***Lil Angels Child Development Center***

 **Hazel Green, Alabama 35750**

 **256-828-9198**

 **Harvest, Alabama 35749**

 **256-859-5454**

 ***“Quality childcare in a loving environment”***



  **Owners**

 **Barbara Jones**

 **Demetria Fletcher**

**I. PURPOSE**

 To provide quality care with a loving, caring and educational environment for children, ages 6weeks through 12 years old. This program will help him/her develop mentally, socially, physically, emotionally and spiritually. Our program will be guided by the Director in compliance with the policies set forth.... Quality care is important to us at Lil Angels Child Development Center, therefore, **we all must abide by all the rules and regulations set forth in our policy**. Please read this policy carefully.

**II. OPERATIONAL HOURS**

 The center will be opened from 6:30 a.m. to 6:00 p.m., Monday through Friday except on Holidays listed below:

 **New Years Eve**  **Labor Day**

 **New Years Day** **Veterans Day**

 **Martin Luther King, Jr. Presidents Day**

 **Thanksgiving Day Good Friday**

 **Thanksgiving Day after Memorial Day**

 **Christmas Eve Juneteenth**

 **Christmas Day** **Fourth of July**

\* If holiday falls on a Saturday the Center will be closed on the preceding Friday and Monday.

 \* If holiday falls on a Sunday the Center will be closed on the following Monday.

**III. Admission Requirements**

1. Admission to the daycare center is open to children **6weeks to 10 years old**.

2. Interested parents should notify the Director if you want your child enrolled. If there are no vacancies, the child's name will be placed on a waiting list. Once a vacancy occurs, the Director will contact the parent and arrange for a pre-admission appointment.

3. It is imperative that each child visit the center prior to enrollment to familiarize him/her with the environment they will be in during your working hours.

4. All required forms will be supplied for the parents to complete and return to the Director prior to the enrollment of their child or on the child's first day at the center.

5. The daycare center reserves the right to accept your child on a two-week trial basis and has the authority to drop any child from enrollment upon ten days’ notice to the parents involved, if the staff determines that the program is not meeting the needs of the child or if the child's presence poses a threat to the welfare of others.

6. If parents choose to **withdraw** their child, the **Director must be notified two weeks in advance** **in writing.**

**IV. FEES**

1. Registration

 **A one-time fee of $40.00 is charged for registration**. **This fee is non-re fundable.**

2. Payment for Care

 A. Daycare Rates

 Full Time Part time

 Infants (6weeks. -18mo.) **$130.00 $110.00**

 Toddlers (19mo.-2 ½ yrs.) **$130.00**

 Preschool (\*2 ½ -3 ½ yrs.) **$130.00**

 Preschool (4-5yrs.) **$130.00 $110.00**

 School Age Full Time **$100.00**

 Before/After School Age **$70.00**

After School Age **$65.00**

 Drop-in Fee **$40.00**

 B. Make all checks payable to **Lil Angels Child Development Center**

3. **All fees must be received (1) one week in advance**. **Payment for care is due each Monday** **for the following week.** Those who desire to pay monthly should make arrangements with the Director. Please make your payment in the box located near the office. We also accept Cash App and Square.

4. **No refunds will be given or a reduction in your fee due to inclement weather, sickness, vacations or other absences. Children in school when a holiday occurs will pay their regular weekly fee in addition to $10.00 daily. If your child attends during a three day to a weeklong holiday, then you will pay the full-time rate of $130 per week. If your child does not attend, then you will still be liable to pay your weekly before and/or after school fee. This also applies to children on a part-time or full-time basis.**

5. **Late Charge:**

 If paying weekly, **your fee is due on each Monday one week in advance**. If not received by Tuesday of each week, a $**15.00** charge per child will be charged to your account and paid in cash. If you desire to make monthly payments, it’s due the first day of each month. If payment is not received by the second day of each month a **$15.00** late charge will be applied to the total due for the month. There will be a $35 fee for all return checks.

6. If a child is left at the daycare center for more than **10 hours**, an additional $10.00 every half hour will apply. Our center closes at 6:00 pm, any child not picked up by 6:00 pm will have an additional charge of $1.00 per minute each minute you are late after 6:00 pm. This payment will be made to the teacher at the time you pick your child up or to the Director the following day. You will be given a receipt.

**7. If your account becomes a one-week delinquent your child (ren) will not be allowed to attend the daycare.** Your child (ren) may return when your account balance is paid in full or other arrangements have been made with the Director, as long as a vacancy is still available.

**V. Arrival and Departure Requirements**

1. **Upon arrival, the child must be signed in and delivered into the hands of his/her teacher**. Please make sur your signature is legible. **9:00 is the cut off time for all children to be in place for our daily routine**.
2. Call in to inform the Director if you’re going to be late. (Valid emergencies only)
3. The daycare staff cannot be responsible for the child's safety if this policy is not adhered to. **In addition, the parent or person authorized to pick up the child must sign the child out each** **day upon his/her departure from the center**. If for some reason someone other than you or a person authorized is to pick your child up then a written permission slip must accompany your child that morning, and your child must also be signed out by this person. The person picking up your child (ren) will be **required to show their driver's license** before we can release him/her to this person if this person is not listed on the authorized permission form.

**VI. TRANSPORTATION**

1. The center will have the School Bus System to pick up children and transport them to and from school. Parents will be responsible for getting their child (ren) to and from the daycare. We will not be held responsible for any children until they are delivered into their teacher’s care. When school closes early due to bad weather, please pick up your child(ren) from their school.

 [Please refer to V. ARRIVAL AND DEPARTURE REQUIREMENTS.]

2. Transportation will be provided by the daycare for future field trips.

**VII. DAILY MEALS**

1. A hot nutritious breakfast and lunch will be provided daily as well as an

afternoon snacks consisting of juice or milk, fruit, vegetables, bread products, and other nutritious foods are served.

1. Weekly menus will be posted on bulletin boards.
2. If there are any special dietary needs, please inform the director.

**VIII. HEALTH AND MEDICAL INFORMATION**

1. Proof of medical examination, screening or assessment must be provided for each child under five years of age prior to admission to the center and any school age child. A current record of immunizations must also be provided and updated periodically according to the immunization schedule prescribed by the Alabama Department of Public Health.

2. **Please do not bring your child to the daycare center if they have: severe colds, fever in the past 48 hours, undetermined rash or spots, severe headaches, upset stomach, or other symptoms of illness. Parents will be notified to pick up their children immediately if signs of any illness occur during the day. We ask you to keep your child at home for 48 hours following any diseases with the child's temperature over 101 degrees. This is for the protection of every child.**

3. **Children may not be returned to the daycare after a communicable disease until the doctor has released the child/or all symptoms have disappeared. Please be sure to bring Doctor’s excuse upon returning child to center.**

4. The center will contact all parents of exposed children when a communicable disease has been introduced into the center. Parents are urged to notify the center when their child has been exposed to a communicable disease outside the center. We will post a note on the door.

5. Medication can only be given by the Director, or the next person in charge, with a written, signed and dated request from the child's doctor. Any prescription drug sent to the center must be in its original container and clearly labeled with the child's name and directions for administering the drug. No over-the-counter medications will be given against instructions printed on the label. Blanket permission to give over-the-counter drugs will not be accepted.

6. Parents should keep the child's doctor and the name of the other adults to contact in case of emergency if the parents cannot be reached.

7. Our director and teaching staff will see that extreme care be given to each child during operational hours.

**IX. PARENTS COMUNICATION**

1. If you desire a conference, you should notify the Director in advance to schedule an appointment.

2. Our operational hours are from 6:30 am. - 6:00 p.m.

3. Contact us by calling (256) 859-5454, (256) 828-9198, or the Remind App @lilangelsp

A copy of the **Minimum Standards for Day Care Centers and Nighttime Centers** may be obtained fromthe State Department of Human Resources, Office of Day Care Licensing, Montgomery, Alabama, or the local County Department of Human Resources. This publication states the requirements for day care centers.

**X. COMPLAINTS**

1. **Direct all your complaints to the Director. If you have any suggestions for improvement of the center, please don't hesitate to give your opinion. All suggestions should be made in writing and put in the box to the Director.**

2. Though all suggestions may not be possible to implement, each suggestion will be given consideration.

**XI. CLOTHING AND PERSONAL BELONGINGS**

1. Children should wear comfortable clothes and shoes suitable for indoor and outdoor wear.

2. **All clothing should be labeled with the child's name for identification. This includes coats and sweaters worn daily.**

3. **All children must have a change of clothes at the center at all times.**

**XII. HOME CARE PROCEDURES**

1. Children will have show and tell and will be asked to bring an item on Fridays. Please no guns, sharp objects, mouth toys, small toys, or glass items to the center.

2. Books, recordings, special toys and other items of interest to the child's group may be brought in with permission from the parents and the teacher. The child's name should be on the item.

3. Each child will have his/her birthday recognized at the center. If parents wish to bring cake and party favors, arrangements should be made with the child's teacher in advance.

4. **Parents should contact their child's teacher for information about the daily schedule and the child's progress by calling the center during business hours. Their personal cell number is not to be given out to parents or use social media.**

**XIII. DISCIPLINARY PROCEDURES**

1. Our policy will require all children to explore learning and growing activities so that hopefully our disciplinary action towards any child will be held down to a bare minimum. However, sometimes we must use some type of behavior modification to encourage the children to act appropriately in the classroom setting. Therefore, we will use “**Time Out"** to give the child time to think about what he/she did. Disrupted, uncontrolled or violent behavior **WILL NOT BE** tolerated. This includes hitting teachers, throwing chairs, excessive biting, bullying, fighting, aggressive behavior, or foul language. After # 3 phone calls to the parent due to behavior issues, the child **WILL BE TERMINATED IMEDIATELY!!**

2. **We are required by law to report any child suspected of being abused or neglected.**

**XIV. EMERGENCY PLAN**

1. In case of a medical emergency with a child, an attempt will be made to notify the parents immediately. If parents cannot be reached or if the situation warrants, an attempt to contact the child’s doctor will be made and the child may be transported to appropriate facilities to receive medical assistance. Please keep on file a copy of your insurance cards in case of an emergency.

2. Routine fire drills are conducted periodically by the local fire department and/or centers staff. In the event of an actual fire, drill procedures will be followed.

3. When watches or warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc. or in the event evacuation from the center becomes necessary for reasons other than fire, procedures outlined by the County Coordinator for Civil Defense for the center will be followed. We will contact all parents as soon as possible.

4. Our building is equipped with an emergency lighting system. We do not however have a backup power generator so in the event of cold weather if power failure occurs, parents will be notified to come earlier than usual to pick up their child.

5. **We will follow the Madison County School Board of Education for any School closings due to bad weather, power failure, School Bus problems in our area, etc. If you feel the need to pick up your child before this occurs, please don’t hesitate to pick them up.**

**XVI. OUR PROGRAMS**/**Creative Curriculum (12mnths. -5yrs.)**

 This includes academic, physical education, social, emotional, responsibility and spiritual growth.