



Dianne Adair

2015-2016 Policy Page

Hours of Operation

The Day Care Center will be open weekdays between 7:00 am and 6:00 pm. It will also be open during spring, winter and summer vacations. However, it will be closed on legal holidays and the week preceding the first day of the fall semester.

Enrollment Procedures

All enrollment forms must be completed and an interview with a Center Administrator must occur prior to admission. Upon enrollment a non-refundable September to June registration fee will be charged. It is the parents' responsibility to notify the Center regarding any changes on their enrollment forms. All enrollment forms must be completed and on file prior to attendance.

Monthly Contracts

Dianne Adair Day Care Centers will provide care and supervision for your child (ren) during contracted hours. In order to maintain a proper ratio of children to teachers and to plan appropriate activities we must have a monthly contracted schedule for all children. The Center will maintain the schedule of your child's contracted hours. Any schedule changes must be made in writing by the 15th of the preceding month. There will be no changes after the 15th. There is a 1 ½ hour minimum per day and a 7.5 hours minimum per week to qualify for the contracted rate. All school holidays and vacations when the Center is open require a pre-sign up. Your child may attend if you fail to sign up in advance only if there is space available and at drop in rates.

Absences & Illnesses

Parents must notify the Center whenever their child will not be attending the Center during their contracted hours. Failure to do so can result in disenrollment. Arrangements must be made for someone to pick up your child within one hour if they become ill at day care or develops a fever of 100 degrees or higher. All children must be fever free for 24 hours before they may return to day care. Children will not be able to leave the Center without their parent's permission. Fees will not be credited for absences of less than seven consecutive school days. Credit will be given for the eighth day and any following consecutive school days.

Signing In and Out

Parents or an authorized person must come into the Center to sign their children in and out. The Center is responsible for the children from the time they are signed in until the time they are signed out. Failure to sign your child out with a signature and time will result in a \$25 charge per incident. A staff member will sign your child in and out when they leave or return from school. Children must check in with a staff person upon arrival. If a child needs to return to class after school they must first check in with day care before they return back to class. We will sign them in upon their return. An older sibling may sign a child out if he or she is listed on our emergency sign-out form. If a parent desires to allow a child to leave on their own a written permission form must be provided with specific details. All children will be signed in at drop off if they do not go directly to school. In schools where parents are not permitted to walk their child to class or day care children may be dropped off and walk themselves directly to day care to be signed in by day care staff.

Pick Ups

DADC closes promptly at 6:00pm. If a child has not been picked up by 6:00 pm an authorized person will be called and arrangements will be made for them to pick up your child. A late fee of \$5 plus \$1 per minute will be charged after 6:00pm. The late fees must be paid at the time the child is picked up, or the next business day. If someone other than a parent or legal guardian is picking up they MUST provide us with a valid form of ID and they must be listed on the child's emergency card. If a parent, guardian or other authorized adult attempts to pick up a child and has been suspected of drinking or is under the influence of a controlled substance we will not release the child and police will be notified.

Disenrollment

A two week notice is required prior to disenrolling your child. If a child is disenrolled without 2 weeks notice the parent will still be responsible to pay for the two weeks. Failure to comply with any of the policies can result in disenrollment. A child may be disenrolled if they cause any harm to themselves, other children or any staff member. They may also be asked to disenroll if the child leaves the Center without permission. Payments will be refunded for any unused contracted time when a child is disenrolled by the Center.

Licensing Information

Each school age and Pre-K program within the Dianne Adair Company is licensed by the State of California through the Department of Social Services, Community Care Licensing Division. The licensing agency shall have the authority to interview children or staff and inspect and audit child or facility records without prior consent. They also may observe the physical condition of the child (ren), including conditions which could indicate abuse, neglect and inappropriate placement. Licensing has the right to perform these duties.

First Aid

The staff at Dianne Adair are all trained in First Aid and CPR, When a child gets hurt we will take the following steps: assess the child/children, clean the injury and apply band-aid if necessary, if a child's injury requires medical attention the parent will be called immediately, and if necessary an ambulance will be called.

Medications

Dianne Adair will not administer any medication without the express written consent of a parent or guardian.

Bathroom Policy

All Dianne Adair facilities are equipped with private, single user, bathroom facilities. All students, including pre-k students, are expected to be able to toilet themselves. Should an accident occur we will do our best to help clean and clothe your child. We will contact parents and let them know if they need to pick their child up. If this happens more than once we will conference with you to determine the best course of action, which may include disenrollment.

Toys from Home

Dianne Adair allows children to bring personal items to the center, but they do so at your own risk and Dianne Adair is not responsible for any lost, stolen, broken, or misplace items.

Policy changes and/or updates

Dianne Adair reserves the right to change, update or modify this policy at any time. Should a change occur midyear we will notify you in writing and seek a signed copy of this updated form.

I have read and I understand and will follow the above Centers Policies.

Accepting for *Dianne Adair*

Signature

Date

Print Name

Signature

Date