



Parent Handbook

2021-2022

Redeemer Lutheran Early Childhood Center
1700 West Fair Avenue
Marquette, MI 49855
(906) 228-9883

Welcome to Redeemer!

In the Bible, recorded in the gospel of Matthew, Jesus says, *“Let the children come to me, and do not stop them, because the kingdom of God belongs to such as these.”* Jesus then placed his hands on them and blessed them.

Children are God’s gifts to us. They are not only special in the eyes of parents, but also in the eyes of God. That is why Redeemer Lutheran Church is committed to providing a thriving Preschool and Child Care ministry. We want to offer a safe, Christian setting to help your child have positive experiences while away from home.

We look forward to serving your family in any way possible during these exciting years of parenthood.

God’s Peace in Jesus,

Pastor Chad Ott
Lead Pastor,
Redeemer Lutheran Church

Contact Us...

Redeemer Lutheran Early Childhood Center
1700 W. Fair Ave.
Marquette, MI 49855

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Redeemer Lutheran Early Childhood Center

Office Staff

Anita Rieboldt - Director, Preschool & Child Care
Pam Ott - Assistant Director, Preschool & Child Care
Joan Hill - Administrative Assistant, Child Care

School Staff

Chris Collins - Preschool Teacher
Sarah Hanold - Preschool Teacher
MaryAnne Welch - Preschool Teacher
Melissa Gilliam - Child Care Room Director

Redeemer Lutheran Church Staff

Rev. Chad Ott - Lead Pastor
Rev. Daniel Ondov - Associate Pastor
Anna Dauffenbach - Director of Christian Education
Larry Bruce - Director of Worship & Outreach

*Families are always welcome to worship at Redeemer or speak with our pastors about any concerns.

RLECC Board

Redeemer Lutheran Early Childhood Center is governed by a board of five congregation members who serve two-year terms. The RLECC Board meets on a quarterly basis to develop, review and set policies as well as provide support to the Directors and staff.

Mission/Philosophy Statement

Young children are naturally curious, creative and open to new learning experiences. At RLECC, we provide stimulating activities in language arts, music, science, math, art, sensory experiences, large motor activities and more. The staff has a thorough understanding of how children learn and grow in order to provide for each child's individual needs through developmentally appropriate activities. In a loving Christian environment, the child will be free to explore his/her surroundings and to participate in activities to promote success.

We respect parents/guardians as the most important provider of caring and nurturing. We also believe the family and staff are partners in each child's care and education.

Goals

1. To acquaint your child with Jesus and His love for him/her
2. To help your child develop a positive and healthy self-concept
3. To help your child establish himself "away from home"
4. To help your child get along with others
5. To help your child grow spiritually, mentally, physically, emotionally and socially
6. To form a close home-school relationship
7. To provide a positive attitude for later formal education

Licensing Information

The Michigan Department of Health and Human Services, Office of Children and Adult Licensing, serves as a consultant to Redeemer Lutheran Early Childhood Center. The main responsibility of the department is to see that all licensing requirements are met. Anne O'Neill, our consultant, can be reached at (906) 290-2131. Redeemer Lutheran Early Childhood Center is visited once a year to determine license renewal.

Licensing Notebook

- The center maintains a licensing notebook that includes licensing inspection and special investigation reports and related corrective action plans for the last five calendar years.
- The notebook is accessible to parents for review during regular business hours, Monday through Friday 8:00 a.m. to 4:00 p.m. in the RLECC office.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/michildcare**.

Admissions & Enrollment

Eligibility

Children must be 3 years old and fully potty trained. Fully potty trained means that the child is able to use the restroom independently. All children currently enrolled and attending Redeemer Lutheran Preschool are also eligible for enrollment in childcare.

Enrollment

An annual \$30 non-refundable Enrollment/Administration Fee is required per child/per program.

Once a child is accepted for enrollment, the following forms will be required...

1. Child Information Record (White Card)
2. Immunization Record/or Waiver
3. Health Appraisal Form (green), signed and dated by a doctor
4. Handbook & Permissions Form
5. Financial Terms & Conditions (signed for each program enrolled in)

****When enrolling for fall programs, paperwork must be submitted by August 1st.**

Payments

Payments may be made by check, cash, money order or Paypal.

****Preschool & Child Care payments must be made with two separate payments.****

Preschool

Preschool tuition may be paid in full at the beginning of the school year or divided over nine payments due on the first of each month. Any other option requires Director approval. No adjustments will be made to your tuition for school closure due to snow days or other emergencies.

Tuition is considered late if not received by the 10th of the month. A \$25 late fee will be assessed for late payments.

Child Care

Childcare tuition is billed at an hourly rate. Statements are prepared on Monday for the previous week. Payments must be received by Friday or a late fee of \$25 will be assessed.

****If at any point a problem arises in paying tuition for either program please speak with the Director so that arrangements can be made.***

DHHS Assistance

Redeemer Lutheran Child Care accepts payments from the State of Michigan DHHS for families who qualify for assistance. Weekly payments are required by parents for tuition or fees that are not covered by the Child Development and Care reimbursements.

Redeemer Lutheran Preschool does not accept DHHS. Scholarships are available for students who qualify.

Children with Special Needs

Redeemer Lutheran Early Childhood Center supports children with a wide range of interests, abilities, and experiences. Integrating children with and without disabilities in the classroom increases the opportunities for all children to learn about and accept individual differences.

1. Parents/Guardians of children with medical needs will provide the center with a written treatment plan from a doctor or therapist.
2. When requesting services for a child with special needs, the family will provide the center with a written program plan (I.E.P.) based on the determination of a qualified consultant.
3. Together the family and center staff will evaluate whether the needs of the child are being satisfied. For the well-being of the child, decisions on admitting and retaining will be made on a case by case basis.

Discharge Policy

RLECC reserves the right to cancel the enrollment of a child for any one of the following reasons:

1. A child has special needs which the staff members are unable to adequately meet,
2. A child is having frequent, ongoing bathroom accidents and is not able to use the restroom independently,
3. Persistent, unresolved, inappropriate behavior (including biting) on the part of the child,
4. Lack of parental cooperation in regards to an ongoing issue.
5. Physical or verbal abuse of center staff by a parent,
6. Non-payment or consistently late payment of tuition. * More details in preschool and child care sections of the handbook.*
7. Failure of the parent to complete and return all required forms.
8. Failure of the parent to observe the rules of RLECC relating to the arrival and departure of the child.
9. Upon the discretion of the Director and after reasonable effort on the part of the staff to integrate a child into the program, a child's participation may be terminated if that child requires a disproportionate amount of one-to-one attention because of disruptive behavior. The Director will confer with the parent(s)/guardian(s) and give a two (2) week notification of termination on the part of the center.
- 10. In extreme circumstances, no prior notice will be given on the part of the center to have a child withdrawn from the program.**
11. A two-week notice from the family is required to withdraw child/children. No penalty will be incurred.

Discipline

1. The main purpose of the use of a disciplinary procedure at RLECC would be to ensure the comfort and safety of each child, respect for all property, and to discourage the disruption of the center which would hinder providing a positive Christian atmosphere for each child.
2. Staff shall use positive methods of discipline which encourage self-control, self-esteem, self-direction and cooperation.
3. When verbal correction and redirection do not work, the child will be removed from the group and placed at a table in order to “take a break”.
4. In extreme cases where disruptive behavior cannot be controlled, parents will be requested to take their child home for the remainder of the day.
5. No physical punishment will be used.
6. If consultation about a child is required, it will be done in a private setting.
7. Good rapport among the children themselves and between staff and children will be encouraged by setting up limits and rules and consistently adhering to them.
8. Children are treated with respect and dignity during any form of disciplinary action. Our objective is always to provide a positive, Christian care-giving environment.

Health & Safety

ILLNESS

State regulations require children with significant illness be excluded from center attendance. If a child will not be present, please notify RLECC as soon as possible. If the child is scheduled for childcare we ask that the office is notified by **8:00 am if at all possible** to ensure proper staffing for the day and allow the child to use one of their “sick days”.

Children must not attend the program when the following conditions exist:

- a. Until **24 hours** after the last incident of vomiting, diarrhea or fever above 99.5.
- b. If medicine is required to reduce a fever.
- c. Rash.
- d. Any cough or cold when the child is lethargic or feverish.
- e. Ear pain or drainage from ear.
- f. Sore throat or problems swallowing.
- g. Sharp or persistent pains in the abdomen or stomach
- h. Breathing trouble

i. Pink eye/suspected pink eye (may return after a full 24 hours on antibiotics)

j. Head lice: Please report all cases of head lice immediately by calling the Child Care office.

When a child has head lice, they may not attend for **a mandatory 3 full -24 hour days**.

Upon returning, they will not be remitted the center until they are checked and free of all lice and nits. Head checks will be done daily on **all** children once there is a reported case until deemed un-necessary. Children with confirmed cases will be checked every day before entering classrooms for two weeks.

k. A RLECC COVID-19 Plan will be provided upon admission if one is still required.

Children in the Center with a sore throat, a fever, rash, head lice, vomiting, inflammation of the eyes or any suspected communicable illness shall be isolated from the other children and must be promptly picked up by his/her parent, guardian or emergency contact person upon request of the Center.

Children taking **antibiotics** should not come back to the center until **24 hours after the first dose**.

If a child requires medication to be administered during their attendance hours, there must be a signed Medication Permission and Instructions Form on file at the Center. Medications must be in the original container and labeled with the child's name.

Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.

The Director will inform parents through written notice or email of any infectious disease occurring within the Center. Parents **MUST** notify staff of any infectious disease contracted by the child or family.

If a child is excluded because of a communicable disease such as, but not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, polio, scarlet fever, whooping cough, diphtheria, meningitis, or COVID-19, the local health department will be notified.

EMERGENCIES

Child Information Record ("White Card")

A White Card must be filled out completely and be on file before a child is allowed to attend RLECC. This card will be used to contact authorized individuals if a guardian is not able to be reached in the event of an emergency. At no time will a child be released to anyone not listed on the white card. Parents may update this information at any time throughout the year.

No child will be released to any person who is suspected to be under the influence of alcohol or drugs. The staff will call another adult listed on the White Card for assistance. If the person insists on taking the child, the staff will call local police.

Accidents

If an accident/incident occurs, a report is filled out and given to the parent. A copy of the report is reviewed by the Director and kept at the Center in the child's file. If warranted, a parent will be called to inform them of any issues. If the child requires medical services a report will be completed by the Director and turned in to our licensing consultant.

Minor accidents, (i.e. cuts, bruises, nose bleeding...) will be treated as per National Safety Council First Aid guidelines. Parents will be notified whenever any first aid is applied.

If the child needs to be transported to the emergency room or needs to see a doctor within 24 hours of the accident a report shall be filed by the administrator.

Center Closing Alerts

When the Marquette Area Public Schools are cancelled due to weather, preschool classes will automatically be cancelled. The Child Care will make every effort to remain open on snow days, however, you will need to call (228-9883) by 8:00 am to cancel care for that day or to make other arrangements. *****Note:** Snow days will not be made up for preschool.

The Center will alert parents (via phone, email, Redeemer App or local media agencies) when the center needs to close due to a natural or man-made disaster that include but are not limited to power outages, gas leaks, water outages, storms or floods.

Evacuation of Premises

If evacuation/relocation of the children is deemed necessary, The Marquette Medical Center (lower level) has been pre-arranged as our relocation site. Marquette Public School Bus, Charter Bus or Marquette City Bus will be called to transport children. Parent/Guardians will be alerted by phone, text, email, Redeemer App or local media agencies to be advised of designated pick-up site. Only persons listed on the Child Information Record will be allowed to pick-up a child and a driver's license will be required for identification purposes.

MANDATED REPORTING

Preschool & Child Care providers are mandated reporters. Under the Child Protection Law, Preschool & Child Care providers must contact Children's Protective Services (CPS) **immediately** when they **suspect** child abuse and/or neglect.

SANITIZATION

Daily Cleaning

A conscious effort is used to maintain a clean and sanitary environment for the children on a daily basis. Each day the linoleum floor and bathroom are washed and disinfected, carpets are vacuumed, sinks and toilets are cleaned and sanitized. Equipment is cleaned and sanitized as needed following a three-step procedure that includes washing with soapy water, rinsing with clean water, and spraying with a bleach/water solution and allowing to air dry. Tables are cleaned using the three-step procedure before food is served, and as needed throughout the day. A regular cleaning schedule of toys and is done throughout the year.

Handwashing

Children and staff are required to wash hands before eating and after using the bathroom by using soap and water for a minimum of 20 seconds, rinsing until the soap is gone and then drying hands with a disposable paper towel.

Children are reminded to wash their hands whenever they sneeze/cough into hands, blow their noses, put fingers into their mouths or when deemed necessary by staff. Children are encouraged

to sneeze and cough in the crook of their arm instead of into their hands to help prevent the spread of germs.

Other Information

CLOTHING

1. Please label each item your child brings to the center including boots, mittens, extra clothing, etc. Although staff members will do their best to keep track of personal items, RLECC is not responsible for lost or misplaced items.
2. It is important to dress children appropriately for the weather since outside activities are planned daily in childcare and several times a week in preschool.
3. Clothes should be worn that are comfortable for active and messy play. Also remember that children need to be able to undo their own clothing to use the bathroom.
4. Shoes must be worn at all times except when children are resting on their cot (childcare only). Please have children wear shoes they can run and play in.
5. All children **MUST** have a labeled change of clothes to be kept at RLECC for emergencies. This includes underwear, pants, shirt and socks.

GYM

Please do not use the gym before or after class when the gym toys are out. There are liability issues that occur when a staff member is not in the gym to supervise the use of equipment. We understand that it is difficult to keep children (and siblings) off the toys but it is also part of learning to follow rules in different environments. When the lights are off...the gym is closed.

TOYS FROM HOME

RLECC requests that toys and personal items remain at home except for on “Leader Day” for show and tell. Please **do not** have your child bring “weapons” or “violent toys” for show and tell as they are not allowed and will not be shown. Also, live animals are not allowed for show and tell.

FOOD ALLERGIES

We are “Allergy Aware” at RLECC. If your child has allergies you will be asked to fill out an information sheet.

The information sheet will have you specify...

*what the child is allergic to

*typical reactions the child will have

* the severity of the reaction

*any special accommodations that need to be made for the child

If the allergy is severe or life-threatening an Emergency Action Plan will be filled out which specifies steps to take in the case of a reaction.

******RLECC reserves the right to make policy changes following written or email notification to parents. Changes will take effect 14 days after the date of notification.******

PRESCHOOL SPECIFIC SECTION

Redeemer Lutheran Preschool 2021-2022 Schedule

September Parent Orientation-----TBD

September Open House for Children----TBD

September 9---First Day for Little Doves, Savior's Sunbeams & Trailblazers

September 10---First Day for Gospel Lights & Shining Stars

NO School---December 20-31, 2021 and April 4-8, 2022

Class Offerings & Tuition Fees

LITTLE DOVES-3 Year Old Morning Class - Must be 3 by Sept. 1, 2021

Tuesday and Thursday.....9:00-11:30 A.M.

Redeemer Members- \$1,080.00 (\$120 month), non-members- \$1,215.00 (\$135 month)

SAVIOR'S SUNBEAMS-3/4 Year Old Afternoon Class- Must be 3 by Sept. 1, 2021

Tuesday and Thursday.....12:30-3:00 P.M.

Redeemer Members- \$1,080.00 (\$120 month), non-members- \$1,215.00 (\$135 month)

**If your child turns three after September 1st, 2021, you may still register for the class, but you must pay for all the months to hold a spot. Children who turn three after December 31st must wait until the following year to attend preschool.*

GOSPEL LIGHTS-4/5 Year Old Morning Class - must be 4 on or before Dec. 31, 2021

Monday/Wednesday/Friday.....9:00-11:30 A.M.

Redeemer Members- \$1,305.00 (\$145 month), non-members- \$1,440.00 (\$160 month)

SHINING STARS-4/5 Year Old Afternoon Class- Must be 4 on or before Dec. 31, 2021

Monday/Wednesday/Friday.....12:30-3:30 P.M.

Redeemer Members-\$1,440.00 (\$160 month), non-members, \$1,575.00 (\$175 month)

TRAILBLAZERS-4/5 Year Old Afternoon Class- Must be 4 on or before Sept. 1, 2021

Monday-Friday.....12:30-3:30 P.M.

Redeemer Members-\$2,295.00 (\$255 month), non-members, \$2,430.00 (\$270 month)

**If more than one child from a family is enrolled during a year, a discount of \$10/child per month on tuition will be granted. This is NOT in addition to the Redeemer Member discount.*

LATE FEES/REMOVAL OF STUDENT

Tuition is due by the 1st of the month if paying monthly. If payment is not made by the 10th, a \$25 late fee will be assessed. The Director shall have the right to remove any child from class whose tuition is overdue 30 days, until such a time as payment is made. Payments which do not clear the bank will be assessed a \$25 charge. (Tuition must be paid in cash or by money order for two months after the NSF has occurred.)

PARENT/TEACHER CONFERENCES

Conferences are held in the spring of each school year during class times. Conferences are optional, however they give parent(s) and the teacher a chance to sit down, discuss and keep the lines of communication open.

SNACKS

Parents will provide snacks for the class on the child's "leader day". All snacks must be prepackaged from a store (not homemade). We are "allergy aware" which means that we will let parents know at the beginning of the school year if there are any food allergies in the class so they can provide snacks accordingly. More information will be sent in August with details.

SPECIAL PROGRAMS

Family Night: Family Night is designed for the preschoolers and their families and is usually held in the fall. It is a time to meet other families and fellowship together.

Christmas Program: Christmas is always such a special time for families to remember the real reason for the season and no one can remind us better than children. The preschoolers work hard during class preparing a very special program for everyone to truly feel the joy of Christmas. Christmas Programs are typically held one of the evenings before Christmas break.

Special Persons Night: We like all Dads to come and spend one on one time with their child. This evening program is full of surprises and fun. The staff make this a memorable evening with activities that may include art projects, stories, music and a snack. If dad is unavailable to attend, a grandparent, uncle or other special person in the preschooler's life is welcome.

Mother's Tea: The Mother's Tea has been a long-standing tradition here at Redeemer. The tea is held during class time in May and consists of a very special musical program, a delicious dessert and wonderful mementos for Mom. Be sure not to miss it.

Make A Joyful Noise: Once in the fall and once in the spring, our Pastors invite the preschoolers to sing at the Saturday 5:00 pm or the Sunday 9:06 am worship service. The congregation at Redeemer love to see and hear the preschoolers sing and share Jesus' love.

CHILDCARE SPECIFIC SECTION

Tuition Rates

Tuition for childcare will be based on the commitment to a minimum number of hours per week.

Pricing Tiers:

20 hours/week minimum.....\$4.50/hour (Minimum Tuition - \$90/week)

10 hours/week minimum.....\$5.00/hour (Minimum Tuition - \$50/week)

No weekly minimum.....\$6.00/hour

At the beginning of summer and once again in fall, families will be asked which tier they will commit to. **Once the tier has been chosen, the child's account will be charged for that minimum number of hours/week whether they attend that many or not.** Hours over the minimum will continue to be charged at that rate also. If a need arises to change the level at some point during the year you may speak with our office staff. (We will NOT change tiers on a weekly basis or for things like a family vacation.)

Exceptions to the minimum hours a week will be:

*Weeks in which holidays occur (during which we are not open)

*Vacation Days (of which each child receives 5 during the year)

*Snow days (days we have cancelled preschool) if a call is made by 8:00am

On these weeks, tuition minimums will be prorated. (For example, we are not open on Memorial Day so for that week a minimum of 16 hours will be charged if you are in the 20 hour/week tier.)

Discounts:

Redeemer members will receive a 5% tuition discount.

Families with 2 or more children enrolled in childcare will receive a 5% tuition discount.

**Only one discount will apply. This does not apply to "drop-in/late" care.*

Arrival & Pick-up:

Children may arrive no sooner than 10 minutes before their drop off time.

Children must be picked up by their scheduled end time.

Late Fees:

An \$8.00/hour rate will be assessed in the following cases.

*a child is checked in earlier than 10 minutes before their scheduled "start time"

*a child is checked out later than their scheduled "end time"

*a day needs to be added to the schedule after 6:00pm on Thursday

A \$1.00/minute rate will be assessed if a child is picked up after 6:00pm.

HOURS OF OPERATION

6:00 am – 6:00 pm, Monday-Friday, year round

HOLIDAYS THE CENTER IS CLOSED

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Wednesday, Thursday and Friday of Thanksgiving week, and the week of Christmas.

***We reserve the right to close on additional days due to low census or for maintenance.

Parents will be notified in advance on the decision to close.

INCLEMENT WEATHER

If at all possible, the childcare will remain open even when preschool is closed for a snow day.

In the event of extreme weather conditions, an announcement of closing will be given on

WLUC-TV 6 and by email or app notification.

If a child needs to be removed from care on a snow day, there will be no charge if there is a call to our office by 8:00am to let us know.

If a family needs to add care on a snow day, normal charges will apply (no late/drop in fee) if they call by 8:00am.

Daily Schedule

6:00 am	Center opens – developmentally appropriate activities; including language arts, music, science and free play time at centers
7:30 am	Last call for breakfast
9:00 am	Clean up classroom. Preschool children go to school.
9:15 am	Jesus Time (story, prayers, songs)
9:45 am	Morning Snack
10:00 am	Circle Time (story, activity, calendar, weather, etc.)
10:15 am	Centers (art, manipulative and math concepts)
10:45 am	Outdoor Play (Gym can be used if weather does not permit)
11:45 am	Lunch for afternoon preschool children
12:00 pm	Lunch for remaining children
1:00 pm	Rest/nap time, with quiet music
1:30 pm	Quiet activities at tables
2:45 pm	Afternoon Snack
3:00 pm	Developmentally appropriate activities
3:30 pm	Outdoor play time
4:00 pm	Free play/centers and organized activities
6:00 pm	Center closes

SNACKS & LUNCHESES

Nutritious snacks will be provided by childcare at approximately 9:45am and 2:45pm. Snack offerings are posted daily.

Breakfast will be provided upon request for children arriving by 7:30am. Each child will need to bring a cold lunch from home. The center is not licensed for heating up or preparing food brought from home. Lunches will be kept in the hallway on the child's hook. No sugary drinks please.

Scheduling/Payment Policies

1. The family will estimate hours at the time of admission and choose a tuition tier.
2. The family will schedule hours by **Thursday by 6:00 pm** for the following week. Schedules received after Thursday at 6:00 p.m. will incur the \$25 Late Schedule Fee. **Once hours are scheduled the family is responsible to pay for those hours**, whether or not the child attends.
3. Scheduling forms can be found at the check-in/out station or in the Child Care office. Schedules may also be called in at 228-9883, faxed to 228-8912, e-mailed to childcare@redeemermqt.org, submitted online at redeemermqt.org, or in the Child Care section of the Redeemer App.
4. Tuition is billed weekly at an hourly rate.
5. Tuition invoices for the previous week will be available to families on Monday. Payments are due on Friday of the billing week.
Please Note: Cash, Checks (Payable to **RLCC**) or Money Orders may be brought to the Child Care office or placed in the "Office" bin in the hallway. Payments may also be submitted through PayPal using the Redeemer App.

Child Care and Preschool tuition are separate, and must be paid with two separate payments.

6. A late fee of \$25 will be charged if payment is not received by Friday of the billing week; the child will be subject to discharge after one (1) week if payment is not received.
7. Once a child is discharged due to non-payment, the account must be paid in full before the child will be readmitted to the program. Once the fees have been paid and the child is readmitted, parents are required to pay for the hours they schedule at the time they schedule them.
8. A \$25 cash fee will be charged for any check returned for non-sufficient funds (NSF); only cash will be accepted to cover the current payment and the following two payments.

VACATION/SICK DAYS

Each child has 5 vacation/sick days available to be used during the year. If the child will not be attending on a day that they are scheduled, parents may inform the office before 8:00 a.m. to use one of their vacation/sick days and there will be no charge for that day. Parents may also choose to use a vacation/sick day if their child becomes ill at the center and needs to go home.