provide a letter from the parent or physician stating those specific reasons.

Please make sure that your child's immunization record kept in our files is current.

Ill Children: Children must be free of all illnesses for at least 24 hours before returning back to the daycare, including fever, diarrhea, vomiting, eye infections, rashes or any other type of illness which may be contagious to other children.

Parents will be notified if their child becomes ill at the daycare and must make arrangements for the child to be picked up immediately.

We reserve the right at any time to require a note from the doctor stating that the child is not contagious of any sort.

You are responsible for notifying the daycare of any contagious diseases that your child may have exposed other children to so that we can notify all parents of such possible exposure, (i.e., chicken pox, measles, lice, etc.)

Medication: Any prescriptions which are to be given by Leaps and Bounds must be brought to us on a daily basis in its original pharmacy container. Any over-the-counter medications to be given, such as aspirin, Tylenol, ointments, etc., must have a signed permission slip which states the type of medication and the amount of dosage to be given. If generics can be substituted, then the parent must make note of that. We will give only prescription medication for which we have a doctor's written order. Also, medication will only be given at the time and in the quantities as ordered by the doctor. Therefore, parents may need to have the doctor update the orders as the child gets older.

Diapers, Formula and Clothing: Parents shall provide disposable diapers and wipes for all children not yet potty trained. Disposable diapers must be brought in unopened boxes, and/or packages labeled with the child's first and last name. Parents shall also provide child's baby formula. If you choose to bring your child's food and baby juice, it must be brought in their original containers and labeled with the child's first and last names. Parents shall also provide their child's bottles on a daily basis already prepared in sterilized bottles. Each bottle must be labeled with the child's first and last name, number of ounces and the date prepared. All bottles need to be taken home at the end of each day.

Parents need to bring in a complete change of clothes for their child, and may want to provide additional clothing if the child is in the process of potty training. Please mark your child's spare clothing with their first and last name. **No diaper bags are allowed in the child care area.**

Parent Visitation and Communication: If you would like to sit in on any of your child's planned activities at the daycare or eat lunch with your child, please let us know in advance and we would be happy to make arrangements. **Parents are welcomed at any time to just stop by and visit their child.**

Appointment times are also available to you with the Director, Administrator, or teachers to talk about your child at your request. We urge and invite parent communication with our staff members.

Discipline: The discipline used at the daycare is as follows:

1. Taking a "time out"
2. Missing 5-10 minutes of an activity or outside play
3. Child sent to Director or Administrator depending on severe offense
4. Child missing a field trip/ special event at the discretion of the Director or Administrator

Each child will be made aware of the rules and while they exist, and will be encouraged to interact in a positive, constructive manner.

LEAPS AND BOUNDS DOES NOT PERMIT AND WILL NOT ALLOW CONSISTENT BAD LANGUAGE, HITTING STAFF OR OTHER CHILDREN, DESTRUCTION OF PROPERTY, OR PERSISTANCE OF DISOBIENDIENCE.

At the discretion of the Director or Administrator, a child who consistently misbehaves or does not abide by the rules may be dismissed permanently from the daycare.

Leaps and Bounds will not spank, hit, threaten, or humiliate children as a form of discipline.

Rest Time: Rest time is from 1:00 p.m. – 3:00 p.m. All children are required to lie down during this period. For children 2 years and under, rest times may vary according to each child's individual growth and development.

Parents need to provide small sized pillows and blankets for rest time (this does not include infants). Please take blankets home on Friday for laundering. Please make sure that pillows and blankets are small enough to fit inside cubbies. If your child hangs his or her things on a hook in their classroom, a back pack or bag will work. Large pillows or blankets, sleeping bags, etc. will not fit.

Fee Schedule:

<u>Class</u>	<u>Weekly Fee</u>
Infants	\$145.00
1's	\$135.00
2's	\$122.00
3's-5's (Pre-K)	\$112.00

Public Kindergarten \$90.00
Grades 1-5 school age \$65.00
Before and after school

Kindergarten and school
Age summer rate \$105.00

If two children from the same family are enrolled, a discount of five percent (5%) per week from the total fee due will be given from the fee schedule set forth above. If three or more children are enrolled, a discount of seven percent (7%) per week from the total fee due will be given from the fee schedule set forth above.

Enrollment Fee: Enrollment fees are as follows:

1 st child	\$25.00
2 nd	\$15.00
3 rd	\$10.00

Any child that has been previously enrolled and has withdrawn from the daycare but returns within 1 year will not be charged an enrollment fee. If your child has been withdrawn for more than a year, you will have to pay the enrollment fees again.

Withdrawing Children: Anyone who wishes to withdraw their children should provide a two week notice.

Late Fees:

\$1.00 per minute will be charged for any child picked up after 6:00 p.m.

Late Payment Charge: There will be a \$5.00 late charge for all accounts that are not paid one week in advance. All payments must be received by Friday evening for the following week or a late charge will be assessed.

Return Check Charge: A twenty-five dollar (\$35.00) fee will be charged for all returned checks in addition to any charges incurred from the bank.

Part-time Children: We do allow children to attend on a part-time basis (less than 5 days per week). However, full-time payment is required no matter how many days your children may attend.

Vacation: Each child receives one week vacation per year that they will not be charged for. This year runs from January 1 – December 31. Depending on the number of days that your child is attending at the time they use their vacation time, will determine the number of days they receive at no charge. For example, if your child is enrolled full-time, they will receive 5 days at no charge; if your child is enrolled 3 days per week, they will receive 3 days at no charge.

Please remember that your child must be absent to receive the vacation time at no charge. The vacation days must be taken consecutively and not one day at a time. Parents must also notify the daycare at least one week in advance that a child will be taking a vacation and therefore using their free week. Two week's vacation cannot be taken consecutively such as the last week of December one year and the first week of January of the next calendar year. Vacation days cannot be carried over to the following year. Children must be in attendance for a minimum of three months prior to receiving their free vacation week unless approved by the director in advance.

Holiday Charges: Leaps and Bounds is closed for the following holidays:

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the following Friday
Christmas Eve the daycare will close at 3:00 p.m.
Christmas Day

If the holiday falls on a Saturday, the daycare will close on the Friday before; if a holiday falls on a Sunday, the daycare will be close the Monday after. Parents will be charged for these holidays as most parents receive holiday pay for these days. We will be paying our employees for these holidays as a benefit. Parents will not be charged for other days that the daycare may need to close (i.e. inclement weather, etc.) .

Show and Tell, Birthdays, and Field Trips:

Please check with your child's teacher to see when their show and tell is.

Parents are allowed to bring in a special treat for their child's birthday. As required by State Board of Health, all treats must be store bought and in their original container.

Field trips will be scheduled during the year, most of them taking place in the summer months for our school age children. Field trips will be limited for children under 7 due to the car seat

regulations. Parents will be notified of all field trips in advance. There will be no charge for field trips. Children must have a signed field trip permission slip in their files in order to participate. If there is a field trip that your child cannot attend, you must notify us. If you wish to volunteer to go on a field trip with us, please let us know as we can always use an extra hand.

Nutrition:

Meal times are as follows:	7:30 a.m.	Breakfast
	9:30 a.m.	AM snack
	11:15 a.m.	Lunch for Toddlers
	11:15 a.m.	Lunch for 2's
	11:30 a.m.	Lunch 3's-School age
	4:00 p.m.	PM Snack

Please remember that breakfast is provided for children who arrive by 7:30 a.m. Weekly menus are posted in the kitchen area. **Children are not permitted to bring any food or drink with them into the daycare unless it is for a special treat for the entire class and is store bought.**

Arrival and Departure: All children must be brought into the daycare center not later than 11:00 a.m. No children will be allowed to come to the daycare between the hours of 11:00 a.m. and 3:00 p.m. Please bring your children into the daycare and release them to the staff member in charge of their room. Do not let your child enter the building by his or her self without an adult. Only those parents listed on the child's enrollment form will be allowed to pick-up the child, unless the daycare has received written permission from the parent or guardian. If we do not recognize a person picking up a child, we will request picture identification. Please do not be offended by this, as this is done for your child's protection.

Intoxication of Authorized Persons: If an intoxicated or impaired person insists on removing children from the daycare, the daycare shall immediately report the incident to the local police agency.

Reporting Child Abuse or Neglect: If the daycare suspects child abuse while in the care of the daycare or outside of the daycare we will immediately report it to the county child protective services.

Payment of Fees: All fees are paid one week in advance and must be paid on Friday of each week for the following week. Please give all payments to the director or teacher in charge if the director is unavailable. Any cash payments must be given directly to the receptionist, Director or the Administrator. A written receipt should be given directly to you for all cash payments. Leaps and Bounds cannot be responsible for cash payments submitted without obtaining a receipt. If any and all charges are not paid on a timely basis, Leaps and Bounds reserves the right to dismiss a child for non-payment.

In the event that you fail to pay any fee due and owing to Leaps and Bounds Christian Daycare and Preschool on a timely basis and your account is referred to a collection, you will pay any and all costs of collection, attorney fees, court costs and any and all expenses incurred by Leaps and Bounds Christian Daycare and Preschool in pursuing collection of your account. This includes fees associated with a two week notice.

Please sign, detach and return this sheet to the daycare with your paperwork.

The undersigned acknowledge(s) receipt of a copy of Leaps and Bounds Christian Daycare and Preschool policies and further acknowledges that he/she/they has/have read and understand the policies and in a respects agree hereto.

Date: _____

Signature: _____

Date: _____

Signature: _____

Scott Daugherty, President of the Board
Lisa Daugherty, Secretary and Director
Lisa Shaw, Assistant Director and Board Member
Tashia Daugherty, Board Member
Melissa Scott, Board Member
Dr. Christine Bender, Consulting Pediatrician (317) 272-7337

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