

For Your Information

- Come on in - no need to knock when picking up or dropping off - (unless you are early or if you're not sure your child's been picked up or not).
- If doors locked, knock first. If no one comes ring the door bell.
- Remind child to take off shoes/coats at the door (Encourage child to do it for themselves if they are able)
- Adults please take off shoes if walking on carpeting (During inclement weather)
- Sign In/Out chart when dropping off or picking up.
- Call or come by anytime of the day to visit us (unless it might cause a major disruption or upset to your child)
- If I don't answer the phone I may be busy with the children. Leave a message and I will return your call.
- Payment is due Friday by 6:00pm (Payments after 6:00pm are considered late and will be assessed a late fee of \$2.50/day.)
- Call me if coming in late, absent or sick. (Out for 24 hours if fever, vomiting and/or diarrhea.)
- Please supply Kleenex and medication for cold/allergy symptoms. (Keep home if cold/cough is severe)
- Please notify by phone or writing if anyone else is supposed to pick up your child.
- I will send home an account statement at the end of each month for you to keep for your record of payments made.
- I recommend child care pre-tax benefit from employer if offered. (Saves you more than standard deduction on taxes.)
- Nutritious meals provided for breakfast, lunch and snack-overseen by Quality Care Services. (See contract for meal times.) Please leave unfinished food items in the car or at home.
- Notify me if any shots are given so I can update child's record
- I will notify you if supplies become low or child is in need of an item
- I will provide bedding for nap time (may bring one soft item to sleep with)
- I provide a toothbrush for each child.
- I do offer after-hour child care if needed when arrangements have been made. (See contract, pg 2, "After Hour Rates")