

BARNESVILLE CHILD DAY CARE CENTER

An equal opportunity employer

Revised August 2023

Contract Yearly renewal form
Please fill out the last 2 pages, sign and date it and return to center.

CONTRACT 2023-2024			
Infant Rates	Toddler Rates	Preschool Rates	Kids Stop Options School year: AM only; PM only; or AM/PM Non-school day charges & summer enrollment
\$220.00	\$205.00	\$190.00	AM only \$ 54.00 PM only \$ 69.00 AM/PM \$ 120.00 Non-school days \$ 32.00added Weekly summer rate: \$160.00 2 hour late/Cpt/early dismissal \$8.00 added

CONTRACT/TUITION

The Barnesville Child Day Care Center is a non-profit parent organization incorporated to provide child care services for children ages 6weeks-12 years of age. Operating hour are from 6:30AM to 6PM Monday through Friday. The budget which is determined by the Board of Directors each year strives to offer affordable rates, nutritional well balanced meals, up-keep of the building and grounds, room inventory and supplies along with offering competitive wages to retain staff.

WEEKLY RATES

Child services will be billed every two weeks. All families enrolled will be responsible for 52 weeks of service and all Accounts will be prepay. You must pay before next billing cycle comes out in 2 weeks. Your balance must be at 0. If after 30 days of past due we send to collections. The company is United Account Collections agency. If unable, please set up plan with Director. It is a violation to not be current in payment and services can be dropped.

MONTHLY FEE

The BCDCC charges a monthly fee of \$10 per child to all families/maximum \$20. This monthly fee helps to balance the budget due to the high cost of staff trainings mandated each year, the cost of applicant back ground studies, and to keep fund raising at a minimum.

LATE CHARGE FEE

The Barnesville Child Day Care late fee rate is a \$50.00 per child up front cost and \$4.00 per 10 minutes after that for arriving after 6pm. This charge will be added to your bill. This means having your child in your possession by 6pm.

	One child	2 children	3 children	4 children
6pm- 6:10	\$ 4.00	\$ 8.00	\$ 12.00	\$ 16.00
6:10-6:20	8.00	16.00	24.00	32.00
6:20-6:30	12.00	24.00	48.00	48.00

TUITION CONTRACT CHANGES

A new contract must be filled out every August. A two week WRITTEN Notice needs to be turned in, signed and dated, by Parent/Guardians when you plan to discontinue the services of The center. If no WRITTEN notice is given you are responsible for the payment of two weeks tuition fee and your Tuition balance is due on your last day.

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DEPOSIT/LAPSE IN SERVICE

A deposit of \$200.00 per family will be required to reserve a spot for your child/children. The \$200.00 deposit is not refundable and will hold spot for 6 weeks, after six weeks you will be required to pay half of the tuition for the purpose of holding an opening in a particular department. Whenever there is a lapse in service, you must continue to pay the monthly fee plus half of your child tuition per week to hold your spot. (Infants-\$110.00, toddlers-\$102.50, preschool-\$95.00, school age \$80.00).

BILLING

Billing is computed on a flat weekly rate every two weeks for 52 weeks.

All families will be required to prepay for services.

The number of days referred to include all holidays, not just workdays. If tuition is not paid you are in violation of the contract and services can be terminated.

All notices are placed in the family-billing pocket. It is the sole responsibility of the family to retrieve this information. Typically, no mailings or telephone calls will be made to the family.

Overdue policy/termination:

- Tuition charges must be prepaid in full before next billing cycle in 2 weeks
- In lieu of any late charges termination may occur for overdue accounts.
- All overdue accounts may be turned over for collection.

VARIANCE

- The Center reserves the right to grant a variance regarding tuition policies if special circumstances exist. The family is solely responsible to request the special circumstances variance. The Administration and, if requested, the family will be responsible to present the special circumstance to the Board of Directors. It is the sole responsibility of the Board of Directors to issue special circumstance variances.

E-MAIL MESSAGES

We will use this format for quick messages to up-date you of current events. This is not for daily messages or a way to stay in touch. There is no specific office time scheduled do not use this format to send messages. The phone, written messages or direct contact is the best way to communicate. Do not call or text staff on their cell phones, All communication is to be done on the center phone. There is to be no snap chat, pictures, text or emails shared between staff and parents. You can also chose to reach out for non-emergency questions on Procure.

REGISTRATION INFORMATION FORMS

Prior to admission of the enrolled child all enrollment forms must be returned (except the Physical Examination Form, which must be returned 30 days from enrollment date) We must have forms before child starts. When need **at least 2 weeks** prior to start date to look over information

Immunization Form- this must be completed and returned to the BCDCC prior to admission of the child for day care services

Physical Examination Form-this must be completed including the signature of the physician and returned within 30 days of admission; permission slips for over the counter OTC's must be discussed with your physician. For special needs or dietary changes we need written doctor's statements.

Infants and Toddlers ONLY: Disposable diapers, wipes, diaper rash and other ointments or medication for each child (must have written permission from physician)

Infants ONLY: The Center will provide Marks Member Advandage (Wal-Mart or Sam's) brand of formula.

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POLICIES

ARRIVAL TIME

The State of Minnesota requires that we keep the staff to child ratios accurate. It is imperative that **you let us know what time you will be arriving each day** so that we can staff appropriately.

Please let us know when you are in the building: all children must be presented to a staff person.

Infants must be taken out of car seats.

Parents need to let staff know when they pick up child to go home, acknowledge staff in your child's room.

If your children are sick or just not coming on a day please call and let the staff know.

When transitioning to Preschool room. We do require your child be potty trained. We do not have to capabilities to change diapers properly in that area.

PICK-UP NOTIFICATION

If someone else is picking up your child make a note on the ProCare and inform staff.

FOBS/CARDS (non-refundable \$10 fee)

The fobs and cards are for parents/guardians only. All others must use the doorbell. Inform all guests that are picking up your child that they must have proper identification (such as drivers license) and they must stay in the entry way unless permission is given to enter the classrooms. There will be a \$35 replacement fee for lost fobs.

COMMUNICATION/CONFERENCES

You may request and schedule a conference with your child's teacher at any time.

DAILY communication: Parents of infants and toddlers need to update the staff on the daily sheets upon arrival. Notes should include medication needs, "had a bad night", injuries, put in ProCare message etc.

Parents of preschoolers and school-age are to inform staff directly of any concerns; it is best to put all requests or concerns in writing. Ex: my child needs a "good nap" today" or "my child is being picked up by someone else today"

Writing these notes out help us to make sure all staff working that day have access to current information. Post notes on ProCare and or on preschool classroom bulletin board. By signing contract you are aware Procare will take pictures of child(s) in classroom and during activities.

We do love to visit with you; however remember our main FOCUS is the children. You may call and schedule a conference whenever you have any questions, concerns or want an update on your child's progress.

CLASSROOM SCHEDULES/DISPLAYS

Schedules are posted in each class room. Infant schedules are individualized. Each classroom has wonderful art work and current lesson plans displayed. Check it out!

BAD WEATHER CLOSING

We will close when the Director and Assistant Director find that it is unsafe for staff, children, and parents to be out on the highways. We will notify you of closings on the ProCare. It is your responsibility to make sure you have the app.

We will allow plenty of time for you to pick up or make arrangements for someone else to pick up your children. You will need to call and let staff know if someone other than you will be picking up your children

DISCIPLINE/DISMISAL

In most cases dismissal is due to non-payment of tuition. If behavioral issues are the reason for dismissal we will follow our protocol. (See discipline policy) It is the policy of the Center to work with all parties involved to resolve any issues constructively and will use dismissal as a last resort.

SICK CHILD POLICY

All children need to be out 24 hours symptom and fever free without any medications before returning back tare.

***notice: When there is an outbreak (ex: flu, outbreaks of chicken pox, etc.) it may be necessary to close down departments to prevent further contamination or to meet staff-child ratios. WE WILL KEEP YOU POSTED!!!**

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KEEP US INFORMED! Updates of immunization, permission slips, medical information, and any changes in emergency numbers, places of employment, cell phone numbers, e-mail address, etc.

Pandemic/Epidemic/Natural Disaster Policy

We have developed and implemented a CO-VID-19 Preparedness Plan which is available to you upon request. This policy is to protect our families and our staff in any given situation. We have the best intentions on keeping everyone healthy and safe. We, like any other business, have stable costs that do not change in the event of closures/shutdowns or stay at home orders.

When anyone of these occur, this will be our stance and action

- We will follow all government and/or CDC regulations as we see fit
- We will meet with the board before any final decision is made whether it be by phone, email or meeting

Once decision is made, all staff and parents will be informed on remind. Here is what will be included in the notification:

- Length of shut down, if shut down for all families, when we may reopen, or next meeting to revisit the shutdown, payment or half payment, list of staff willing to watch kids if necessary, -if parents would like resources
- or some work for your preschool child to maintain normalcy our teachers will put a packet together.

Upon reopening

- We may decide to open to essential staff, or those who are still having to leave home to work (upon receiving letter from employer). We may also want to limit exposure and change hours to cut back on staff exposure (or there of staff wanting to work). We may also have to follow CDC regulations of numbers of groups they allow and start with just essential staff to see what room we have left to staff within guidelines.
 - We may also put in place a different way to drop off children such as meet at the door, check temp or review their child's evening with parent.
 - If child becomes sick at center parents will be called immediately and have 1 hour to pick up child. We ask parents to have a plan in place if you are unable to make it within that hour. We will do our best to separate child till parent arrives. They may be asked to stay out of center for extended period of time.
- If anyone in your family is exposed and tested positive to the co-vid 19 virus we ask that you and your family isolate for 14 days. If anyone in your family has been exposed and tested negative we require a 7 day isolation period. You will be charged your full tuition rate during this time.

MARK THESE DATES ON YOUR CALENDAR Daycare will be closed these following days

2023	2024
September 4th and 25th	January 1st
October MEA that Friday 20th	February 19th
November 23rd and 24th	March 29th
December 25th	April 19th
	May 27th
	June 21st
	July 4th and 5th
	August 23rd(Potato Days)

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DAYCARE PHOTO RELEASE FORM

I, _____, the parent of a child/children at _____
(Hereinafter known as the "Daycare), agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at the Daycare during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

The child(ren) are known as: _____.

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the Daycare's services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature _____ Date _____

Relationship To Child _____



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