

2006 Policy Handbook

Tara's Toyland

6211 Fox Ridge Dr,
Plainfield, IL 60586,
609-8859

owned and operated by XYZ

The Home Day Care is open from 7 a.m. until 5:00 p.m. Monday through Friday. Until further notice, Thursdays will be early closing of 4:45 p.m. Hours of care will be contracted from child to child. No childcare will be provided on Weekends or on the following holidays:

- New Year's Day (day off will be Monday, January 2, 2006)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Day After
- Christmas
- Christmas Eve we will close at 3:00 p.m.
- And special - Halloween - center will close at 1:30 p.m.

The above are paid holidays for The Provider if they fall on a contracted day for your child. If they fall on a weekend they will be observed the Monday after or Friday before. In addition, The Provider will close for 2 weeks of vacation per year and 3 paid personal/sick days per year. Notification of at least 60 days will be given prior to any closed days, with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. The Provider is not responsible for finding alternate care for your child, although she will try to have a back up at all times. In the event that I will be away for a period of time less than three hours (usually for Doctor appointments only) substitute care will be provided by a back up provider that I will arrange.

--Cut Along Dotted Line--

INDEX: After reading each policy please initial and date that you UNDERSTAND what the policy means then return this portion to provider. Your initials indicate you agree to each section.

HOURS OF OPERATION *Initial's and*

Date: _____

PAYMENT PROCEDURES *Initial's and*

Date: _____

MATTERS OF MONEY *Initial's and*

Date: _____

DAILY DOINGS *Initial's and Date:* _____
OTHER GOODIES *Initial's and Date:* _____
HEALTH MATTERS *Initial's and Date:* _____

Rates:

Infants up to 12 mos of age - \$175 per week
12 mos of age till potty trained - \$165 per week
potty trained and older - \$140 per week
Part time rates: \$4.75 an hour for under 12 mos, \$4.50 an hour for over 12 mos but not yet potty trained, and \$3.75 an hour for potty trained children.

Potty trained means that children are dry/accident free during waking hours in underwear for 2 weeks straight at my house. (Nap time wetness is not related to potty training as sleep training is biological not learned). There is no age on potty training. I start "training" as soon as the child can confidently walk and do so in a natural progressive manner, but parental home involvement is needed for potty training to be successful. My goal is not to keep your child at the higher tuition rate but rather to have less diapers and more self sufficient children.

Fees:

Late Fee: \$2.50 per 8 minutes per child after contracted pick up time
Late Payment Fee: \$10.00 per day that payment is not received
Returned Check Fee: \$30.00 plus any additional costs I incur for a returned check

Matters of Money

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All payments are due by 5:00 PM on Tuesday. After 5:00 PM, the late fee will be assessed. If payment is not made within 3 days at drop off, your child will not be accepted into care until payment, including all late fees, is made. If a period of 7 days passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees.

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Cash or Check is accepted and a receipt will be given. A year end statement of all childcare fees paid will be provided within the first 4 weeks of the New Year, to the address that is on the contract. A fee of \$30.00, plus any additional costs I incur, will