

Jen's Little Jewels Daycare and Preschool

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www.facebook.com/jenslittlejewels

JensLittleJewels.com

Hours: Monday - Thursday - 7:30am - 5:30pm

Fees:

Infant-3 years old: \$ 45/day

Preschooler: \$40/day

BF/AF School Care: \$20/day

Daily School Ager: \$35

Payment Policy

Parents agree that all fees are due on Thursday in advance of each week or monthly in advance of the month. Drop-in fees are required per occurrence. If payments are not received on Monday, you will acquire a late fee of \$15/day each day until payment is received.

Failure to make fee commitments will result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

All fees are based on booked days, not days attended; therefore parents are responsible for payment of fees for booked days whether child attends or not. Weekly fees include all sick days and holidays and provider vacation days– these are paid days. Refunds and credits will not be given for days where your child is booked but does not attend – including snow days. This also includes scheduled “Drop-in” days.

Payments can be made via check, cash or electronically. I will bill you via email. You can make electronic payments or you can set up with auto payment. If you choose to pay electronically, your statements are sent on Thursday and payments are late after Friday at 5pm. There is a delay in the

Updated: September 1, 2016 Page 1



payment being deposited into my account and Friday payments allow for it to happen in the most timely manner. Payments do not draft parent's account until the day after payment is made.

Non-Sufficient Checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks. If you have two NSF checks in a year period, then you must pay in cash for a year before checks are allowed again.

Deposit/Registration

A non-refundable enrollment fee of \$100.00 (per customer) is required upon completion of registration to secure your child's placement in care. Spaces will not be held unless the enrollment fee is paid in full.

If you are requiring a spot to be held longer than 2 weeks, a fee is required to be paid. The fee is 2 weeks of care fees for each month the spot is being held. When your child begins care, half of the paid fees will be credited toward care. This can be used all at once, or spilt up to be used the same number of months as spot was held. If you choose not to bring your child, all fees are forfeited and are non-refundable.

If your child is currently enrolled in Jen's Little Jewels, you do not need to pay an additional fee.

Registration is not complete, and care will not commence until all the paper work is complete! Prior to the start date of care the following must be received by Jen's Little Jewel's Daycare:

- ☺☺ Registration Form
- ☺☺ Immunization Record
- ☺☺ Parent/Caregiver Contract
- ☺☺ Non-Refundable Deposit
- ☺☺ Authorization for Emergency Medical Care
- ☺☺ CACFP Enrollment Form



Calendar

Jen's Little Jewels Daycare will close for the following holidays and the provider's vacation.

New Year's Day	Martin Luther King Day	
President's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day & Friday after	
Christmas Eve to New Year's Day (Christmas Break)		

Note: If the holiday falls on a weekend, daycare will be closed the Monday after.

I allot myself 10 vacation/personal days a year. Effort will be made to post dates of my vacation at least one month in advance. Regular payment rates apply for our vacations, your vacations, weeks with holidays and provider's sick/personal days.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays and sick/personal days resulting in the daycare closing. I have a relationship with two other providers who I will contact to see if they have space available, as a courtesy to my parents.

Illness Policy

Please advise the daycare prior to 8:00 a.m. if a child will not be attending daycare.

Parents agree that a child who is ill (e.g. Fever, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the other children in my care and myself. The parents further agree should a child become ill while in care that immediate arrangement will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom free for at least 24 hours. In cases of stomach flu type symptoms, children MUST be given solid food before

Updated: September 1, 2016 Page 3



returning. In some cases, a note from a doctor may be necessary but I reserve the full rights to determine if the child can return to care.

In the event of a medical emergency, 911 will be called. All children enrolled in Jen's Little Jewels Daycare are required to have an emergency medical release form as well as medical insurance information on file.

Guidelines for Children Requiring Exclusion from Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. Please use your best judgement to ensure the best care for your child. I will do the same.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

Late Arrival/Pickup Policy

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parent's responsibility to ensure that children are picked up no later than 5:30 p.m. If you are not able to pick up your child, alternate arrangements must be made.



Please notify the daycare if an unauthorized person will be picking up your child. Verbal or 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 Jen's Little Jewels Daycare to call an emergency contact should a child remain in care after 5:45 p.m. If an emergency contact cannot be reached and no contact with parents has been made by 6:15pm, the authorities will be called.

A late fee of \$15.00 per half hour (or any portion of a half hour) per child will apply if a child remains in care five minutes after your contractual end time. This late fee is due upon pickup or at drop off for the next day's care. Care will not be given to the child until this fee is paid – No exceptions will be made.

Termination

Jen's Little Jewels Daycare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of any Jen's Little Jewels Daycare staff and/or other children enrolled in care.

Withdrawal

Parents agree that a minimum notice of one full month (notice to be given in writing on the first business day of any given month) will be given for permanent withdrawal of any child from care or agree to pay a month's fee in lieu of the written notification. No exceptions will be made.

DISCIPLINE

We believe that discipline should be a learning experience. We believe that it is important for a child to learn the basic principles of accountability for his/her actions, and natural, logical consequences of their behavior. Thus, the following discipline methods are used. We will set clear, logical limits and maintain a sense of consistency so children are always aware of what is acceptable. We will use positive language (explaining what they MAY do, rather than focusing on what they MAY NOT do). We will talk about what has been done and why it is not acceptable in easy to understand language. Harmful or destructive behavior will not be tolerated. If a child exhibits destructive or harmful behavior for an extended period of time and the matter does not resolve, I will no longer be able to keep that child. I maintain this policy to protect the other children in the home. Refunds for 'tuition'



will NOT be given for a child who has been asked to leave due to harmful and/or threatening discipline problems. Time out will be used only as a last resort. If a fight breaks out over an object, the object will be sent to time out. A child will NEVER be hit, spanked, slapped, humiliated, or otherwise punished in our home.

Damages

Our home is child-proofed to the best of our ability; however, accidents do happen. Any damage to my home or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents in a timely manner.

Meals and Snacks

I am enrolled in the Child and Adult Care Food Program (CACFP). I will be providing your child with a meal and snack schedule that exceeds the program requirements. Any special meal/snack requirements for your child may be subject to a preparation surcharge.

Meals will consist of breakfast, lunch, and snack. Breakfast is served at 8am. If your child is arriving after 8:30am, please feed them before they arrive for care.

Diapers, Wipes and Additional Clothing

Each child will have their own person space to keep blankets, additional clothing in case of accidents, etc. You will be responsible for providing diapers for your child. Jen's Little Jewels Daycare will have a limited reserve of some supplies. You will be given advance notice that your child's supply level is running low. If your child runs out of Diapers, Jen's Little Jewels Daycare will try to accommodate your child with these reserve supplies. An additional fee of \$15.00 will be charged for each day that your child uses the reserve supplies. Jen's Little Jewels Daycare cannot be responsible if the reserve supplies provided are not the preferred brand/type your child uses or if there are adverse reactions to the supplies.

You may choose to pay a monthly fee and be "all inclusive". If you pay this fee, I will provide diapers for your child. The monthly fee (in addition to tuition fees) is currently \$55. This fee is due with your first payment of each month.



I am cloth diaper friendly and will happily diaper your child in cloth diapers if that is your choice. Diapers must be provided and I cannot be responsible for washing them. I will do basic use care of the diapers and then have them ready for you at the end of the day in your provided wetbag.

Other Supplies

Lotions, soap, bug spray, rash cream and sunscreen will all be provided. Jen's Little Jewels Daycare uses all natural products from Lemongrass Spa Products. If you prefer a certain brand, then that will be used when you provide it. A \$15 fee is due in April to cover the costs of the Sunscreen and Bug-a-Boo for the summer months.

Because of the fun we'll have with art projects, I ask that you provide a paint covering for your child. This can be a large shirt to go over their clothes or an art smock.

Please provide a naptime covering. This can be a blanket or a nap mat that looks similar to a sleeping bag. This can be taken home on Friday to wash, or you may leave it here and I'll wash it over the weekend/as needed.

Curriculum

The Preschoolers and Toddlers will be engaged in a full preschool curriculum. This will vary with the specific needs of each child. We will focus on colors, shapes, letter recognition and sounds as well as the beginning of reading and sight words. My Father's World Kindergarden curriculum is our jumping off spot. A weekly Bible Verse, letter and theme will be used and posted to our Facebook page.

Also included will be our character building. This will take place through focused learning as well as talked about throughout the day. You are encouraged to talk about the character traits at home. We use "We Choose Vitues" for our character building. You are encouraged to check out their website and see what you would like for supplementing at home. There are a lot of resources available.

Daily Connect

For children under 18 months, we utilize a website called Daily Connect. This will be used to track your child's day. All caregivers have access to the information in real time. Additionally, at the end of the each day parents receive a detailed email listing the events of the day, such as, when you child was given a bottle, what they ate and drank, when diapers were changed and what it was, their nap schedule and any other pertinent information.

Updated: September 1, 2016 Page 7



Locked Door Policy

The doors are unlocked during drop off and pick up times, please feel free to walk on in. Once all of the children arrive, I will lock our doors for safety. You will need to knock and I'll come let you in. If it is during nap time, I'd prefer to text or call me from the driveway so the sleeping kiddos aren't woken up.

Communication

Communication is the most important part of a GREAT provider-parent relationship. Please know that I am here for you and your child. I am super open to ideas and suggestions. If you have a concern, I would appreciate coming directly to me so we may work on it together and solve the problem. I commit to doing the same with you.

Contract Adherence

This is our home as well as my business, so please be respectful of our family and home by adhering to the policies outlined in the parent handbook. I realize this is a lot of information to absorb. Because of this, please keep your parent handbook assessable so you can periodically review my policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when I do make a change to the contract you will be given a copy.

