



# Operational Policies.

# LITTLE NEST CHILDHOOD DEVELOPMENT CENTER STATEMENT

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LITTLE NEST strives to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

LITTLE NEST provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child in a child friendly environment.

- We foster innovation.
- We embrace team work.
- We strive for excellence.
- We respect and support families.
- We commit to service at all levels.
- We respect and appreciate diversity.
- We actively listen and seek to understand.
- We communicate openly and productively.
- We use resources creatively and responsibly.

At LITTLE NEST your little one will have a  
**WONDERFUL Day, every day.**

## Our Mission.

The Mission of Little Nest is to provide safe, affordable high-quality childcare for our community, in doing so we support families and their efforts to reach their goals, Little Nest will be a home away from home, where children are encouraged to develop at their own pace. Our commitment is to provide a loving nurturing environment for them to begin their journey, Little Nest is committed to the families we serve.

## Our Goals.

- To provide affordable, convenient, dependable childcare service.
- To create a childcare setting for social, cognitive and physical development.
- To provide a nurturing environment.
- To provide learning experiences for our children.
- To provide a program readying child for lifelong learning.

## LITTLE NEST POLICIES OF OPERATION.

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**These policies are reviewed annually and updated if necessary, parents will be sent the updated POLICIES via email.**

### Hours, days and months of operation.

The center will be open from January to December, Monday to Friday from 7:00 am to 6:00 pm. We will close the following holidays, which will not be discount from the childcare fee.

We have a total of 12<sup>th</sup> variable holidays; the following are set days that the center will be closed (unless these days land on a weekend)

January 1<sup>st</sup> (New Year's Day).

Last Monday of May (Memorial Day).

July 4<sup>th</sup> (Independence Day).

1<sup>st</sup> morning in September (Labor Day).

Thanksgiving Day and the following Friday.

December 25<sup>th</sup> (Christmas Day).

### Enrolment Procedures.

There is a \$50.00 enrollment charge per family. This is a one-time administrative fee. Upon paying the enrollment fee, you will be given an Enrollment Form, a Child Care Agreement, and a copy of the Operational Policies.

CCS Parents are exempt from paying this fee.

### To enroll the child, we will require.

- A copy of your child's current immunization record needs to be given to the center.
- A doctor health statement from your pediatrician needs to be given to the center within 6 months after enrolment.
- The complete enrolment forms.
- The Health Department sets the requirement for TB Testing. The Health Department is not requiring TB Testing at this time, but it could be required in the future.

### Parental Notification.

At enrollment time, we request each parent to provide a list of emergency contacts, a current phone number (needs to be updated every time parents or emergency contacts change phone numbers) an email address. Also, we required parents to join our Facebook group and download our smart app. This will make communication easier between the center and parents.

### Child care fees.

Child care tuitions and fees are set yearly Tuition fees are pay in advance of care and it can be done monthly, biweekly and weekly by checks, money orders, debit and credit cards are accepted as well. If you decide to pay in cash, please drop the money at the director's office in an envelope with your child's name in person.

- Monthly tuitions remain the same regardless the length of the month and is base in the number of weeks of the year and is due the 1<sup>st</sup> of every month.
- Weekly tuitions are due on Friday, for the following week and are consider late on Tuesday morning. \$ 10 late fee will be assessed by Wednesday and your child may not be left in care.

Parents are responsible for making payments whether the child is in attendance or not, provided that LITTLE NEST is open. Credit will not be given if the child is absent Remember you are paying for the spot your child is taking at the center NOT FOR THE DAYS THEY COME.

## Refunds

Refunds will be given to parents within 3 days after the last day of the child been in care. If the child withdrawn at the middle of the week the fee will be prorated at \$30.00 per day.

## Parent conferences:

A parent/ teacher/ director, conference will be held to discuss:

- The Child's challenging behavior
- Parental involvement inside the classroom and the center
- Teaching strategies, curriculum and child's development

The conference will be scheduled during hours of operation. Conference can be one on one or in a group.

Through the year we have several parent meetings where we offer different information about child development.

In a weekly basis we offer our families "Parent Learning Games" that they can practice at home with their children, we also have this information available in our app under curriculum, parents can access these games at anytime from anywhere.

All these information is available in Spanish upon parents' request.

## Attendance and hours in care.

Your child will be allowed a total of 45 hours a week you can used those hours at your convenience from Monday to Friday. For example, your child should arrive at the center 30 min before your schedule work time and pick up within 30 min following the end of yo1ur shift this make a total of 45 hours per week

However, we try fit into everybody's budget and we understand certain complications that you may run into on occasions some extra hours will be understandable and we will not charge any extra for it but if this is behavior turn repetitive, we will be obligated to do some arrangements.

Little Nest close at 6:00 pm, Please be sure to pick up your child before closing time, because you will have to pay \$ 10 dollars for the half hour after 6:00 pm and \$ 5 dollars every 5 minutes after 6:30 pm.

## Absences:

If a child will be absent for the day or few days please notify the center over the phone, text mgs through the Facebook group or smart app.

## Information update

Parents that need to update the children personal information like phone numbers, address, emergency contacts, authorized pick up person and guardians. Can do it at any time, in person or via email at [littlestcdc@gmail.com](mailto:littlestcdc@gmail.com)

## Procedures for release children.

Only the authorized person designated by the parents on the Admission Information Form will be allow to pick up the child from the operation and a picture ID will be necessary. Please if possible, let the caregivers or director know in advance when the authorized person will be picking up your child.

## Discipline and guidance practice.

We will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which includes: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements, we will not tolerate any kind of abuse, at the center any suspicion of abuse or neglect will immediately reported to DFPS.

## Challenging Behavior

Parents will be notified in the daily report when their child has been showing signs of aggressive or challenging behavior, we ask parents to please address these issues at home.

A child that shows constant challenging or aggressive behavior will be separated from the classroom, parents will be immediately notify to pick up the child from care, a parent teacher conference will be held to discuss the child's behavior. In order to set a plan to help the child improve.

Parents will be asked to sign the aggressive behavior agreement and comply to the terms. The center will provide necessary information for the parents to seek professional help if necessary. If the child does not show improvement

after a pre-determinate period of time, we will ask the parent to seek alternative care.

### Meals and snacks.

At LITTLE NEST your child will be served only with healthy and fresh meals prepared daily to cover their nutrition needs.

Our menus are planned to provide children with a variety of foods with different colors and textures, we serve whole grains, fresh fruits and vegetables: less processed items: We work with the USDA High Plains Food Program.

- Breakfast is served from 8:00 to 8:34.
- Lunch is served 11:15 to 12:00
- Afternoon Snack is served at 3:00

Liquids and food hotter than 110 F are kept out of reach of children

### Food from home

We provide breakfast lunch and afternoon snack, lunches and other food from home are restricted to cases where child has extreme dietary needs, that we cannot accommodate. Please speak to director if you need further information

### After school, healthy meals and snacks

Healthy meals and snacks are available for after school children, that arrive to the center after meals and snack hours. We also provide meals and snack for children that have leave the center for doctor's appointments and return after meals and snack hours.

### Outside food items

We provide 3 daily meals, outdoor food or drinks are not ALLOWED IN THE CENTER

### Outside food for Birthday Parties and Holidays

For birthdays, holidays and other special occasions, parents are allowed to bring outside food to share among children, these food needs to be commercially prepared. We rather for parents to bring healthy snacks, low in



sugar and 100% fruit juices, veggie, fruits and meats trays are most recommended.

### Food Allergies

At part of the USDA food program, we are required to have a doctor's note that states the food allergies your child/children may have, in order to prevent a food allergy episode.

Every classroom where ever your child goes during the day has an allergy list posted, every teacher that will be in contact with your child is been properly trained in food allergies.

### Record Keeping

We keep a detail record of any child with special physical needs or special dietary needs, we have a food allergy list posted in every classroom and the kitchen. Every child has a Food Allergy Plan posted in the classroom as well.

### Dress Code.

Children will participate in outdoor activities as well as indoor activities, it is important that they are dressed appropriately and according to the season. Tennis shoes are the best choice for shoes, loose pants are more friendly to children that likes to play and run and also at potty time. Please bring your child ready to start the day, shoes on, hair out of the face.

All children belongings should be placed in their respective cubbies, jackets, hats and other clothing should have the child's name.

### Screen time

Children under the age of 2 years old are not allow to have any screen time. According to the AAP (America Academy of Pediatrics), children 2 years and older, are allowed to have no more than 2 hours of screen time per day.

At our center, children are allowed to have 45 minutes of screen time on Friday afternoon, the TV shows are age appropriate and are related to the curriculum or monthly theme.

### Toys and Candy.

Is not allow for any children to bring candy, coins or toys from home. Please be sure your child leaves these items at home or your car before he/she enters to the classroom. We will not be responsible for lost toys. Candy is not the best for children in the morning makes the fussy and usually they do not pay attention in class. Coins are a hazard for younger children. Please be sure your child does not bring those items to the operation.

### Inclement Weather

If AISD is closed due to bad weather, the center will be closed as well, we will be notified parents through our Facebook page and our smart app.

Please dress your child with appropriate attire for the weather. Even during cold days' children still go outdoors.

### Drop off and pick up.

In the morning when you are dropping your child off please be sure to walk him/her to the classroom and leave him/her with the teacher, to ensure they are safe and not wondering around on their own.

At pick up time, when you enter to the classroom for your child please take control of him/her asap, after a long day little ones usually tend not to listen or pay attention to teacher when mom or dad are present. We try to keeps our children busy and a rambunctious behavior may disrupt the classroom activities.

### Medication.

For your child safety, we will not administrate any medication, either prescribed or over the counter. We recommend you ask your doctor to prescribe medication that needs to be administrate twice a day so you can administrate it to your child at the comfort of your house, however if this is not the case you are more than welcome to come to the center at any time necessary to take care of this matters.

## Outdoor time and physical activities

Outdoor time is provided for the children on a daily basis weather permitting, we ask parents to send children with appropriate attire for the weather. During summer time children, will be going out during early hours in the morning or late hours in the afternoon.

During winter time, children will go outside weather permitting, always send a jacket with the child name on the tag.

If it is too hot or too cold to go outdoors, children will go to the playroom where we have plenty of equipment to provide with enough physical activities.

## Water activities.

During the summer, we will provide water activities, these activities will be age appropriate, and weather permitted.

## Sunscreen and Insect Repellent

Little Nest does not provide sunscreen or insect repellent, please make sure you apply these to your child before dropping them off.

## Sleeping infant Position

The American Academy of Pediatrics recommends that healthy infants be placed on their backs for sleep, as this is the safest position for an infant to sleep. Putting your baby to sleep on his back decreases his chance of sudden infant death syndrome (SIDS), which is responsible for more infant deaths in the United States than any other cause during the first year of life (beyond the newborn period). The exact reason for this finding is not certain, but it may be related to findings that suggest that an infant who sleeps on her stomach gets less oxygen or gets rid of carbon dioxide less because she is “rebreathing” the air from a small pocket of bedding pulled up around the nose.

In addition, recent findings suggest that certain regions of the brain may be underdeveloped in babies who die from SIDS. When these sleeping babies encounter a situation challenging to their well-being, they may fail to wake up to remove themselves from danger. Since it is impossible to identify which babies may not arouse normally, and because the relationship between

SIDS and sleep position is so strong, the Academy recommends that all infants be placed to sleep on their backs. This recommendation of putting the baby down on her back applies to infants throughout the first year of life. However, it is particularly important during the first six months, when the incidence of SIDS is the highest.

If you have child 12 months and younger you will be required to sign the Save Sleep Policy

### Vacation Period.

As a courtesy of LITTLE NEST, we will give parents a 2-week free of charge out of the year that they can use as their convenience for vacations. Parents will have to notify in written to the center about their vacation period at least 2 weeks in advance.

### Withdraws:

Parents are required to notify the center in written with at least 2 weeks in advance when a child will be withdrawn. However, we do understand sometimes parents may not be able to comply with this requirement, we ask to please give as much notice as possible.

### Parental Notification.

- We will immediately notify the parents or the authorized person when a child has been injured, ill or has signs or symptoms that require exclusion from the center.
- We will notify the parents or authorized person when a child has been involved in any situation which places the child at risk.
- All parents will be notified immediately in writing and via email when a case of an outbreak or a communicable disease has taken place at LITTLE NEST.
- We will notify parent of changes in Policies of Operation, child care fees, Minimum Standards and activities that will take place at the center. Notification will be posted on our parent boards, website, Facebook page, and our smart app.

### Illness and Exclusion Criteria.

We ask parents to keep children home if they show any symptoms of illness like:

- **FEVER** – Rectal, oral or auxiliary temperature at or above 100.0 degrees Fahrenheit
- **SIGNS OF POSSIBLE SEVERE ILLNESS** – including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrollable coughing, etc.
- **UNCONTROLLED DIARRHEA** – defined as more stools than the child's normal pattern, with increased stool water or decreased form that is not contained by the diaper or toilet use.
- **VOMITING** – two or more times in a 24-hour period, unless vomiting is caused by a non-communicable condition and the child is not in danger of dehydration.
- **MOUTH SORES WITH DROOLING** – unless the child's physician or local health authority states the child is non-infectious in writing.
- **PINKEYE (CONJUNCTIVITIS)** – unless the child's physician states the child is non-infectious.
- **STREP THROAT** until 24 hours after treatment has begun and the child has been fever free for 24 hours.

In case of illness the child will be separate from the group to avoid contact with other children. We will make the child as comfortable as possible; parents will be notified immediately over the phone, Facebook or our smart app. Parents or authorized person will have to pick up the child from the center to seek medical attention.

A health statement from your child health provider will be required to indicate that the child is no longer contagious, before he/she can return to the. understand these guidelines, are for the wellbeing of all children.

### Procedures for Handling Medical Emergencies.

In case of serious injury First Aid or CPR will be administered, 911 will be contacted to take the child to the nearest ER. We will contact the parents over the phone, Facebook and smart app immediately, to inform them about the event. If the parent is unable to be reached, we will contact the emergency contact person.

## Emergency Preparedness

In the event of an emergency, operating procedures are in place to ensure the safety of children.

### Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in specified areas.
- As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.
- Upon departure and arrival, the director or alternative assistant will have a list of all children that must be accounted for, and a list of the emergency contact numbers, for each child.
- The director or alternative assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.

Emergency Drills and Emergency Fire Drills are held monthly, Severe Weather Drills are held every three months and Active Shooter Drills are also held every three months to ensure children are accustomed to emergency evacuation and relocation procedures.

### Fire Evacuation and Shelter

Every teacher will evacuate the children to the shelter out of the center.

- We will relocate at the 1402 SW 10<sup>th</sup> Ave Amarillo TX.  
Phone number 806 371-4973
- Parents will be immediately notified by phone, text mgs, Facebook, and our smart app to pick up their children at our designated emergency shelter.
- The emergency contact phone is 806-626-2481

### In case of Severe Weather:

- We have specific locations for each classroom to relocated within the Center.
- Parents will be immediately notified by phone, text mgs, Facebook, and our smart app to pick up their children.
- The emergency contact phone is 806-626-2481

### In case of Active Shooter

- We have Active shooter drills every 3 months, every class have a shelter within the Center and a relocation shelter at 1402 SW 10<sup>th</sup> Ave Amarillo TX  
Phone number 806 371-4973
- Parents will be immediately notified by phone, text mgs, Facebook, and our smart app to pick up their children at our designated emergency shelter.
- The emergency contact phone is 806-626-2481

### LITTLE NEST open door policy.

- We welcome any questions or concerns about policies and procedures of the child care center. Parents are able to speak with the Director to review and discuss matters at any time.
- Parents are allowed to visit the center at any time during our hours of operation to observe their child, the child care center's operation, and program activities, without having to secure prior approval.
- Anyone can volunteer to assist at the child care center activities, however you must complete an 8-hour pre-certification and criminal history check prior to being in a classroom. Please see the Director or Assistant Director for more details.
- Reviewing Information. You are entitled to see the following information. You may ask the Director to show you the most recent copy of: Minimum standards for this licensed center, Department of Family Protective Services inspection / investigation report.

### GANG FREE ZONES.

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to stop certain types of criminal activity in areas where children gather by enforcing tougher penalties. Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## VACCINE PREVENTABLE DISEASES

At this point we do not require for our employees to obtain immunizations for adults, recommended by the center for disease control (CDC)

### Breastfeeding.

Parents have the right to breastfeed or provide breast milk for their child while in care. Breast milk is the best source of milk for infants. Additionally, breastfeeding supports information will be provided to mothers at the center upon request. Please contact director for more information.

## CHILD ABUSE PREVENTION POLICY

LITTLE NEST is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services.

All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parent access to programs at any time.

Employees are train to recognize signs of child abuse and neglect, caregiver have the responsibility to observe children for any sign of abuse and neglect. Never ignore a child that show signs of any kind of abuse. **Remember if you are not preventing you are allowing to happened.**

## REPORTING ABUSE AND NEGLECT

ALL employees and parents must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director.

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services of law enforcement. Call 1-800-252-5400 to make confidential reports or [www.txabusehotline.org](http://www.txabusehotline.org) the local Licensing office number is 806-354-5307, the website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us) you can contact DFPS 24 hours a day



seven days a week. **Failure to report suspected abuse or neglect is a crime.**

The Texas Department of Family and Protective Services in Amarillo is located at 3521 SW 15th Ave, Amarillo, TX 79102 (806) 358-6211  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **10 Things You Can Do to Prevent Child Abuse**

1. **Volunteer your time.** Get involved with other parents in your community. Help vulnerable children and their families. Start a playgroup.
2. **Discipline your children thoughtfully.** Never discipline your child when you are upset. Give yourself time to calm down. Remember that discipline is a way to teach your child. Use privileges to encourage good behavior and time-outs to help your child regain control.
3. **Examine your behavior.** Abuse is not just physical. Both words and actions can inflict deep, lasting wounds. Be a nurturing parent. Use your actions to show children and other adults that conflicts can be settled without hitting or yelling.
4. **Educate yourself and others.** Simple support for children and parents can be the best way to prevent child abuse. After-school activities, parent education classes, mentoring programs, and respite care are some of the many ways to keep children safe from harm. Be a voice in support of these efforts in your community.
5. **Teach children their rights.** When children are taught, they are special and have the right to be safe, they are less likely to think abuse is their fault, and more likely to report an offender.
6. **Support prevention programs.** Too often, intervention occurs only after abuse is reported. Greater investments are needed in programs that have been proven to stop the abuse before it occurs - such as family counseling and home visits by nurses who provide assistance for newborns and their parents.
7. **Know what child abuse is.** Physical and sexual abuse clearly constitute maltreatment, but so does neglect, or the failure of parents or other caregivers to provide a child with needed food, clothing, and care. Children can also be emotionally abused when they are rejected, berated, or continuously isolated.

8. **Know the signs.** Unexplained injuries aren't the only signs of abuse. Depression, fear of a certain adult, difficulty trusting others or making friends, sudden changes in eating or sleeping patterns, inappropriate sexual behavior, poor hygiene, secrecy, and hostility are often signs of family problems and may indicate a child is being neglected or physically, sexually, or emotionally abused.
9. **Report abuse.** If you witness a child being harmed or see evidence of abuse, make a report to your state's child protective services department or local police. When talking to a child about abuse, listen carefully, assure the child that he or she did the right thing by telling an adult, and affirm that he or she is not responsible for what happened.
10. **Invest in kids.** Encourage leaders in the community to be supportive of children and families. Ask employers to provide family-friendly work environments. Ask your local and national lawmakers to support legislation to better protect our children and to improve their lives.

Here are some basic tips from child welfare experts if you find yourself in a situation where intervention could be helpful to parent and child:

- **Show empathy for the parent.** There is no need to be judgmental or offensive. Losing one's cool doesn't make them a bad parent; it may simply mean that the parent has reached the end of the rope in a very long, hectic day.
- **Exercise common sense.** A parent's gentle slap of the hand of a youngster who dives into the candy bin can be an appropriate form of discipline. However, hitting a small child about the head and face, or shaking a baby, is not appropriate and a call to 911 should immediately be made.
- **Quickly and discreetly de-escalate a tense situation.** Avoiding the situation sends the message to the parent and the child that it is acceptable to lose control and strike out at another person.
- **Be ready in an emergency.** We've all witnessed the screaming-child-in-the-supermarket scenario. Most parents take the typical tantrum in stride. But some may become overwhelmed. Prevent Child Abuse America suggests the following tips if you encounter a parent under pressure:

- Talk to the adult to get their attention away from the child. Be friendly.
- Say something like, "Children can really wear you out, can't they?" or "My child has done the same thing."
- Ask if you can help in any way. Could you carry some packages? Play with an older child so the baby can be fed or changed? Call someone on your cell phone?
- If you see a child alone in a public place, for example, unattended in a grocery cart, stay with the child until the parent returns.

**Prevention begins at home. Take time to re-evaluate your parenting skills. Are you yelling at your children a lot or hitting them? Do you enjoy being a parent at least most of the time? If you could benefit from some help with parenting, seek it. Getting help when you need it is an essential part of being a good parent.**

### [Accommodations for Families](#)

Documented below are the policies and the process we at Little Nest have put into place. These policies are for accommodations for home language, differing abilities, and cultural backgrounds. Please notify the Director if any other accommodations are necessary for the Parent or Child. We will do our best to meet the needs of our families.

### [Home Language](#)

On a weekly basis we offer our families "Parent Learning Games" that they can practice at home with their children, we also have this information available in our app under curriculum, parents can access these games at anytime from anywhere. All this information is available in Spanish upon parents' request.

## Cultural Events

Throughout the year we have several events and celebrations that allow parents to participate and share in the classroom. October 12th, we celebrate All the Races Day Festival.

This special day give families the opportunity to bring a little bit of their culture into the classroom.

## Therapy and Accommodations.

At the center we provide appropriate spaces for children to have their therapies session done. The therapists are welcome into the classroom to work with children at any time.

We also have separate spaces where multiple therapist and children can work without been interrupted.

# Little Nest Childcare Contract Agreement

This contract is made between the parent(s)/guardians:

\_\_\_\_\_ name of parent(s)

Phone numbers \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ address of parents(s) and

*Little Nest* for the care of the following children:

\_\_\_\_\_  
\_\_\_\_\_

Families play an important role in their children education and social development, at Little Nest we want to create a family atmosphere where everyone has an important role, this is why sometimes we may ask for parent's participation and involvement in some of the centers activities or projects.

\_\_\_\_\_ **I am aware that I will be ask to participate in activities concerning the center**

\_\_\_\_\_ **I have tour the facility, meet the staff members and the caregiver responsible of my child.**

\_\_\_\_\_ **I have received a copy of the operational policies and the Emergency Preparedness Plan, a letter of introduction to TRS and the letter from the Hight Plains Food Program.**

## **Communication.**

**Communication is a very important part of the operation, we have many ways to communicate with parents like our Facebook group where important activities and helpful resources like healthy recipes and snacks, arts and craft projects, information about child's growth and development and more. We highly recommend you join the group and like our page under Little Nest Childhood Development Center.**

**We also use Brightwheel a smart app created for the center to give daily updates about your child's day, we highly recommend you sign up for it.**

### **Family support resources.**

**Our first priority at Little Nest is the wellbeing of all the children, therefore we have plenty of information in the front lobby area related for breast feeding, child growth and development, ECI, WIC, Therapy 2000 and Care for Kids, this entity are very well known for their love for children and their commitment to help deserving families and children. In case you no not find the information, you are looking for please see for help.**

### **Open Door Policies.**

**You are welcome to come into the center at any time to visit and interact with your child, talk to teachers or director to address any concerns you have, there is no need to make an appointment.**

**\_\_\_\_\_ I am aware that I can visit the center at any time I want.**

### **Cut Off time.**

**It is very important to bring your child to the center on time so they can enjoy the benefit and the activities that we have plan for the day, consistency and healthy habits and routines are very important for children, this will make our days easy and more productive Our cut off time is 10:00 am no excuses.**

**\_\_\_\_\_ I'm aware that my child will not be accepted in care past 10:00 am unless I have a doctor's note.**

### **Drop off and Pick-up time.**

**Drop off and pick-up time are very important routines; therefore, we ask our parents to please remain from your electronical devices while you are dropping off or picking up, sometimes teacher may want to speak with you and they may need few minutes of your time it is easier to address any concerns if we have your full attention. If you also have some concerns about your child's day, please feel free to ask the teacher for information.**

**\_\_\_\_\_ I'm aware that I have to remain from any electronical device while inside the facility.**

## **Payment methods:**

We accept cash, checks credit or debit cards, we required to have a bank, credit or debit card account on file to debit the fees directly, if you rather pay on cash or check we required for you to pay on Monday, no later than Tuesday at 10:00 am to avoid late fees.

\_\_\_\_\_ **The payment for services rendered should be paid up front before care on Monday, and no later than Tuesday 10:00 am, I am aware that by Wednesday my child will not be admitted in care if the balance is not paid in full plus the \$ 20.00 late fee.**

\_\_\_\_\_ **I am aware that I pay for enrollment not attendance. This means that regardless your child is present or not you still have to pay the fee.**

\_\_\_\_\_ **I am aware of the \$ 50.00 supplies fee per child due at enrollment and once a year.**

\_\_\_\_\_ **I am aware of the \$ 20.00 fee for returns checks or credit card.**

\_\_\_\_\_ **I am aware that there is a late pick-up fee of \$ 1.00 per minute pass 6:00 pm and \$2.00 per minute pass 6:10 pm, these fees will be pay the next day. Past 6:20 we will contact authorities for abandonment.**

\_\_\_\_\_ **I am responsible for clocking in and out my children every day in the check in computer, failing to do this will add \$ 1.00 to my account every time I fail to clock my child in or out. Unless the computer is not working then we will clock children in and out.**

\_\_\_\_\_ **I am aware of the \$ 1.00 diaper fee per diaper. Notes will be posted on your child's parent board please check these boards.**

## **Vacations**

Every family has the right to a two-week vacation; after the first year of enrollment. The center requires a two-week notice, prior to your scheduled vacation.

\_\_\_\_\_ **I am aware that I have to give two weeks' notice prior to my scheduled vacation to the enter to avoid being charged for these weeks.**

## **Termination of childcare:**

This contract may be terminated by a parent or the center, and a two week notice previous to the last day of care is required to avoid your account being charged. The center can terminate care immediately if parents have not paid their fees on time and/or have not signed a payment plan agreement.

\_\_\_\_\_ **I am aware that failing to give the two-week notice before the last day of care will cause my account to continue to be charged.**

### **Destruction of property**

As a childcare center, we know that toys get broken or destroyed on a daily basis, this is normal. Sometimes a child will damage equipment unintentionally and that is acceptable, but if a child intentionally damages property such as; books, toys or equipment on more than ONE occasion parents will be asked to help with the repairs, buy new books or replace the toys.

\_\_\_\_\_ **I agree to repair, pay or replace any property damaged by my children.**

**Holidays.** The center will be closed on Federal Holidays. 9 holidays total.

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanks giving day and the following Friday
- Christmas

The center will close early on Christmas Eve and New Year's Eve (4:00 pm)

\_\_\_\_\_ **I am aware that I have to pay for these days.**

### **Subside pay parents.**

The CCS is a benefit that you have acquired, is also your responsibly to swipe your children in and out each day, if you for any reason forget to swipe your child in and out there will be a posted sheet in the main lobby area with a list of the days you need to fix. If you lose your CCS card, please notify director ASAP.

\_\_\_\_\_ **I am aware that I'm responsible for keeping up with my CCS attendance and report a lost or stolen card asap.**



**Other policies**

\_\_\_\_\_ I am aware that my child needs an extra change of clothes in his/her back pack daily.

\_\_\_\_\_ I am aware that my child's clothes need to have their name on the tags to avoid clothes going missing.

\_\_\_\_\_ I am responsible for taking my child's belongings to his/her class and place it in his/her cubie.

\_\_\_\_\_ I am responsible for looking at the parent's board placed near the child's classroom door to find out any teacher's messages directed to me.

\_\_\_\_\_ I am aware that my children are not allow to take toys, sippy cups, candy, money or food into the center.

\_\_\_\_\_ I am aware that my child is not allowed to bring outside food or drinks

**In the event of falling to honor this contract.**

\_\_\_\_\_ I am aware that Little Nest will enforce late fee and the two weeks' policy notice staged in this childcare contract, I am aware that Little Nest will also enforce the collection of the debt through litigation and the attorney fees, filling cost, and other reasonable and necessary expenses incurred to enforce this debt will be added to my balance.

\_\_\_\_\_ I am aware that my account will be sent to a collector, with a 6% monthly interest rate.

**Your signature below indicate that you agree to our policies.**

\_\_\_\_\_ date  
Parents name and signature

\_\_\_\_\_ date  
Parents name and signature

\_\_\_\_\_ date  
Provider name and signature