

REQUIREMENTS FOR ENROLLMENT

Prior to your child (ren) being enrolled for child care with R.A.W. Kidz Childcare Ministry, you will need to complete an enrollment package & checklist which covers requirements for enrollment. The package and non-refundable registration fee needs to be completed within 10 days business days prior to your child (ren) start date.

OUR PHILOSOPHY OF PRESCHOOL EDUCATION

R.A.W. Kidz Childcare Ministry believes children should have fun! After all, even the experts agree that preschool age children learn most through play. These carefree years are so short, and soon the children will be exposed to a much more structured form of learning. During the month, many activities take place which help promote basic skills (letter & number recognition, color & shape recognition, large motor skills, small motor skills, etc.). R.A.W. Kidz has a no tolerance rule regarding confidentiality. All communication and documentation will be kept confidential (***NO EXCEPTIONS***)

INDOOR PLAY

Indoor Play constitutes the majority of our play time (when the entire year is averaged). R.A.W. Kidz Childcare Ministry provide a variety of age-appropriate toys for your child to play with. Since the ages of the children may vary, all the toys are safe for even the youngest. It is preferred that no toys be brought from home, R.A.W. Kidz will not be responsible for toys from home that get broken or lost at our facility. The responsibility remains with the child and the parents.

OUTDOOR PLAY

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates we will spend time outdoors, as the weather permits.

NAPS

R.A.W. Kidz Childcare Ministry welcome parents anytime; however we do ask that parents use discretion regarding unscheduled visits during nap time. All children under the age of five are required by state law to have a rest time (and we haven't met one yet who doesn't need it!). R.A.W. Kidz Childcare Ministry will provide a safe, warm, quiet place for your child to rest. Children two and older will sleep on a cot. Children under the age of two will always be in a crib unless otherwise noted. Children who wake up before the rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children. We do not wake a sleeping child during naps; if they are sleeping we feel they need to sleep. Therefore R.A.W. Kidz Childcare Ministry ask that all visits be kept to a minimum during 1:00p.m. - 3:30 p.m. which is reserved for nap time.

CURRICULUM

R.A.W. Kidz Childcare Ministry incorporate preschool curriculum into our daily activities for fun and to prepare the older children for school.

HOURS OF OPERATION:

Monday thru Friday 6am – 6pm

No pick up after 1/2hr of closing authorities will be called per regulations of the state

It is important that arrival and departure times are punctual according to the agreed arranged time per your contract. If your child is not coming for the day, or will be attending late; please notify the center prior to or by 8:00am @ 214-980-9522. Late arrival does not justify late departure. R.A.W. Kidz provides a maximum of 9 hours service per day starting from the time your child arrive and sign in at the center for child care, any child care services after 9 hours the time you sign out your child for departure, you will occur and be charged additional fees. Any child(ren) left past the closing time without written notification after ½ hr. will be reported to authorities and child protective services per request of state law. Our facilities will make 2 attempts to notify you with information on file; after 2 attempts and no success the center will

notify the authorizes to remove child(ren) off premises. If information on file changes it is parent (s) responsibility to inform the facility in writing of any changes.

HOLIDAYS/CLOSING

Holidays are paid as part of benefits, these include: The following days are to be considered paid holidays **rates/fees do not change**. Child care services will not be provided on these holidays (see attached holiday schedule). If an extended illness or an unforeseen situation causes our facility to close other than the above mentioned, there will be no charges for those days.

You will be required to find alternate care for these days.

RATES/FEES

Full time weekly enrollment rate, per child \$ _____
Part time weekly enrollment rate, per child \$ _____
Saturday rate, per child \$ _____
Non- Enrollment daily rate, per child \$ _____
Daily late fee after 1min of closing **\$5.00**

Tuition for the week of care is due on the Friday prior to the next week childcare services are being provided. Late fee of **\$15.00** per week/invoice until the fee is paid.

Please remember that your tuition cover only the hours & days contracted. You may NOT add hours or days without prior approval. Any hours or days beyond your contracted times will be subject to additional fees to be paid.

An additional fee will be charged for Late Pick-ups and Overtime. If you bring your child in for care before their scheduled hours or pick them up after their scheduled hours, an overtime charge of \$5.00 will be applied to your account for every 5mins you are late. If your child is not picked up by their scheduled time or by close (Midnight) there is a \$5.00/per every 5 minutes charge that must be paid before your child returns to daycare.

SIGN IN/ SIGN OUT

R.A.W. Kidz Childcare Ministry require all children to be escorted into the facility to their educator upon arrival/departure and with a parent/guardian at all times (NO DROP OFFS OR INDIVIDUAL WALK INS or OUTS PERMITTED UNDER NO CIRCUMSTANCES). Each day upon arrival/departure, the parent is required to sign his/her child (ren) in/out, noting the time arrived and the time departed. A sign-in/out pad, pens, and a clock are all located by the door. This is to be followed by signing the child (ren) in/out when they leave. This gives our facility written documentation of the child's attendance, hours, and who brought/picked up the child.

Use of alcohol/tobacco/firearm/illegal substances is prohibited against R.A.W. Kidz Childcare Ministry facility. Absolutely no child (ren) will be released to any parent/guardian who may be under the influence, intoxicated, or impaired. R.A.W. Kidz Childcare Ministry will request parent/guardian be removed from premises without the child (ren) and request parent/guardian to arrange for someone else to pick up child (ren). ***(Additional arrangement must be made off the premises of R.A.W. Kidz Childcare Ministry and late fee will be assessed).***

PAYMENT PROCEDURES

You may pay by check, credit/debit card, money order, or CCDF. If any form of payment is returned/NSF we will notify you and will ask for your account to be brought current as soon as possible with an additional charge of \$50.00.

Daycare tuition/rates/fees are daily rates paid weekly, on Fridays no later than Monday prior to your child (ren) being cared for. NO EXCEPTIONS. You are required to pay the weekly tuition/rates/fees whenever the center is open, if you have your child scheduled for that day, whether or not the child is in attendance. This tuition/rate ensures that the child's spot is held for him/her.

If you do not pay by pick up on Friday/Monday prior to service being provided there will be a \$15.00 charge and no service will be rendered until late payments are paid in full.

A 14 day written notice or vacation request form regarding vacation time is required. If no notice or less than 14 days' notice is given, a full, weekly tuition/rate will be charged.

WE HAVE A STRICT NO PAY-NO PLAY POLICY.

R.A.W. Kidz Childcare Ministry will give you a 30 day notice of any changes in weekly tuition/rate or child care policies. At the end of each calendar year R.A.W. Kidz Childcare Ministry will provide you an itemized receipt, upon request.

TERMINATION OF CARE

You may terminate this contract by giving 30 day written notice. Payment for services is due for the notice period whether the child is brought to child care or not during this time. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for me to resort to legal action or contact CCDF to render payment or stop CCDF until tuition/rates are collected, the parent(s) will be responsible for all legal fees incurred on my part.

Immediate Termination: In the unlikely event that any of the following occur, **R.A.W. Kidz Childcare Ministry** reserves the right to immediately terminate this contract without refunding tuition/rates/fees: **WILLFUL DESTRUCTION OF PROPERTY, CHILD POSES A THREAT TO THE SAFETY & WELFARE OF OTHER CHILDREN IN CARE, HEALTH EXAM AND UP-TO-DATE IMMUNIZATIONS, ANY PHYSICAL/VERBAL ABUSE TOWARD CARETAKER/OWNER, FAMILY OR OTHER FAMILIES IN CARE, INSUFFICIENT FUNDS NOT PROMPTLY PAID AND REFUSAL TO FOLLOW POLICIES.**

RELEASING YOUR CHILD

R.A.W. Kidz Childcare Ministry's normal procedure is to release the child only to his or her parents or someone else the parents designate. If someone other than the parent is to pick the child up, please notify the center ahead of time. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person **is not** on that list, we must have written permission in advance to release your child.

One of the forms you are required to complete designates who may pick the child up if there is an emergency and you cannot contact the center. Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at the center door and stated, "I need to take Johnny with me." Those on the list should also be people the center may call in the event something happened and you did not show up to pick up your child.

Please inform your emergency contacts that if R.A.W. Kidz Childcare Ministry staff does not know them and the child is too young to recognize them ("Hi, Grandma!"), that we will ask for identification. We do not mean to offend anyone. This is simply a measure taken for the child's protection.

MEALS AND SNACKS

R.A.W. Kidz Childcare Ministry serves breakfast, lunch, dinner, and an afternoon snack as part of the program.

Times served:

Breakfast:	7:00 am – 8:45 am
Lunch:	12:00 pm – 1:00 pm
Afternoon snack:	3:30 pm - 4:00 pm

****Times are subject to change****

Breakfast is a bread product, fruit, and milk. **Lunch** consists of a meat, bread product, vegetable, fruit, and milk. **Dinner** consist of a meat, bread product, vegetable, fruit, and milk. Each **snack** includes food or drink from two of the above mentioned groups. Sweets may be included occasionally.

Please do not send snacks of candy with your child to day care unless prior approval has been given or you will be bring snacks for the whole daycare.

If your child is not here at these times, meals or snacks will not be given at unscheduled times so please be sure that they have eaten.

If your child has an allergy to a specific food, please let the staff know.

R.A.W. Kidz Childcare Ministry never forces a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

If you wish to provide snacks at your child's birthday or another time, that's great! If you let the staff know a day ahead of time, it helps.

DISCIPLINE

R.A.W. Kidz Childcare Ministry stresses two main patterns of behavior: respect for other people, and respect for property.

As a result we don't allow children to hit or shove other children or verbally abuse them.

We also stress that they treat material possessions (mine or theirs) with respect.

There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways.

We first remind them of the proper behavior. If the behavior is repeated, a "time out" chair is used.

The amount of time a child sits in "time out" varies according to his/her age. Most experts agree that one minute per year of age is the most effective length of time, but this amount could be extended under certain circumstances, we will talk to the child (by now he/she has calmed down) and try to explain why that behavior was inappropriate. We might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, and someone might get hit by the toy. If a child still has not calmed down or is really belligerent at this point we will separate him/her from the other children.

We may skip the "reminder" and go straight to "time out" if the offense involves hitting or otherwise physically abusing another child. If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from him/her for a period of several minutes up to the rest of the day.

If the whole group of children is engaged in this, the toy will be considered "closed" for a while.

For example, one day a child was caught throwing tools and climbing on the workbench. We reminded them that the workbench was not to be played with in this way, and they continued by turning it upside down and climbing on it that way. The workbench will be "closed" for the rest of the day, and the next day we hopefully have no problems with it. If a child continues to behave inappropriately, we will talk to the parent about it. Hopefully these types of behaviors are ones you want your child to adopt, too, so they will be reinforced at home. If that is the case, we shouldn't have any major problems!

Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, I will have the child help me clean up, if possible, not for punishment, but to help teach responsibility.

This statement sums up my policy: "Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, or verbal abuse, withholding or forcing food or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the request of the parent.

R.A.W. Kidz Childcare Ministry will treat your child, as responsible individuals, we feel it is important for the child to feel loved as well as disciplined. Please also understand that R.A.W. Kidz Childcare Ministry is

a mandated abuse reporter facility and if we suspect there is an abusive situation we are required by law to report it. We document all things that are out of the ordinary, either in daycare or out.

DAILY SCHEDULES

R.A.W. Kidz Childcare Ministry welcomes parents/guardian's communication, participation, and request in the development of the child (ren); suggestion and visits we feel with all above collaboration the child (ren) will enhance the ability of their learning skills. R.A.W. Kidz Childcare Ministry does ask to keep in mind that we are a learning facility, and if we could request scheduled visits that would eliminate distractions to our learning process.

Infants/Toddlers will not necessarily follow a set schedule. They are not capable of sitting still for circle time, may need a morning nap, etc. This is one reason our daily schedule is not "set in stone". Children develop differently, and activities will be done at their own pace. We will remain flexible throughout the day and adjust as the children's needs change. R.A.W. Kidz Childcare Ministry also focuses on giving our children adequate learning process therefore if at any time our staff to child ratio needs to adjust. We would accommodate by requesting temporary help from agency or arrange staff as needed to accommodate of our children's learning process.

TOILET TRAINING

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in our care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here at our facility, also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

When accidents are only happening once every other week, 5-ply training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

HEALTH POLICY/ILLNESS

R.A.W. Kidz Childcare Ministry's policy is that parent/guardian will be responsible and must keep their child (ren) health exam and immunizations up-to-date annually.

R.A.W. Kidz Childcare Ministry asks that you have a back-up (someone you can call if the facility is close or if your child is sick). If the facility is closed we will let you know as quickly as possible so that you can make other arrangements for your child. R.A.W. Kidz Childcare Ministry tries to call the night before, but sometimes that's impossible. If I wake up sick, R.A.W. Kidz Childcare Ministry usually will make contact around 4:30 a.m.

R.A.W. Kidz Childcare Ministry will not care for a child who is feverish. If he/she has thrown up or has had diarrhea within the last 24 hours please keep him/her home. If he/she has a green discharge from his/her nose he/she must be on an antibiotic for 24 hours before he/she can attend. If your child is not feeling well, do not give him/her Tylenol to mask his/her symptoms. If your child throws up the night before and seems fine the next day, he/she is more than likely still contagious to the others.

You must wait 24 hours. All the children use the same toilet and washroom and they often come in contact with the same toys. They are often very affectionate with each other and it is very difficult to keep a sick child from infecting everyone else.

Illnesses are defined as:

**Fever

**Conjunctivitis (pink eye) or "cold in the eye"

**Flu

**Unusual rash

**Severe cough

**Rapid breathing or labored breathing

**Severe cold

**Vomiting

**Yellowish skin or eyes

**Diarrhea

**Head lice

**Contagious illness of any sort which results in child being too ill to participate in daily activities.

R.A.W. Kidz Childcare Ministry will not accept the child for care if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him/her from the group and notify the parent or authorized adult to pick up the child.

Parents have **one hour** from time of notification to pick up the child.

The child may return 24 hours after a temperature has returned to normal, 24 hours after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic. If a child receives an antibiotic for an ear infection he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours.

The child is welcome when he/she has only a mild cold (e.g. runny nose or mild cough), but is able to participate in the day's activities.

MEDICATION

If your child is on medication and it needs to be administered while at day care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. I will also have a form for you to sign giving me permission to give the medication to your child. Medication will be administered at the time or with the meal you specify and a written record kept.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and staff will tell you how and when the injury occurred. R.A.W. Kidz Childcare Ministry is also required to log any injuries we observe on your child which have occurred outside of my care, and required by law to report any possible abuse situations.

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, we will transport your child to the nearest hospital via ambulance. Then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available.

In the event of a fire, we would evacuate the facility immediately (2 exits are available) and gather outside. This will be practiced monthly so the children are familiar with what to do.

SUBSIDIZED CHILDCARE PROGRAM (CCDF)

IF YOU BELONG TO THIS PROGRAM YOU ALREADY KNOW THAT YOU CHOOSE YOUR DAYCARE, YOU ALSO ARE RESPONSIBLE TO FILE ALL PAPERWORK NEEDED FOR APPROVAL AND FOR CONTINUING CARE.

YOU ARE RESPONSIBLE FOR THE REGISTRATION FEE, WHICH WILL NOT BE REFUNDABLE FOR THIS PROGRAM.

YOU PAY YOUR CO-PAY PLUS ANY DIFFERENCE BETWEEN WHAT CCDF PAYS AND R.A.W. KIDZ CHILDCARE MINISTRY CHARGES.

PAYMENTS FROM YOU ARE DUE ON FRIDAYS NO LATER THAN MONDAY FOR THE FOLLOWING WEEK, ACCORDING TO THE SCHEDULE OUTLINED IN THE HANDBOOK.

YOU ARE RESPONSIBLE FOR ANY LATE FEES OR LATE PICKUP CHARGES AS OUTLINED IN THE HANDBOOK. CCDF ONLY PAYS FOR ACTUAL TUTION. THEY WILL ONLY PAY FOR ONE SHIFT PER DAY, FIVE DAYS PER WK.

UNTIL I RECEIVE APPROVAL FROM CCDF THAT YOU ARE ON THE PROGRAM YOU WILL BE RESPONSIBLE TO PAY FULL TUITION AS OUTLINED IN CONTRACT.

IF YOUR APPROVAL ENDS AND YOU HAVE FAILED TO REAPPLY IN TIME FOR CONTINOUS COVERAGE YOU WILL BE RESPONSIBLE FOR FULL PAYMENT UNTIL I RECEIVE APPROVAL AGAIN.

CCDF GIVES YOU PLENTY OF TIME TO RENEW AND I WILL REMIND YOU ONCE- TWO WEEKS PRIOR TO YOUR EXPIRATION – IT IS YOUR RESPONSIBILTY TO BE SURE YOU DO WHAT YOU NEED TO DO.

FAILURE TO DO SO WILL RESULT IN IMMEDIATE TERMINATION.

YOU ARE RESPONSIBLE TO MAKE SURE ALL YOUR PAPERWORK IS IN ORDER AND FILED PROMPTLY SO THAT YOU WILL HAVE CONTINUOUS CARE.

YOU ARE EXPECTED TO PAY YOUR PART ON TIME ON FRIDAYS, SINCE R.A.W. KIDZ CHILDCARE MINISTRY IS ONLY RECEIVING PAYMENTS FROM CCDF BI-WEEKLY IT IS IMPORTANT THAT YOU ARE NOT LATE WITH YOUR PAYMENTS, A \$15 PER WEEK LATE FEE WILL BE APPLIED AND IF NOT PAID BY MONDAY AT PICK-UP YOUR CHILD WILL NOT BE ACCEPTED FOR CARE UNTIL PAYMENT IS RECEIVED AND CCDF WILL BE NOTIFIED.

R.A.W. KIDZ CHILDCARE MINISTRY HAS A NO PAY NO PLAY POLICY –WHICH WILL BE ENFORCED. NO EXCEPTIONS!

2019 Scheduled Holiday/Daycare Closings

New Year's Eve & New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day