

My Village Learning Center
3823 Hamilton Ave
Baltimore, MD 21206

IN ORDER TO ASSURE THAT NEW PARENTS CLEARLY UNDERSTAND THE PROCEDURES AND POLICIES OF MY VILLAGE LEARNING CENTER, WE ASK

RATES:

AGES 2-3

Full Time Care 640 monthly

Part Time Care 480 mthly (3 days a week)

6wks.-24 months

Full Time Care 760 mthly

AGES 4-5

Full Time Care 600 monthly

Part Time Care 450 monthly

1. Parents are responsible for payment of fees on time. We accept cash, check or money order. A late fee of \$25.00 will be added to bills not paid within two(2) days of the due date. A nsf charge of \$30.00 will be charged for any checks returned.

2. There is no reduction of fees for absences except in the case of an extended illness of the child. The director should be notified if such a situation occurs.

NOTE: When a parent takes a vacation we ask that you give a two week notice prior to your vacation. Parents are allowed 1 (one) week vacation per year at half rate. All other vacations during the same year will require the full rate to maintain your child's enrollment. Your fee is due prior to your vacation.

3. I understand that:

- a) I must walk into the building with my child each day and make certain that the teacher knows he/she is there. Older children are not to bring or pick up a child.
- b) I, or a responsible designated adult, will walk into the building to pick up my child and inform a teacher we are leaving.
- c) I, or a responsible adult will fill out a daily infant report for a child under 2 years of age.

4. I give my consent for my child to ride transportation arranged by the center to go on field trips.

5. Keep children home with the following: fever (101 or higher), diarrhea or vomiting within a 24 hour period. Children too sick to participate in full program, including outside play, need to be kept at home. If child should develop any of these symptoms while in care a parent will be notified to pick child up. Sick children must be picked up within 1 hour of parent notification.

NOTE: It is also required that a Health Inventory Form is kept on file for each child enrolled. This form includes record of a child's immunizations. It is up to the parent to keep

these records up to date. It is required by the Maryland State Department Of Education. Any child without current records will have to be removed from care until current records are received.

6. All children need to have a complete change of clothing and a sheet and blanket at the center at all times (please label items). Infants are required to have all diapering supplies, formula / breast milk and teething toy (if needed). Infants who are developmentally ready for table food will be supplied breakfast, snack, lunch and dinner. It is the parent's responsibility to provide any items needed for a special diet and to make center staff aware of any food allergies.

NOTE: Please do not bring any toys, candy, gum balloons or money with your child. These are choking hazards for your child as well as other children in our care.

7. Parents need to inform the center of changes in address, phone numbers, employment, emergency information or any other changes in family situations as soon as possible.

8. Drop off time is between **6:00 a.m. and 9:00 a.m.** preferably. There will be no child accepted into care after **10:00 a.m.** Any child dropped off, and then picked up after 10:00 a.m. **will not** be permitted to return to care that day. Parents are expected to pick up their children before closing time (6pm). There will be a late fee assessed after 6:05 p.m. of \$1.00 per minute.

9. No medication will be administered without written consent of parent or guardian. Prescription medicine must be in original packaging with instructions from pediatrician. All medication administered will be documented and kept on file.

10. The director is to be notified two weeks in advance before a child is withdrawn from care. Parents are required to pay for those two weeks regardless of when a child leaves the center.

11. If, after a reasonable amount of time, it is found a child is unable to adjust to the center, the center reserves the right to request the withdrawal of the child. The decision is left to the discretion of the director. A two week notice will be given to the parent.

12. I agree to abide by these rules and regulations.

SIGNATURE OF PARENT/GUARDIAN _____
DATE _____

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DATE _____