

# WEE FRIENDS DAYCARE

3213 Wood Avenue  
Burtonsville, MD 20866  
240/271-3447 (direct)  
*www.weefriends.org*

## POLICY MANUAL

Wee Friends Daycare is dedicated to celebrating the joy of children as they learn and grow. We especially look forward to sharing these experiences with your child. It is our hope to provide a home-like atmosphere for your little one where he/she can enjoy crafts, outside play, songs, food, stories and playing with other children. In order for us to provide the best environment possible, we ask for and encourage the cooperation of parents. You may feel free to make any suggestions at all, but it is necessary that you respect the rules of the daycare as well.

### ***DAILY ARRIVAL AND TRIAL PERIOD***

The daycare opens its doors at 7:30am and closes at 6:00pm. Your child's time of care will be detailed on the contract. Please do not bring children early without first discussing it with provider.

If you are running late for drop-off, please call as soon as possible to inform us as to whether your child will arrive by your contracted drop-off time.

The first fourteen days of the child's care will be a trial period. If a problem arises within those fourteen days that cannot be resolved, either you or provider may terminate the agreement without further commitment. The Agreement is also subject to termination immediately by Wee Friends in accordance with Section 3 of the Agreement.

### ***ATTENDANCE, RATES & FEES***

Parents are encouraged to use only the hours scheduled in their signed contract. Any changes must be approved ahead of time.

#### ***Registration Fee***

There is a non-refundable one-time \$30 registration fee (\$10 for any of your other children thereafter) to be paid at time of contract signing.

#### ***Full Time Rates for Daycare***

The rate for children aged six and older, and potty trained, is \$200 per week. The rate for children younger than six and potty-trained is \$250 per week. The rate for children older than eighteen months and not yet potty-trained is \$275 per week. The rate for children under eighteen months is \$400 per week. Potty-trained means that the child does not need a diaper/pull-up (even during naptime) and can manage in the bathroom without assistance.

### *Part Time Rates for Daycare*

The charge for part-time care of the child is \$50 per day for potty-trained children. Charge for infants and those not yet potty-trained is \$55 per day.

### *Before and After School Care (BASC)*

We will drop off (from the daycare) your child at a school that is within a four mile radius from Wee Friends Daycare (time permitting) and pick up your child from school to return to daycare, provide a snack, help with homework and supervise until 6:00pm for \$150.00 per week. This fee is charged throughout the school year--even on weeks with holidays and/or snow days. BASC care is limited to 4 hours per day: 7:30 am to 8:30 am and 3:00 pm to 6:00 pm. In the event a parent requests additional care for their child (for snow-days, half day, etc.), we may accept the child if we have an opening; the rate for care on those days will be based on the Part Time fee schedule with a pro-rated credit of \$30/day. Parents must call us that day, prior to bringing their child to daycare to ensure that we are not above capacity. Parents must drop off their child at daycare by 8:15 am to ensure that we drop off at school on time. The Wee Friends Daycare staff will try to ensure that the child is dropped off at school on time, but parents must agree that Wee Friends Daycare is not to be held responsible in the event child is late arriving at school.

### *Ten-Month Care Option*

In the event that the parent has the summer off from work and desires care for only ten months with Wee Friends Daycare, we provide the option of holding a space open for your child during the summer months for a non-refundable set fee of 25% of normal tuition. This option guarantees your child a spot in daycare for the coming term.

Parents are also responsible for other fees such as: various activity fees, field trips, swimming, etc.

Parents need to indicate the hours that you intend to pick-up your child on your contract. If you pick-up after the agreed upon time, there will be a charge of \$1.00 per minute late fee. Please call and inform us if at all possible when you expect to be late.

The daycare fee is subject to change. Provider will give at least 30 days notice of any changes. The fee is non-refundable even if your child misses a day or more. Parent must pay for the entire week whether the child is here or not. There is no reduction in fees for holidays, sickness, inclement weather, or just taking the day off.

Parent is responsible for payment of the days that you have agreed for your child to attend daycare. If you need hours other than your scheduled hours, please contact provider in advance as soon as possible.

Parent is responsible for giving provider a written two week notice should you no longer need daycare for your child. Should you not give provider the two weeks notice, payment will be due in full for both weeks within two weeks of last date care was given. If provider has to terminate care, parent is responsible for the last two weeks tuition in full within two weeks from the termination date.

## ***PAYMENT POLICY***

Parents agree that any fees incurred that week will be payable on Friday of each week.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. This includes sick days, statutory holidays and

vacation time.

There will be a \$10 per day late fee for any bill not paid on time. A penalty fee of \$35 will be assessed for any returned checks. If more than one check is returned, your account will be placed on a cash only basis. Please make all checks payable to: *Wee Friends Daycare*.

Upon request, receipts can be given monthly.

### ***ILLNESS POLICY / HEALTH DEPARTMENT REGULATIONS***

In the event that your child is sick and will not be attending daycare, please notify provider by telephone as soon as possible.

Parents agree to keep their child at home or seek alternate care arrangements for any ill child.

Per Health Department Regulations, no child may be admitted to a Day Care Home or Center with the following symptoms:

- \* Pain - any complaints of unexplained or undiagnosed pain
- \* Rash
- \* Fever (100°F/38.3°C or higher)
- \* Sore throat or trouble swallowing or hacking cough
- \* Discharge from eyes and/or ears
- \* Colored discharge from nose
- \* Headache or stiff neck
- \* Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- \* Nausea or vomiting
- \* Sever itching of body and scalp
- \* Known or suspected communicable diseases.

It is **required** to keep (or take) a child home when the child:

- \* Is suffering from one or more of the above symptoms
- \* Is not well enough to take part in the activities at the daycare

Ultimately, the care of the child is the parent's responsibility. If your child is ill or becomes ill while in daycare, we will call for you to pick-up within an hour. We do this so as not to risk spread of illness to other children. If you are unavailable to pick-up your child, you must arrange for another individual to pick-up as soon as possible.

Parents must inform the daycare within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect the provider's family as well as those whose families attend the daycare. Failure to do so is grounds for termination of care, in accordance with Section 3 of the Contract.

Should an emergency occur and either you or your alternates cannot be reached, Wee Friends Daycare will use its own judgment in seeking appropriate medical attention for your child.

Parents agree that a child will be symptom-free, without the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to daycare. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.

## ***MEDICATIONS***

Under Maryland State Law, no medication can be administered to your child unless a "Physician's Medication Form" accompanies it. This includes prescription and nonprescription medications. Your child's name, the date and instructions for its use must be on the label and the medication must be in its original container. You must give your child's first dose of medicine prior to their arrival at daycare. Please bring your child's medicine in a bag and ensure that the bag has been clearly marked with the following: your child's name, the time the medication should be administered, the amount of medication to be given and where the medication needs to be stored.

Any minor scrapes and scratches will be cleaned with soap and water and bandaged. For anything more serious you will be notified immediately. If there are any major emergencies, we will contact EMS immediately. If we cannot get in contact with you, Wee Friends Daycare will call the emergency contact on the card provided.

## ***DISCIPLINE POLICY***

Your child will be disciplined in a manner appropriate to the situation. This discipline is not abusive and does NOT include corporal punishment. Usual discipline consists of talking [redirection] and cooling down periods in the thinking chair (time out). If needed, we will have a conference to discuss behavioral problems and ways to solve them. Acceptable behavior is encouraged by giving positive verbal rewards. If your child continues to be disruptive, unruly or rude to staff, Wee Friends reserves the right to cancel this contract in accordance with Section 3 of the Contract.

## ***LUNCH AND SNACKS***

Wee Friends Daycare will provide lunch for your child at a cost of \$3.00 per day. Alternatively, parents can provide a lunch for their child. If you choose to pack a lunch for your child, please inform us if the lunch sent with the child needs to be refrigerated. We will provide breakfast until 8:30 am and a morning and afternoon snack for all children over one. Parents must supply all food for children under the age of one. Due to children with severe peanut allergies, nuts and peanut based foods (such as peanut butter) are not permitted. Beverages are available all day.

## ***NAP TIME***

All children under the age of 5, who stay all day, will lay down for a short rest or sleep period. Please explain this to your child prior to the start of daycare. Please do not ask us to keep your child awake all day. Both the children and provider need this time to recoup. If you so desire, you may send your child's favorite blanket or stuffed toy along with them to sleep with. Make sure your child's name is printed on the item. Rest period is usually between 1:00pm and 3:30pm. Please try not to visit or call during this time unless it is very important. Visits during any other period are welcomed, but please try to call first to make sure we are not out on a field trip or other excursion.

## ***TOYS***

Please do not send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time.

### ***MEALTIME PRAYERS***

Wee Friends Daycare is a Christian owned and operated daycare. Crosses and other Christian items may be found in our home. In keeping with our Christian tradition, we may say Grace prior to every meal. Though we only practice Christian worship in our home, no child will be forced to participate in any activity contrary to his/her family's religious beliefs.

### ***ACTIVITY FEE***

From time to time, we may take your child to activities requiring an activity fee (such as swimming, Chuck-E-Cheese, etc.) Parents agree to reimburse Wee Friends for these fees.

### ***HOURS OF OPERATION, HOLIDAYS & VACATION***

Unless other arrangements are made, our hours of operation are Monday to Friday 7:30am to 6:00pm.

We will be closed on all Federal Holidays and:

Good Friday

Day after Thanksgiving

Day after Christmas

If you have any questions about whether we are closed or not, please feel free to call 240/271-3447.

Weekly fees include all sick days, holidays and vacation time - these are paid days. Refunds and credits will not be given for days when your child does not attend.

Our daycare will close for two weeks each year for vacation. One week paid, one week unpaid. Wee Friends Daycare will give you at least 30 days notice prior to this scheduled closing.

Provider Sickness/Emergency:

If provider is not available due to an illness or an emergency, you will be notified as soon as possible that my substitute will be taking my place for that day. In the unlikely event that my substitute is unavailable that day, you will be notified as soon as possible so that you may make other arrangements for that day. Any sick day(s) that I use shall be deducted from my yearly personal leave accrual.

Provider shall receive five (5) days of paid personal leave on a yearly basis.

Parents are requested to give two weeks advance notice of scheduled vacation or other leave.

### ***PICK-UP POLICY***

Please notify the provider if an unauthorized person will be picking up your child. Written permission must be received before we will release a child to anyone who is not authorized on the registration form. In the event that a parent cannot be contacted, it is the policy of the Wee Friends Daycare to call an emergency contact should a child remain in care after your scheduled pick up time.

### ***POTTY TRAINING***

If your child is old enough to potty train, Wee Friends Daycare will try to help you potty train them while they are in our care. Provided; however, Wee Friends daycare makes no warranties or representations regarding potty training. We do expect you to continue the training once you pick up your child in the evening. Until they are completely accident-free, Wee Friends requires that pull-ups or diapers be sent in addition to underwear as a daily measure. If your child requires a diaper, we ask that parents provide only disposable diapers and baby wipes. We cannot risk contamination of surfaces that other children touch if a child has accidents at daycare.

### ***BASIC POLICY***

Parents will supply diapers and anything baby related, e.g., wipes, formula, pacifier, blanket, teething medication, bottle or cup. Wee Friends Daycare has plenty of sheets, playpens, blankets, etc.

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Good communication helps us work together in the best interest of your child.

Agreement on terms or arrangements. You should fully understand the terms of the contract and the policies and procedures, as well as the swim waiver and the transportation waiver that you as the parent are agreeing to.

Please try to indicate to your little one prior to enrollment at daycare that this is not only a fun daycare, but it is someone's home as well. We try to reinforce the rules our own children follow:

- No hitting, biting, pushing, kicking, etc.
- No throwing or breaking things.
- No running in the house or jumping off furniture.
- No leaving the house or yard.
- No name calling, teasing etc.
- No children are allowed in prohibited areas.
- No toys, money, jewelry, anything of value brought from home.

### ***TERMINATION OF CHILDCARE AGREEMENT***

Either party may terminate the childcare agreement with two weeks written notice. Payment for the two weeks is to be paid, whether the child attends or not.

### ***Zero Tolerance***

Please do not come to daycare under the influence of alcohol or illegal drugs.

Provider may immediately terminate care for the following or other reasons:

- ◆ Failure to complete required forms
- ◆ Lack of parental cooperation
- ◆ If a parent does not make scheduled payments
- ◆ False information given by parent
- ◆ Unruliness of a child ( See Section 3 of the Contract)
- ◆ Excessive crying from the child
- ◆ Child's inability/unwillingness to sleep during naptime
- ◆ Serious illness of child or provider
- ◆ Verbal or physical abuse of any person or property by parent, child, relative or friend (See Section 3 of the Contract)
- ◆ Our inability to meet child's needs
- ◆ If a parent fails to abide by these policies, as outlined in this handbook (See section 3 of the Contract)

### ***CONTRACT AND POLICY MANUAL***

From time to time there will be revisions to the policy manual and to the contract. All families agree to sign a new contract within at least 30 days of their contract expiration period; however Wee Friends Daycare, at our discretion, reserve the right not to renew contracts. Wee Friends Day Care reserves the right to make changes in rates and policies, as deemed necessary. Parent will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least 30-days notice of any changes and parents agree to these changes or they may elect to cancel enrollment without penalty.

Parent is agreeing to pay for a position as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. The contract is a legal document obligating provider to supply a service to the parent and obligating the parent to pay provider for that service. There are other requirements in the contract. I urge you to thoroughly read the contract/policy manual and realize that it is legal and parent(s) will be held liable for each item of the contract. By signing it, you are accepting it in all its terms.

We hope that the topics outlined above provide some sense of what we hope to accomplish and what expectations are from both the parent and provider. Please read over the contract and policy manual carefully. As always, please feel free to call (240/271-3447) or email [kmc peter1@hotmail.com](mailto:kmc peter1@hotmail.com) with any questions whatsoever. We are here to help.

Last Revised: May 19, 2011