

## FAMILY CHECKLIST

### PLEASE TURN IN THE FOLLOWING FOR ENROLLMENT:

- ☐ **Application for admission** \$75.00 per child. One week Advanced payment fee per child in addition to first week's payment. (Advanced fee charged at regular full weekly fee without discount)
- ☐ **Current physical**- Infants to 23 months required six-month physical updates, 24 months and older require yearly physical updates. All children require regular vaccination updates.
- ☐ **Emergency Contact Form**
- ☐ **Daycare Agreement Form**
- ☐ **Emergency Authorization Form**
- ☐ **Getting to Know Your Child form (Infant Feeding Guide)**
- ☐ **Brightwheel** Registration

**\*FEES** reminder from **Parent Manual** and **Agreement**:

#### WEEKLY FEES –

<b>Age Group</b>	<b>Weekly Fees- Regular</b>	
	<b>Full time 4-5 days</b>	<b>Part time 1-3 days</b>
<b>Infants</b> (6 weeks to 12 months)	<b>\$275.00</b>	<b>\$217.00</b>
<b>Younger Toddler</b> (13 to 36 months)	<b>\$264.00</b>	<b>\$208.00</b>
<b>Older Toddler</b> (36-48 months)	<b>\$264.00</b>	<b>\$208.00</b>
<b>Preschool</b> (4-5 years to kindergarten)	<b>\$265.00</b>	<b>\$208.00</b>
<b>Kindergarten &amp; School Age- Before &amp; After School Care</b> (Before & After School <i>Includes breakfast and afternoon snack</i> ) <b>School age full day rate charged for 1 day; 2 or more days charged at</b> <i>Part time/Full time weekly rates</i> <b>Snow Day/ Full Day                      Half Day</b>	<b>\$178.00</b>	<b>\$140.00</b>
	<i>Non School weeks/Summer rate:</i>	
	<b>\$274.00</b>	<b>\$208.00</b>
	<b>\$63.00</b>	<b>\$45.00</b>

**ADMISSION FEE-** \$75.00 (each child)

**ADVANCED FEE-** One week charged at admission

**VACATION** 75% of regular weekly fee

**LEAVE OF ABSENCE** – The first two (2) weeks will be charged at a vacation rate and 50% fee will start the third (3<sup>rd</sup>) week a child(ren) is not attending.

**ELRC CO-PAY-**\$38.00

**LATE FEES-** \$45.00

**INSUFFICIENT FUNDS-** \$45.00

**SCHEDULING FEE-** Vacation rate charged as a weekly rate if a schedule is not submitted by 10:00 AM Friday (attendance not permitted)

**LATE CHILD DROP OFF-** \$15.00 for every 15 minutes late for first hour no communication, \$15.00 for every 15 minutes late second hour

**LATE CHILD PICK UP-** \$15.00 for every 15 minutes starting at closing time.

**ABSENT-** \$15.00 for no communication

**SUPPLIES-** Laundry fee- \$5.00, Wipes daily fee- \$5.00, Diapers daily fee- \$5.00, Meal fee- \$7.00

**FUND RAISERS-** Minimum charged for non-participation \$28.00

**PANDEMIC FEES-** In case of a recommended or required closure: Vacation rate will be due for a minimum of two (2) weeks. *In the case of a mid-week closure; full day will be charged; vacation rate will be charged for remainder of week.*

**PLEASE CHECK THE FOLLOWING IN YOUR CHILD'S BAG AND BE SURE THE ITEMS LISTED BELOW ARE REMOVED:**

Hand Sanitizer  
Pain reliever/ Fever reducer  
Sunscreen  
Baby wipes/Nose Wipes/ Disinfectant wipes  
Any items listed as "Keep out of the reach of children"  
Any Items not in original package  
Toys from home

**If items listed are found we are required to remove them and discard appropriately.**

It is suggested that a separate bag is used for daycare and personal. *Naptime items must be able to fit in a 12x15x5 container. No over- sized blankets, pillows or stuffed animals allowed.*

An inspector will check in and out of any items/bags that are brought into the daycare.

**The ignition of your car must be turned off & keys must be removed.  
Please inform anyone picking up or dropping off your children of this policy.  
This is not only our rule, but a state regulation.  
No child will be left unattended in a vehicle.**

As a certified daycare we are required to notify parents of the rules and regulations that are given to us by the State Department of Public Welfare in order to continue our Certification.

*Thank you for your understanding and cooperation!*