

BETHEL DAYCARE MINISTRY

BETHEL UNITED METHODIST CHURCH

PARENT AGREEMENT ENROLLMENT POLICY

Welcome to Bethel Daycare Ministry. The following policies have been developed in order that we cooperate together in providing quality care for your child. The conditions of this agreement provide protection for both the families enrolled and Bethel Daycare. Compliance with all conditions guarantees enrollment space for your child.

Initials of parent/guardian signing agreement _____

1. Children are eligible for enrollment in the Daycare if they are a well walking one-year-old to 5th grade, provided they participate in the total program and enrollment space exists.
2. The Daycare will enroll only those who are at a stage of growth & development which enables them to benefit from the Daycare and its program. The Daycare will not provide service to any child whose needs cannot be met or whose behavior endangers other children. In such cases, the child will be withdrawn one week after notice has been submitted and this agreement will be terminated. In cases of acute anti-social behavior, termination may be immediate.
3. The parent is responsible for completing all enrollment forms prior to the child's attendance in the Daycare. Once initial forms have been completed and the registration fee is paid, the child's name will appear on our waiting list. When appropriate space is available for the child, a date to begin and confirmation will be given. The registration fee is non-refundable once the parent has accepted the space for the child. If a child enrolled as Full-Time should need to be enrolled as Part-Time, the parent must inform the Daycare in writing and submit a re-registration fee. The parent must sign a Part-Time Financial Agreement.
4. Following enrollment, the parent is responsible to inform the Daycare immediately should any changes occur affecting the care of the child (physical or emotional needs; general or emergency information).
5. A State Board of Health regulation requires all children to have a physical exam three months prior to or within one month after attending the Daycare. The Daycare will provide the form for the exam, which is to be completed by a licensed physician. The child's immunizations must be completed yearly and the dates of the shots must be submitted in written form from your physician on his stationary. This exam will need to be repeated annually for children ages 2 and younger.
6. A responsible adult must bring the child into the building in person, and then sign the child in at the sign-in board each day. The Daycare will make every effort to release the child to only those authorized by the parent or primary guardian. This must be indicated on the authorization to pick up form. A written note, telephone call, or e-mail to the Daycare office is acceptable in emergency cases only.
7. The parent must provide an entire change of clothing (pants, shirt, socks, and underwear) to leave in the child's cubby for use in the event of spills or soiling. Each item should be marked with the child's initials and the cubby should be checked daily for clothing in need of washing. In such case, a replacement change of clothing needs to be brought to the Daycare on the following day of attendance.
8. The daily curriculum in each of the Daycare classes begins at 9am each day. If the child will be absent, the Daycare needs to be notified before 9am. Parents who report absences before 9am will not be assessed a late fee charge as stated in the Financial Agreement.

9. The Daycare is open Monday through Friday 6am to 6pm. Children may attend the Daycare during all of these hours if necessary for the parent's schedule. The doors will not be open for service prior to 6am. Parents who are late in picking up a child need to call by 6pm and inform the Daycare. A \$10.00 late fee will be charged per child for anyone arriving between 6pm and 6:10pm. The late fee will continue to graduate \$5.00 per 5 minutes, per child. Parents are expected to make late payments within one week of billing.
10. Parents must not bring a child to the Daycare if the child shows any signs of illness (fever, rash, vomiting, thick or colored nasal drainage) or is unable to participate in the normal routine and a regular program of the Daycare. Parents need to contact the Daycare by 9am indicating that the child will not be attending due to illness. Should such illness be communicable, the parent needs to inform the Daycare and must secure a physician's written release prior to returning to the Daycare. Should the child become ill during attendance and/or register a fever greater than 100 degrees, the parent will be contacted and must come for the child within an hour of contact.
11. The parent agrees by enrollment for the child to participate in all aspects of the care and education program.
12. Some children will be involved in enrichment trips away from the Daycare requiring a parent to sign a consent form for the child to participate. The form must be received in advance of the trip or the child will remain at Daycare. A child may also have to remain at the Daycare during field trips if he or she exhibited poor behavior in the classroom.
13. In the event of a medical emergency, appropriate action will be taken by either contacting the parents, emergency medical service, or the child's physician. The parent will be contacted as soon as possible, notified of the emergency and informed of any action taken at that time; and shall release the Daycare from liability in case of accident or illness.
14. If a caregiver of Bethel Daycare Ministry should have an illness, death, serious injury, become unable to care for children during normal hours of operation a substitute caregiver will be provided for children in attendance.
15. The Daycare will be closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day. If any of these fall on Saturday, we will be closed on the Friday before. If they fall on Sunday, we will close on the Monday after. Adjustments in fees will not be made on these days. Parents of a child who is enrolled as Part-Time must inform the Daycare office, in advance, of scheduled days attending during a Holiday week. Part-Time rate will not be adjusted if Holiday should fall on scheduled day to be present at Daycare.
16. Bethel Daycare Ministry will take necessary precautions with the children in their care should an emergency occur such as fire, tornado, etc. Caregivers will follow emergency procedures as needed. The supervising caregiver at time of emergency will be responsible for contacting local authorities as well as the parents of children in attendance.
17. The Daycare will make every effort to remain open during times of inclement weather. Information regarding any late openings or necessary closing will be aired on WBCL, WMEE and WOWO radio stations.
18. The vacation policy allows parents the freedom from full payment a maximum of *two weeks annually (September-August). Parents must inform the Daycare in writing one week in advance when their child will be on vacation and submit a \$10.00 holding fee per week to maintain their enrollment at the Daycare. The regular fee need not be submitted during such weeks. **Students who are enrolled Full-Time receive 10 vacation days. Students who are enrolled for 3-days a week receive 6 vacation days.*

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19. Withdrawal of a child from enrollment must be made by giving a written two week notice so arrangements can be made to enter another child. Parents who fail to give notice are expected to pay the two-week fee.

I have received the policies here outlined, provided the requested information, and hereby agree to allow Bethel Daycare Ministry to verify this information at any time it is deemed necessary during registration and enrollment of my child. I further agree to abide by all policies and procedures herein outlined and understand that failure to do such will result in cancellation of my child's enrollment and discontinuation of service. Further, I agree to abide by any additional rules and regulations which may be presented by the Daycare Board and/or administration in the future, provided written notice of such is received and acknowledged by me.

Parent's Printed Name

Child's Printed Name

Parent/Guardian Signature

Date