

*Charges for Service*

As stated above New Day Children's Center will make every effort to remain open for service, however, in the event that hazardous conditions make it impossible to remain open, we must request regular payment so that we can pay our staff. If for some reason the center must remain closed for an extended period of time you will not be charged for more than two days in a consecutive five day period.

**Late Pick-up**

Closing time at the center is 5:30 p.m. As stated in our current financial policy there will be an additional charge of \$5.00 for every 15 minutes after the 5:30 p.m. pick-up. If your child is not picked up by 5:30 p.m., your child will be taken to the office, and your account will be billed accordingly. Consistent offenders may be asked to remove their child from the program.

### *Security System*

Each family will be required to purchase one security card so that you can enter the building without buzzing the office. If you would like to purchase additional cards at \$10.00 each for other people on your pick-up list, please fill out the request form accordingly. If you lose your pass card, you will need to buy a replacement card at the cost of \$10.00 per card. If you *regularly* have someone else drop off or pick up your child, both of you will be required to have a pass card.

Keep in mind that it is difficult and distracting for the office staff to answer the buzzer for parents who do not bring their pass card to let themselves in the building. We understand that you occasionally forget your pass card but if we have to buzz you in more than twice a week, we will issue you a new card and charge your account \$10.00.

Please be advised that when you disenroll your child, you are required to return all cards that you have purchased. If you fail to do so, your account will be billed \$10.00 per card. If you return the cards that you purchased at \$10.00 each, we will credit your account or balance due or issue you a check for \$5.00 for each card returned.

**Emergency Evacuation Plan**

Upon discovery of an occurrence requiring evacuation of the children from the center, the fire alarm in the center will ring and the teachers will evacuate the children to one of the following locations.

\*Immaculate Heart Primary Gymnasium, at Parker Street Entrance

\*Olympic Apartments on Franklin Street, next to Pine Cleaners

The Director or other responsible person will call you to come and pick-up your child as soon as the children are settled and accounted for at one of the above safe locations.

*\* Children will be required to wear shoes during naptime so that their feet will be protected during the event of an emergency evacuation \**

*Please be sure your blue card information is accurate and up-to-date, since these are the numbers we would use to contact you in case of an emergency.*

*If you change jobs or cell phone numbers, please be sure to notify the office so we can update our records accordingly.*

## HEALTH CARE POLICY

At New Day Children's Center we provide care for **healthy children**. It is our responsibility to make every effort to stop the spread of illness. In order to give your child the quality care he or she deserves we have developed a policy which helps our center to stop the spread of illness while working closely with families. We believe that a policy such as this is in the best interest of the children, families, and staff at our center.

Medical Statements must be completed by a physician, physician's assistant or nurse practitioner prior to the child's first day of enrollment. The Physician must indicate that the child is up to date on his/her immunizations and free from contagious disease. Children will not be allowed to begin care until the form is complete.

\*Hand washing is the number one way to prevent the spread of germs. All children must wash their hands upon arrival to the center!\*

### *Why should I keep my child from coming to the center?*

Experience has taught us that children who are ill may not only spread illness to others, but may also have a difficult time keeping up with the daily routine. A child who is sick may be overly tired or may be responding to medication. Although we work very hard at meeting the needs of all of the children in our care, a sick child may also require more one on one care than we are able to provide in a group setting.

If your child develops symptoms while he or she is in our care we will use good judgment and past experience to assess whether or not your child should be sent home. If we feel that your child is not feeling well enough to participate in the program or may have a contagious illness you will be contacted and asked to pick up your child.

### *What does the child care center do to help prevent illness in children?*

Children who enter child care for the first time become ill more often than children who are cared for at home or by one person alone. This is because children can spread illness quickly by putting things in their mouths and touching toys and objects without washing their hands. Although toys are cleaned daily there is a much greater chance of children coming in contact with germs because several children are using toys and objects in the classroom. Often, children who become ill several times when beginning care will become ill less frequently as they grow older. This is because their bodies build up a natural immunity to illness by being exposed