

Mommy's Daycare
45 Dry Hill Road
Norwalk, Ct 06851
(203) 570-9734

browndeneen@yahoo.com



"Not your ordinary Daycare"

Policies and Procedures

Parent Responsibility

Parent(s) are welcome to observe their children at any time. Children must arrive before 9:00 a.m. to be served breakfast. Children must arrive before 10:00 a.m. otherwise they are marked absent for that day; (prior notification is required for late drop-off). Children are required to have a change of clothes everyday (please mark your child's clothing). Notify daycare if child is going to be absent.

Tuition fees Policy

Tuition is due on Monday mornings (no exceptions). Tuition is to be paid whether child attends daycare or not. Daycare fees are based on a weekly basis. Therefore, if a holiday falls during the week, fees are still payable for that full week. A late fee of \$15.00 dollars will be charged if tuition is not paid by Wednesday morning of each week. Parents are responsible for all bank fees returned by your bank. At this point your child will be unable to attend until fees are paid in full.

Tuition fees Policy (Part-time Enrollment)

Tuition is due on the 1st day of your child's attendance. Fees are based on a daily rate and are due whether your child attends daycare or not to maintain their slot for the days they are enrolled for. Therefore, if a holiday falls during the week on the day of your child's attendance, fees are still payable for those days. A late fee of \$15.00 dollars will be charged if tuition is not paid by the second day of your child's attendance. Parents are responsible for all bank fees returned by your bank. At this point your child will be unable to attend until fees are paid in full.

Daycare hours Policy

8:00 – 5:30 (unless previous arrangements are made). Please notify us if your schedule changes. Parents will be charged \$1.00 per every minute late. While we understand emergencies do arise, we request that parents keep in mind the closing time of the program. After hour care is separate from normal business hours.

Withdrawal Policy

Parents may withdraw their child from the program at any time. A two-week notice is required for discontinuation of daycare services. This is required in consideration of future enrollment applicants. If two-week notice is not given parent is responsible for the remaining month's tuition. All withdrawals should be put in writing. Once your child is withdrawn from the program their slot becomes available. Slots are filled on a first come first serve basis. However, for any reason should your child need to re-enroll into the program, they would have to wait until the next slot becomes available. A new enrollment fee is due (**see enrollment deposit policy**). Any child that does not attend day care after 3 days without explanation will be withdrawn.

Enrollment/Registration Deposit Policy

Enrollment deposit is \$50 dollars due at the time of enrollment. This fee is non-refundable. Registration deposit is the weekly fee for the age group enrolled. Due prior to start date.

Illness policy

Provider will use her discretion in whether a child should be removed from daycare due to illness. Parent will be notified for pick up if:

- ❖ Child has fever of 100 or above
- ❖ Vomiting
- ❖ Uncontrolled diarrhea
- ❖ Displays symptoms of exposure to a contagious disease

In this case the parent must:

- ❖ Keep child home, and consult your physician, before they can return to daycare. (**We have to consider the other children**).
- ❖ Cannot return without a written consent from your physician, clearing your child from the illness.
- ❖ Notify daycare of any contagious illness

Abuse Policy

As a provider licensed by the Department of Public Health, myself and my childcare staff are required by law to report any signs of child abuse or neglect to the Department of Children and Families. Any mandated reporter, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, (2) has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, shall report or cause a report to be made. Any person required to report under the provisions of this section who fails to make such report shall be fined not less than five hundred dollars no more than two thousand five hundred dollars and shall be required to participate in an educational and training program pursuant to subsection.

Vacation Policy

Provider will take two weeks of paid vacation each year. Notification will be given in advance (see holiday calendar).

Termination Policy

There may be circumstances where the director may decide to discontinue a child's attendance (every effort will be made to correct any problems).

- ❖ Non-payment of tuition
- ❖ Continued violations of policies

Toys and Candy

Toys and candy from home are prohibited.

Birthdays

Parents are welcome to send cake or cookies on their child's birthday to share with their friends. Please let us know in advance so we can plan accordingly.

Policies and procedures are subject to change at any time.

Mommy's Daycare
Policies & Procedures Verification

I, _____ the parent of

_____ have received my copy of the policies and procedures for Mommy's Daycare. I have read and clearly understand my obligations for my child to attend and remain in attendance at Mommy's Daycare.

Parent/Guardian _____

Date _____

**Mommy's Daycare
Tuition Payment Agreement**

Name of Child _____

Parents / Guardians _____

I have reviewed the tuition rates and understand my financial obligation for my child to attend Mommy's Daycare. I agree to pay tuition as follows: (Check one A, B, C, D)

_____ A. Weekly payment of \$_____ due on Monday of each week.

_____ B. Bi-weekly payment of \$_____ due on the 15th and the 30th of each month or every other week.

_____ C. Monthly payment of \$_____ due on the 1st of each month.

_____ D. Other \$_____ due in add'l to wkly fee for extended evening/overnight or weekend hours.

BOTH PARENTS/GUARDIANS MUST SIGN BELOW. IF ONE PARENT RETAINS SOLE CUSTODY, A STATEMENT MUST BE NOTED BELOW.

Parent/Guardian_____ Date:_____

Parent/Guardian_____ Date:_____

Statement:_____

*There is no reduction in fees or refund of tuition paid due to absences, illnesses, or vacation. Tuition is due regardless of attendance. No exceptions.

Mommy's Daycare
Tuition Rates

Full Time (Monday- Friday)

Infants 6 weeks – six years old \$375 per week

Part time (if space is available)

2 two days or less \$75 per day

Evening (after 6:00 pm)

\$15 per hour

Weekends

Sat/ Sun \$80 per day