

**L.O.V.E. Christian Childcare**

Little - Ones - Valued - Everyday

**Our Mission:**

To grow as a community of believers by working with children and their families to show the importance of loving and valuing each other every day. Striving towards acceptance of all while understanding differences and diversity in the world we live. Together with our staff and families it is our mission to create a family atmosphere that will grow in strength as we build and learn from each other.

**What we believe:**

We believe in providing a love filled, nurturing environment that children as well as their families, will feel welcome safe and happy. We believe that providing a Christian based educational program will help us reach that goal. We believe that all persons are valuable children of God. Our desire is to honor and emulate that as best we can, with our families, as well as staff and others, that support our mission.

**Little**: Committed to being aware of every detail - no matter how **Little**

**Ones**: Committed to being aware of every **One's** needs in all areas of growth and development

**Valued**: Committed to value each child and family, understanding that all are of great value to God

**Everyday**: Committed, Every **day,** to encourage authenticity, excellence, acceptance, compassion, respect, thankfulness, forgiveness, honesty, faith, hope, joy and L.O.V.E.

Contact Information:

Judy Hart

651-414-9756

Crossroads church office

5590 Babcock Trail, IGH, MN

Crossroads Church

Website: [www.crossroadschurch.org](http://www.crossroadschurch.org)

And now these three remain: faith, hope and love. But the greatest of these is **love.**

1 Corinthians 13:13



**Our Programs:**

Preschool Care:

34 Months - 5 Years (Must be potty trained)

We will offer a variety of age appropriate programs developed to meet the needs of each child at their individual level of development from early learning to Kindergarten Readiness. The programs will all enhance many areas of development, including but not limited to, emotional, social, physical, and cognitive. Children will have opportunities to learn and explore independently, as well as with teacher led activities. Our goal is for your child to gain confidence, understanding of self, social interactive skills, and the academic skills to enter Kindergarten. Our Curriculum will include Christian based age appropriate activities and lessons. There will also be activities that families will be encouraged to bring home and share with their child. All together with our staff, families and children, our goal is to provide a preschool program that reinforces our mission of Little Ones Valued Everyday.

**Full days 6:30am - 6:00 pm Tuition rates**

(over 5 hours)

5 $250

4 $235

3 $200

2 $160

1 $100



**Our Programs:**

**School Age**

Students will participate in teacher led activities and opportunities to interact with other children through free play. Our goal is to create an environment that encourages creativity, fellowship, teamwork, sportsmanship, and developing an understanding of Christian values. Our curriculum will include Christian based age appropriate activities and lessons.

We will provide full daycare for children out of school and for summer, with programs designed to fill their days with fun learning activities. Children will be encouraged and helped to review skills that they mastered during the school year, while challenging them to learn new things as well. Our goal is to support your child’s education and celebrate with them along the way. By providing a fun summer program focused on reading, writing, mathematics, science, emotional development, technology, and creative projects. Our summer will also be filled with events, sports, arts and crafts, and more.

We also offer before/after school care, as well as care on days schools are closed.

**Before and After School Care**

$150 per week

**Before School Care**

$15 per day

**After School Care**

$15 per day

**School Closings (holidays and scheduled days off)**

$55 per day

**Summer Rates full time**

4-5 days $235

Daily rate $ 65



**Our Admission process:**

We realize that selecting a childcare program for your child is a very important decision. Our goal is to help reduce any stress by offering a simple process. We are also available to assist you along the way to ensure that your family’s needs are met.

Step 1

Contact L.O.V.E. Christian Childcare to schedule a tour. We encourage you to select a time that is convenient - either during our business hours or before or after. If you choose to tour during business hours you will have the opportunity to meet staff, see the children in action and observe the classrooms. We find that some families like to schedule a second tour at an alternative time, and we encourage that as well. We always want you to feel welcome. To schedule a tour, please call 651-414-9756 and ask for Judy Hart

Step 2

Complete our **Pre-Registration Form**. You may bring it with you at the time of your scheduled tour or mail it to us.

Step 3

L.O.V.E. Christian Childcare Requires a one-time non-refundable registration fee of $65.00 per family for childcare services of all kinds. The fee may be paid at the time of your tour or afterwards. Please submit your fee along with the **Pre-Registration** form together. Our mailing address is:

L.O.V.E Christian Childcare

5590 Babcock Trail

IGH, MN 55077

Step 4

Please feel free to contact us at any time during the registration process. We look forward to partnering with you and are excited to have you and your family join ours. We realize that this is an important time in your child’s life as well as your entire families. We are here to help and support you all with answers to questions and or any concerns. Thank you for considering us for your child’s new daycare home.



**Ready to Enroll?** Once we have received your **Pre-Registration** form and registration fee, you will receive a **Welcome Letter** and a **confirmation** of your child’s start date. As well as all the forms that are required to be on file at L.O.V.E. Christian Childcare before your child’s first day.



**L.O.V.E Christian Childcare**

**Little - Ones - Valued- Everyday**

Registration Form

L.O.V.E Christian Childcare has a one-time non refundable registration fee of $65.00 for child care services of any kind- per family. Once the registration fee has been paid and the Pre-Registration form is complete, you will receive the enrollment paperwork required to be on file at the L.O.V.E. C.C. and a copy of the parent handbook.

Date of Registration: \_\_\_\_\_\_\_\_\_\_\_

Requested first day of Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD INFORMATION

Child’s Full Name (FIRST, MIDDLE, LAST) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Primary language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Primary Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child attend school? Yes \_\_\_\_ No \_\_\_\_

School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Transportation provided by: Elementary School \_\_\_\_\_\_ Parent \_\_\_\_\_\_\_

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENROLLMENT SCHEDULE

It is required for all children enrolled to have a set schedule. Below is a definition of different available schedules

**Full Time:** Full time enrollment is considered 5 days of care each week, and reserves a spot for your child during all hours of operation.

**Part Time:** Part time enrollment allows your child to attend full days, less than 5 days a week. If you choose a part time schedule, we require that you commit to a weekly schedule so that we may arrange for adequate staffing and supplies. If your child is ill or a holiday falls on one of their scheduled days, tuition will **not** be discounted. Your child may attend an additional or alternate day **when or if** available, however, you will be charged for the day(s). Days can **NOT** be switched out or traded.  **L.O.V.E. Christian Childcare desires part time schedules to consist of 3-4 days a week, however, will provide families with 1 to 2 day schedules until a classroom can no longer accommodate it.** At that time, you will be given the option of enrolling your child for additional days.

**Overtime:** All children requiring care more than 10.5 hours per day will be charged an Overtime Rate of an additional $7.00 each day exceeding 10.5 hours. These days must be set and scheduled for the year otherwise LATE fees will apply, refer to late fee charges rate.

**PLEASE CHECK THE PROGRAM AS WELL AS CIRCLE ALL DAYS YOU ARE REGISTERING FOR.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Preschool | M | T | W | TH | F |
|  | Before School | M | T | W | TH | F |
|  | After School | M | T | W | TH | F |
|  | Overtime Care | M | T | W | TH | F |

ALL SCHEDULE CHANGES MUST BE MADE IN WRITING AND SUBMITTED WITH A 2 WEEK NOTICE BEFORE THEY CAN GO INTO EFFECT, WHEN AVAILABLE. DUE TO OUR CAPACITY AND STATE RATIO THERE MAY BE A DELAY IN ACQUIRING YOUR DESIRED SCHEDULE.

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ENROLLMENT AGREEMENT DATE: \_\_\_\_\_\_\_\_\_\_\_\_

Please complete this Enrollment Agreement, as this information is necessary to comply with the state child care licensing regulations, in addition to, supplying L.O.V.E Christian Childcare with information that will allow us to offer individual and quality care for your child.

CHILD INFORMATION

Child’s Full Name (FIRST, MIDDLE, LAST) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Primary Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parents Primary Language:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child attend school? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Elementary School: School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_\_\_\_\_\_\_

School address: School transportation provided by: Elementary School \_\_\_\_\_\_\_Parent \_\_\_\_\_\_

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PLEASE CHECK THE PROGRAM AS WELL AS CIRCLE All THE DAYS YOU ARE REGISTERING FOR.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Preschool | M | T | W | TH | F |
|  | Before School | M | T | W | TH | F |
|  | After School | M | T | W | TH | F |
|  | Overtime Care | M | T | W | TH | F |

Please check the program, as well as, circle days you are registering for. Preschool M T W TH F Before School M T W TH F After School M T W TH F Overtime Care M T W TH F \*All schedule changes must be made in writing with a two week notice before they can go into effect, when available. Due to our capacity and state ratios there may be a delay in acquiring your desired schedule.

 PARENT/GUARDIAN INFORMATION

\*\*\*Please star best form of communication

|  |  |  |
| --- | --- | --- |
|  | Father | Mother |
| Name |  |  |
| Street Address |  |  |
| City, State, Zip |  |  |
| Cell Service Provider(Rqd to rec text) |  |  |
| Cell phone # |  |  |
| Work phone # |  |  |
| Home Phone # |  |  |
| Employer |  |  |
| Employer Address |  |  |
| Email Address |  |  |

 EMERGENCY CONTACTS - MUST PROVIDE (AUTHORIZED TO PICK UP CHILD) 2

|  |  |  |
| --- | --- | --- |
|  | Emergency Contact 1 | Emergency Contact 2 |
| Name |  |  |
| Street Address |  |  |
| City, State, Zip |  |  |
| Cell Service Provider (Rqd to rec text) |  |  |
| Cell phone # |  |  |
| Work phone # |  |  |
| Home Phone # |  |  |
| Employer |  |  |
| Employer Address |  |  |
| Email Address |  |  |

You listed two individuals (other than parents) who are authorized to pick up your child. L.O.V.E. Christian Childcare will only release your child to adults you designated as authorized. It is our policy to check photo ID when anyone other than the parent/guardian is picking up. You must contact L.O.V.E Christian Childcare and give verbal permission for anyone other than the adults listed to pick up your child. In addition, they will need the confidential password listed below.

**Confidential Password of your choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

GENERAL HISTORY

1. Has your child had any previous child care experience? If yes, please list previous locations of care. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What are your child’s favorite toys? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Special interests of your child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. How do you comfort your child, please specify e.g.with a special blanket \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Please circle the behaviors you find most applicable for your child, in addition to any other comments you have on your child’s behavior.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cheerful | Quiet | Active | Calm | Often Shy | Group Leader |
| Physical | Outgoing | Independent | Observant | Helpful | Curious |
| Adventurous | Brave |  |  |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. List any fears your child has, and how they typically express their fear. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Is there any other information regarding your child you think would be beneficial for the teachers to know that will assist in providing quality, loving, and individual care? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAILY ROUTINES – PRESCHOOLERS

Does your child have a security item (blanket/stuffed animal) they need to sleep?

What is your child’s current sleeping schedule?

Night Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PM Nap:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOILETING

Does your child have constipation problems? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your Child require help in bathroom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

L.O.V.E Christian Childcare will provide wipes (if needed) ointments must be brought from home. If pull Ups are used at Nap time (ONLY) parent is responsible to provide.

ADDITIONAL COMMENTS

We strive to offer the best care possible for each child. Please add any additional comments regarding your child that you feel are beneficial for us to know. This will allow us to offer individual care that your child deserves and needs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALLERGIES & ASTHMA

L.O.V.E. Christian Childcare is a nut free environment.

Does your child have allergies? YES NO

If so, please check all that apply.

Food \_\_\_\_\_\_

Environmental \_\_\_\_\_\_\_\_\_\_

Special food accommodations as determined by a physician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your child has allergies, please fill out the Emergency Care Plan and any prescription/non- prescription forms.

Does your child have asthma? (Please Circle one )  **YES NO**

If your child has asthma, please fill out the Asthma Individual Child Care Plan Form.

MEDICAL PROVIDERS AND HEALTH INSURANCE INFORMATION

L.O.V.E Christian Childcare will refer to the Emergency Contact Information, in case of an emergency. Parents are notified as soon as possible if illness or an emergency requires immediate medical attention. In an emergency situation, 911 is contacted immediately, and then we contact the family. We will use the insurance information provided on the form.

|  |  |  |  |
| --- | --- | --- | --- |
| In case of emergency | Doctors name | Address | Phone number |
| Medical |  |  |  |
| Dental |  |  |  |

MEDICAL POLICIES

Prior to enrollment, you must provide the center with updated medical and immunization information for your child. This information must be updated when your child enters a new program (preschool to school age, etc.). Children may not attend without appropriate medical records. You must promptly provide L.O.V.E Christian Childcare with any information regarding illnesses, allergies, or special needs that may require specific care.

If your child becomes ill while at the center, you must pick up your child within one hour of us notifying you.

If your child is diagnosed with a reportable contagious disease, your child may not return to the center until they are no longer contagious. In some cases, a form will need to be filled out by your child’s physician before they can return.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

**Your child will be excluded from the center if he or she:**

1) Has a temperature over 100 degrees. Your child will need to stay home until they are fever free for 24 hours without the aid of fever reducing medication

2) Has vomited. Your child will need to stay home for 24 hours after they have thrown up last

3) Has contagious pink eye, or drainage from the eye

4) Has an undiagnosed rash. A child may return to daycare with a physician’s note stating they are not contagious

5) Has more than 2 loose stools since admission

6) Has lice, ringworm, or scabies that is untreated

7) Is experiencing significant respiratory distress

8) Has a bacterial infection such as impetigo or strep, and has not completed 24 hours of antibiotics

9) Is not able to participate in the child care program activities

10) Requires more care than the staff can provide without compromising the health and safety of the other children.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

FEES AND CHARGES

1) Registration Fee: L.O.V.E Christian Childcare has a one-time non-refundable registration fee of $65 per family.

2) Deposit: Before your child is admitted into L.O.V.E Christian Childcare, or to hold a future spot, a deposit must be paid. This fee is equal to one week of child care. This fee will be credited to your last week’s tuition when you decide to depart from L.O.V.E. The deposit will not be returned if a two-week written notice is not given or if your child never attended L.O.V.E Christian Childcare.

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3) Late Pick - Up Fee: Late fees apply to all children remaining after 6pm or 10.5 hours and to sick children, 1 hour after parents have been called. The Late Fee is a charge of $15.00 per child for the first 10 minutes and a $1 per minute thereafter, unless it is prearranged. When prearranged the fee will be $5.00 for the first 10 minutes and a $1 per minute thereafter. This fee covers L.O.V.E. Christian Childcare costs for providing care after 6pm and the additional staff needed when a sick child is isolated from the group.

4) Late Payment Fee: For each day tuition is late, your child’s account will be charged $10, unless prior arrangements have been made with the director.

5) Key Fobs: Each family will receive a key fob upon enrollment. A fee of $20 will be charged for each additional or lost card. Security is a top priority at L.O.V.E. Christian Childcare. Families will also have a number code for access during daycare hours of operation.

6) Holding Fee & Deposit: We require an additional two-week deposit if you wish for us to hold your spot. A holding fee, equivalent to ¼ of the regular tuition will be applied each week you are away. The deposit will be credited to your account on the 5th week upon your return. We reserve the right to refuse to hold a spot.

7) Overtime Rate: All children requiring care an excess of 10.5 hours per day will be charged an overtime rate of an additional $7.00 each day exceeding 10.5 hours. To receive the Overtime rate schedules must be prearranged and fixed or Late Pick-Up Fees apply.

TUITION POLICIES

All families must have an Automatic Payment Form completed and on file. Tuition is due Monday for the current week of care. For last minute drop-ins, your account will be charged the additional fees the following week if payments for the current week have already been processed. If you are unable to provide the required information; other payment arrangements must be made with the director prior to the beginning of the program.

Daycare fees will be adjusted on an annual basis. This adjustment will be effective each September.

L.O.V.E. Christian Childcare’s’ budget is based on scheduled enrollment, therefore we will not issue a refund on tuition if your child is absent.

The payment fee shall be $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per week.

Care shall be provided normally from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_.

Payment shall be due on Monday for the current week.

Deposit received: Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_.

If L.O.V.E Christian Childcare fails to receive your tuition payment for two consecutive weeks, your child’s enrollment will be immediately terminated and L.O.V.E Christian Childcare will pursue collection remedies for all unpaid tuition, associated costs, disbursements, and attorney fees. To provide the greatest care for children and staff, we must budget for everyday costs. If your child is enrolled on a part-time schedule, and his/her normal day of attendance should fall on a legal holiday, regular payment is still required.

If a major holiday falls on a Saturday, L.O.V.E. CC will be closed the preceding Friday.

For holidays that fall on Sunday, L.O.V.E CC will be closed the following Monday.

L.O.V.E. Christian Childcare observes holiday hours, open 8-5 one week per year for Christmas. Exact dates will be posted yearly in the Newsletter.

The following are paid holidays and staff development days:

Observed Holidays:

1) New Year’s Day

2) Memorial Day

3) July 4th

4) Labor Day

5) Thanksgiving

6) Friday after Thanksgiving

7) Christmas Eve

8) Christmas

Staff Development Days:

1) Good Friday

2) Provider Appreciation Day (Friday before Mother’s Day)

3) Columbus Day

I have read, understand, and agree to all the tuition policies and paid L.O.V.E Christian Childcare closings above.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

OTHER TERMS

1) L.O.V.E. Christian Childcare programs and policies are scheduled to change.

2) I understand and agree to notify the center by 10am when my child is absent.

3) I understand that copies of the Parent, Staff handbooks, training policies are available upon request and available on the website for review. The lesson plans are also available and will be posted on the family communication board on site.

4) I agree to let L.O.V.E Christian Childcare communicate with me by phone, email, or written communication. Please note the best form of communication in Parent/Guardian Information section. (Text is also an option)

5) L.O.V. E Christian Childcare may terminate this contract without prior notice if we believe it is in the best interest of the child, or L.O.V.E. Christian Childcare.

I have read and agree to all the terms listed above.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE DATE AUTHORIZATIONS

1) I authorize L.O.V.E Christian Childcare to transport my child to and from field trips and educational outings. I understand that for each field trip, L.O.V.E Christian Childcare will send home a field trip authorization form that I will need to sign in advance of the scheduled activity.

2) I authorize L.O.V.E. Christian Childcare to take my child on walks within the local area.

3) I authorize L.O.V.E Christian Childcare to photograph and videotape my child during program activities and field trips. Those pictures will be displayed inside of L.O.V.E Christian Childcare, posted on L.O.V.E Christian Childcare’s Facebook page, placed in newsletters, website, etc.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

4) I understand that L.O.V.E. Christian Childcare’s Health Consultant has access to my child’s file during monthly center visits.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

 PARENT/GUARDIAN SIGNATURE DATE TERMINATION AGREEMENT

This contract may be terminated by either parent/guardian or provider by giving AT LEAST a two-week written notice in advanced to the ending date. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. SIGNATURES By signing this contract, parent(s)/guardian(s) agree to abide by the written policies of L.O.V.E. Christian Childcare. L.O.V.E. Christian Childcare may amend the policies by giving the parent(s)/guardian(s) a copy of the new or changed policies at least four weeks before they go into effect.

JUDY HART (Director)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

PARENT/ LEGAL GUARDIAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/LEGAL GUARDIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_