

SULPHUR SPRINGS COMMUNITY CHILD CARE

POLICY & FINANCIAL AGREEMENT

Sulphur Springs Community Child Care Program welcomes children ages six weeks through five years of age without discrimination. This center is licensed by the State of Tennessee and monitored by the Department of Human Services. We reserve the right to revise any fees and/or policies for updating the center policies after notification to parents.

- 1) PLEASE READ ALL PAPERS AND FORMS CAREFULLY FOR YOUR OWN PROTECTION. The child care center is not responsible for anything that may happen as a result of false information given at the time of enrollment. You are responsible for updating the center in regarding to any changes in your status that is relevant to your child.**
- 2) We are open from 7:00 AM to 6:00 PM Monday through Friday. Your child will not be accepted earlier nor kept later. In case of extreme emergency, contact the center. Should a child need to stay past closing, the parent will be responsible for paying the detained caregiver DIRECTLY at the time of occurrence a minimum of one hour's wages for the first minutes thereafter. Children will not be accepted after 9:30 A.M. unless they are accompany with a doctors excuse.**
- 3) Drop – In Services are available for \$7.00 per hour, with a minimum \$14.00 per day charge. You must call to verify space availability at least one day ahead of time.**
- 4) Our annual registration is \$50 which covers a child from September to August. This fee covers supplemental insurance, administrative cost, and supplies. It is non –refundable. Enrollment after February 1st for half the registration fee (\$25.00).**
- 5) Activity Fee will be \$25.00 along with the registration fee.**
- 6) There is a \$30.00 charge on all returned checks. After two returned checks, you will be required to pay cash.**
- 7) There will be a bookkeeping charge of \$5.00 for figuring yearly or quarterly totals for tax purposes. Receipts and tuition statements are issued by emails or placed in the sign-out book upon request.**
- 8) All tuition fees are due and payable by Tuesday for the current week. There will be a LATE FEE of 10% of the tuition added to accounts that are carried past one week, dismissal after two**

weeks. Our payroll and bills are due all through the month and we must meet our responsibilities and obligations. Your child is subject to dismissal if accounts are delinquent.

- 9) Tuition fees allow child to remain on our roll based on 52 weeks or for the number of days per week you have contracted with us.
- 10) The child care is closed for the following holidays: Labor Day, Thanksgiving and the Friday following Thanksgiving, Christmas Eve, and Christmas Day, New Year's Day, Good Friday, Memorial Day, and the 4th of July. You will be charged for all holidays that are paid for our staff.
- 11) When a child is withdrawn from the program and wishes to re-enter. There will be a re-entry charge of fee of \$25.00 and returning to the center is allowed based on availability.
- 12) WE ARE NOT RESPONSIBLE FOR CHILDREN WHO THAT HAVE NOT BEEN SIGNED IN. At all times an adult must accompany children into the building. If someone other than a parent or guardian brings a child or pick will them up a child, their signature is required on the sign in sheet their name must also be listed on the emergency card giving the center permission to release the child into their care. We also ask that you your child for breakfast by taking them to the bathroom beforehand.
- 13) We cannot care for sick children. If your child becomes sick during the day, you will be notified. Please refer to our current SICK POLICY and No medication policy attached.
- 14) Infants must bring all food, clothing and disposable diapers and wipes as needed. All baby food jars must remain sealed before serving. A supply of plastic bottles and pacifiers are also suggested. Light weight blankets are permitted. Breastfeeding is welcomed, however milk brought in from home must be properly labeled with the child's name and dated for use and storage.
- 15) Sulphur Spring Community Child Care Center is not responsible for damage of personal Property.
- 16) To comply with the State of Tennessee all enrollment papers must be completed "BEFORE" your child can attend this program. This includes health and immunization records, signed by your physician. It is the parent's responsibility to inform the center shots that are updated.

Please remember that we are a non- for profit organization and our policies are set forth and enforced so that we comply with very specific licensing requirements. This for your protection and assurance that you have selected a "QUALITY CHILD CARE CENTER"