

St. Paul's Little Lambs
Child Development Center

Parent Handbook

2018-2019



Christ's Love Compels Me

2 Corinthians 5:14-15

St. Paul's Little Lambs
Child Development
Center

Director
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"We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done.

Psalm 78:4

"Train up a child in the way he should go and when he is old he will not depart from it."

Proverbs 22:6

"Bring them up in the discipline and instruction of the Lord."

Ephesians 6:4

Notes and Reminders:

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Forward, Affiliation, Why a Christian Center?

Forward

The leadership of St. Paul's Little Lambs has compiled this handbook to help parents better understand the program offered at Little Lambs Child Development Center. We wish to acquaint you with our philosophy, objectives, and to inform you of our daily schedule and practice.

Affiliation

St. Paul's Little Lambs Child Development Center is affiliated with St. Paul's Lutheran Church and School. We are also a member of the Wisconsin Evangelical Lutheran Synod and are in full agreement with their teachings.



Why a Christian Center?

We believe the church has an obligation to provide for young children the opportunity to learn the basic Christian truths. We believe that the church has an obligation to offer its services and facilities to young children in our church, our sister congregations and our community.

Notes and Reminders

Important Phone Numbers

Church and School

311 14th Ave S.

Phone: (715) 421-3634 Fax: (715) 421-3643

Email:

Church: churchoffice@stpaulswr.org

School: school@stpaulswr.org

Little Lambs: littlelambs@stpaulswr.org

Faculty

Principal John Melso 262-349-7058

Email: principal@stpaulswr.org

Grades 7-8 Randall Pahl 715-421-3796

Grades 5-6 John Quint 715-712-0016

Grades 1-2 Karen Obsuszt 715-459-8960

Kindergarten Rachel Haugley

Preschool Carole Melso 262-349-7057

School Board

Jonathan Blum, Chairman 715-421-9156

Email: schoolboard@stpaulswr.org

Steven Kaehn, appointed member 715-572-0776

Billy Aumann, appointed member 715-527-0605

Pastors

Pastor Lucas Proeber

Email: pastorbaur@stpaulswr.org

Web: www.stpaulswr.org

Facebook: StPaulsLittleLambsCDC

Mission Statement

Our mission is to provide quality Christian childcare for families with working parents. We strongly believe that each child is a unique gift from God and deserves to be treated that way. It will be the goal of Little Lambs to provide a Christian environment in which all children can grow spiritually, emotionally, cognitively, physically, and socially through a wide variety of programs and activities.

Philosophy of Education

We believe that it is our duty to provide a wholesome environment to promote optimal physical, cognitive, spiritual, and social development in a Christ-centered atmosphere.

Philosophy of Education: Areas of Development

Spiritual Development

We will provide a Christian learning environment through group concern and caring, Bible stories, simple prayers, and through experiencing God's love in our work and play area.



Social Development

We will provide an environment in which children develop healthy attitudes toward themselves. It is important that they learn to understand, respect, and cooperate with others. Our program provides important opportunities for children to make new friends, work with one another, and learn to appreciate and respect the work and play area of others.

Emotional Development

We will provide positive guidance to enhance your child's understanding of self-worth. Through problem solving, the children will learn to be responsible and work both in groups and independent of others.

St. Paul's 3K-8th Calendar

August 28	Opening Service
August 29	First day of school: 3K-8
September 3	Labor Day: No School
October 1	No School: Teacher In-service
TBD	Church Singing: 3K-Kind.
October 25-26	No School: Teacher's Conference
November 8	1/2 Day Pick-up by 12:30
November 9	No School: Parent Teacher Conferences
November 21	Thanksgiving Feast: 3K-K @5:30pm. Church Singing: 3K-6 @6:30
November 22-23	No School: Thanksgiving Break
December 15	Children's Christmas Service @6:30pm 3K-8
Dec. 24-Jan. 2	No School: Christmas Break Return January 3
January 28	Christian Education Week begins
February 14-15	No School: Teacher's Conference
March 1	No School: Teacher In-service
March 25-29	No School: Spring Break Return April 3
April 19	Church Singing: 12:10pm
May 29	Last Day of 3K-4K Closing Service: 4K & 8th Grade graduation @6:30pm
May 30	Last Day of School-School Picnic

Childcare Calendar

Listed below are the days that we will be closed due to holidays.

Please note that the Center may be closed on other days due to low enrollment around major holidays, special cleaning days, or illness.

September 3	Labor Day
November 22 & 23	Thanksgiving
December 24 & 25	Christmas
January 1	New Years Day
April 19	Good Friday
May 27	Memorial Day
July 4	Independence Day

Philosophy of Education: Areas of Development

Physical Development

We will provide opportunities for each child to develop large motor coordination through activities in the gym and outside play equipment. The children will also be encouraged to develop their fine motor skills through various activities like sorting, doing puzzles, rubbings, printing letters, and art.

Cognitive Development

We will provide an environment in which each child will experience a hands-on approach and play-based curriculum that provides the most conducive environment for learning. Through play we are able to enhance and teach pre-reading skills and concepts, foundations for math and science, writing skills, creative art, dramatic play, and social and emotional activities. All these factors will be essential in your child's future educational success.

Enrollment and Registration

Enrollment

All children accepted are required to have a complete physical examination before the first day of care. Children entering our childcare programs must be 6 weeks to 12 years of age. Care is only available for school-aged children (3K+) if they are enrolled in St. Paul's 3K-4K or Elementary School program.

Registration

Summer care is from May through August, from 6:30am-6pm. A \$35 non-refundable registration fee is due per child for new or returning (those who only use summer care) children. The registration fee **MUST** accompany the registration form in order to be accepted.

A two week notice is requested if you plan to drop your child from the program.

What to Bring to Childcare: Summer Care

School-Age 3-5 Room (3K-K)*

Cot-sized Blanket and pillow, 2 full sets of extra clothes, snacks, swimsuit and towel, sunscreen, swimming shoes (optional), water bottle (labeled), car seat for field trips (when needed)

School-Age Room (K+)*

Swimsuit and towel, sunscreen, swimming shoes (optional), water bottle (labeled), extra set of clothes, snacks, car seat for field trips (when needed)

**Please make sure that all items are labeled. Please refrain from bringing toys and electronics from home to avoid them getting lost or broken.*

What to Bring to Childcare

Discoverers Room (6wks-1yr)*

Diapers, wipes, diaper cream, Nuks/pacifier, 3 bottles, breast milk/formula, food for lunch and snacks, blanket (if desired, we have some on hand), anything for teething, medications to ease teething discomfort, 2 extra sets of clothes.

Summer

Swim diapers, swimsuit, sunscreen, towel, swimming toys (optional)

Explorers Room (1-2yrs)*

Diapers, wipes, diaper cream, Nuk/pacifier (if needed), sippy cup, juice and/or milk, food for morning and afternoon snacks, blanket, pack n play, medications for teething (if needed), 2 extra sets of clothes

Summer

Swim diapers, swimsuit, sunscreen, towel.

Inventors Room (2-3yrs)*

Diapers/Pull-ups/Underwear, wipes, diaper cream, sippy cup, food for morning and afternoon snacks, Lunch, cot-sized blanket, pillow and stuffed animal (placed in a laundry bag to hang on a hook), 2 extra sets of clothes.

Summer

Swim diapers (if needed), swimsuit, sunscreen, towel

Tuition

Tuition

Childcare payments are due **weekly**. Payments must be received before **Friday by noon** to avoid a \$10 late fee unless other arrangements have been made with the director. **Two weeks without a payment automatically drops the child from the program until all fees are paid in full.**

Please make checks payable to St. Paul's Little Lambs. Separate checks need to be written for Hot Lunch.

Cash or checks must be placed in the locked podium on payment days to avoid any chance of money being lost or misplaced. Do **not** place any other form in the podium.

Tuition payments for 3K and 4K are due monthly and may also be placed in the podium.

Tuition and Fees

Childcare Fees

Registration Fee (Individual Child): \$35

All fees are based off an individual child's schedule per week regardless if a child is absent for any reason. The minimum amount of hours available for purchase for the week is 5 hours.

6weeks - 18mos.

1 Hour:	\$5.00*
5 Hours:	\$25.00
10 Hours:	\$50.00
20 Hours:	\$100.00
30 Hours:	\$142.50
40 Hours:	\$180.00
50 Hours:	\$212.50

18mos. - 12yrs

1 Hour:	\$4.25*
5 Hours:	\$21.25
10 Hours:	\$42.50
20 Hours:	\$90.00
30 Hours:	\$121.00
40 Hours:	\$153.00
50 Hours:	\$180.50

2nd Child- Infant:

1 Hour:	\$4.00*
5 Hours:	\$20.00
10 Hours:	\$40.00
20 Hours:	\$80.00
30 Hours:	\$120.00
40 Hours:	\$160.00
50 Hours:	\$200.00

2nd Child - 18mos+:

1 Hour:	\$3.40*
5 Hours:	\$17.00
10 Hours:	\$34.00
20 Hours:	\$68.00
30 Hours:	\$102.00
40 Hours:	\$136.00
50 Hours:	\$170.00

1 Hour block is only available after a minimum of 5 hours has been purchased for the week.

Daily Schedules: Summer

School-Age Room (K+)

6:30am	Arrival and Free Play
8:30	AM Devotion
8:45	Gym Time
9:30	AM Snack
9:45	Activity/Craft
10:30	Outdoor Time
11:15	Get ready for Lunch
11:30	Lunch
12:00pm	PM Devotion
12:15	Read Aloud
12:30	Down Time (books, puzzles, quiet games, movie, etc.)
1:00	Get ready for water play
1:15	Water play
2:30	Pack up and clean up
3:00	PM Snack
3:15	Gym Time
3:45	Pack up belongings
3:50	Outside Free Time
6:00	Center closes

Daily Schedules

Inventors Room (2-3yrs)

Open-9:00	Arrival/Free Choice/Table Activities
9:00	Toileting/Diaper
9:15	Group time/Story /Movement
9:30	Planning
9:40	Work Time/Snack/Art or Sensory
10:30	Clean up/Recall
10:45	Bathroom/Diapers
11:00	Outdoor/Gym
11:30	Lunch
12:00	Bible Story/Lunch Clean-up
12:15	Bathroom/Diapers
12:30	Rest Time
2:30	Bathroom/Diapers/Clean-up
2:50	Afternoon Snack
3:00	Outdoor/Gym
4:30	Free Choice/Table Activities
6:00	Center Closes.

**Diapers are changed as needed and/or every two hours.

**In the summer the incoming 4K students may join this classroom.



Tuition and Fees

A \$25 fee for NSF returned checks will be charged. This fee must be a cash payment made along with a cash payment of the original check amount.

Late Pick-up Fee: \$15.00 for every 15 minutes after Center closing (per child).

Overdue Payment Fee: \$10.00 for every week over due unless other arrangements with the Director have been made.

Drop-In Rate: \$10 an hour per child for time spent outside of a child's planned schedule without approval from the Director or classroom Lead Teacher. This also includes more than **10 minutes** over a child's scheduled pick up or drop off time.

Two weeks without a payment or without arrangements with the Director will automatically drop the child from the program until all fees are paid in full. If all fees are not paid in full within 60 days the balance will be sent to Credit Bureau Data Inc.

All charges must be paid in FULL for services rendered even if a child is removed from the program by the Center or the child's parents/guardian. Registration fees

Health Regulations

Parents are asked to protect their own children and others by keeping a child home that is carrying an infectious illness. We will provide for you a chart of illnesses in which we ask you to keep your child home. If a child has a temperature of 100.4 degrees or above, is vomiting, has diarrhea, or has any other questionable symptoms, parents will be notified to pick up their child. 24 hours without the symptom and without the use of medication is required before returning to the Center.

Please use common sense in the case of a severe cough or extremely bad cold. Little Lambs should be notified of any contagious disease so that we may notify the other parents if we feel the children have been exposed. In very rare circumstances, the Center may close due to widespread illness for recuperation and cleaning. Credits will be given if the Center closes due to illness for the duration of the closure.

Continually bringing a sick child to the Center without waiting the 24 hour period may result in termination of childcare.

The staff at Little Lambs reserves the right to send a child home due to suspected illness and require a doctor's note before a child may return to the Center. An Illness Report will be filled out and a copy given to the parent with information on when a child can return to care and if a doctor's note is required. Credits will not be given due to illness.

Daily Schedules

Explorers Room (1-2yrs)

6:30am-8:30	Arrival/Breakfast/Free Choice
8:30-8:45	Diaper Changes
9:00-9:15	Circle Time/Music and Movement
9:15-9:30	Wash Hands/Snack Time
9:30-10:00	Craft
10:00-10:25	Fine Motor Activity/Sensory
10:25-11:00	Large Motor Activity
11:00-11:15	Diaper Changes
11:15-11:30	Story Time
11:30-12:00	Lunch
12:00pm-2:00	Naptime
2:00-2:30	Wake up/Diaper Changes
2:30-2:45	Wash Hands/Snack
3:20-3:30	Table Activities
3:30-Close	Free Play/Departure

***Free play time may involve going to the gym and/or outside.*

***Diapers are changed as needed and/or every two hours.*



Daily Schedules

Discoverers Room (6wks-1yr)

6:30am-8:30	Arrival/ Breakfast
8:30-9:30	Morning Naps
9:30	Morning Snack/Play Time
11:30	Lunch
12:30pm-2:-00	Nap Time
2:30-3:00	Afternoon Snack Play Time/Clean Up Room/ Departure
6:00pm	Close

***Diapers are changed as needed and/or every two hours.*



Health Regulations Continued

A physical exam is required before admission to the program and immunizations must be up-to-date.

Little Lambs staff and administration are mandated by Wisconsin state law (Wisconsin Statutes [s.48.981(2)]) to report any suspected maltreatment of a child. Any evidence of unusual bruises, lacerations, burns, signs of neglect or maltreatment shall be noted on the child's record and will be reported to the proper authorities if considered as suspicious.

Treatments of minor injuries will be recorded in an Incident Report and kept in the child's file.

Medications will be administered if necessary with a medication administration form signed and in the student's file stating the appropriate administration of the medication.

Please make staff aware of any allergies.

Little Lambs is not a state licensed childcare facility. However, state guidelines are followed as closely as possible. This includes following health and food guidelines and adult to child ratios in each classroom.

Ratios:

- Discoverers (6wks-1yr) : 1:4**
- Explorers (1-2yrs): 1:5**
- Inventors (2-3yrs): 1:6**
- School-Age: 1:10**

Social Adjustment, Arrival & Dismissal (Procure), Clothing

Social Adjustment

Little Lambs reserves the right to drop a child after consultation with parents/guardians, when the welfare of the child, group, and/or staff would make this advisable with little to no warning.

Arrival & Dismissal (Procure)

Parents/guardians are required to escort their child to and from their child's classroom. Parents **must** sign their children in and out of Procure for billing and safety purposes. Failure to do so will result in a warning for the first time and a fee worth up to 10 hours of care (\$50 or \$42.50) will be assessed for future incidents. If you are having problems with the system, please contact the Director as soon as possible. Children who ride the bus will be logged in and/or out by the Director if the Director is notified beforehand. ***If your child is absent, please call the school office at 421-3634***

Clothing

Please have your child wear clothing appropriate for the weather and for movement. Layers are a great way to allow your child to adjust to changing climates. An extra set of clothing should be kept in the child's backpack or cubby at all times. Please do *not* let your child wear shoes that do not have a back or strap on the heel (i.e. flip flops).

General Policies and Information

Immediate Dismissal:

- Little Lambs reserves the right to refuse service to anyone at any time. If it is determined, by Little Lambs staff that a child is being disruptive, destructive, disrespectful, has repeated discipline problems, or is endangering themselves or others, we may ask that you come pick up your child and possibly find other childcare. If a child exhibits this behavior, a meeting will be held with the Director, parents, and classroom lead teacher to discuss ways to help prevent and improve behavior. If a child is sent home three times, childcare will automatically be terminated immediately after the third time. In severe cases where a child intentionally causes great harm or destruction you will be asked to come pick up your child and find alternative childcare without being given another chance.
- Delinquent tuition or fees beyond 2 weeks, without satisfactory arrangements with the director.
- **Lack of parental cooperation:** In addition, there will be no cursing, smoking, swearing, threatening behavior, confrontation, or violation of Little Lambs' confidentiality policy allowed inside or outside of the Little Lambs premises including social media. Appropriate actions will be taken if these rules are not followed.

General Policies and Information

Difficult Behavior Policy

If a parent and/or child is exhibiting behaviors and/or actions that are not in line with the policies and practices of Little Lambs; that will be counted as a strike. The administration and staff of Little Lambs will work proactively with each family to ensure that there are no strikes given and what to do to prevent a strike from occurring. If all avenues have been exhausted, the Director will issue a strike. Written notification of a strike will be put in your child's mailbox and in their file. If necessary, a meeting with the Director will be held to discuss options to prevent future strikes or to dispute a strike. Parents will also have the option to dispute a strike with the School Board. Three strikes within any 12 month period will result in termination of childcare. The Director will call a meeting with parents to discuss that three strikes were given. If necessary, a two week notice will be given notifying of termination and a written notice will be provided as well.

Examples of what constitutes as a strike are:

- Bringing in a child that has a contagious disease without waiting the required 24 hour period of being symptom free without the use of medication.
- Failure to observe the rules of the Center relating to the arrival and dismissal of the child; including adhering to the child's schedule.
- Three No Show-No Call and/or Drop-In within a 30 day period.

Items from Home, Snacks & Treats

Items from home

Please do not let your child bring any toys or related items from home to childcare since they may be a distraction or get lost or broken. Electronic devices are not allowed and will be kept with the Director until the parent retrieves the item in order to prevent the potentially expensive item from being lost, stolen, or broken. Cell phones for older children will be kept with the childcare staff throughout the day.

Snacks & Treats

All children in care are responsible for bringing their own snacks for morning and afternoon snack times.

Make arrangements with us if you would like to bring a birthday treat. There may be some students with food allergies and/or sensitivities. Non-nutritional snacks (i.e. candy, cupcakes, etc.) will **not** be served except for birthday treats and party days.

Please note our building is NUT FREE due to severe life-threatening allergies. Care may be terminated immediately if this is not followed.

Snacks and Nutritional Policy

What to Bring

Apples (sliced), grapes, oranges, fresh fruit and vegetables, Goldfish, graham crackers and other crackers, pudding, yogurt, pretzels or popcorn, home-made muffins or breads, dried or fresh fruit, Jell-O, cheese. **Please no nuts!**

Nutritional Policy

Little Lambs provides through our Lutheran school a hot lunch program. Parents may send along a breakfast for their child or cold lunch. Snacks shall consist of at least two of the following: milk or milk product, fruit, 100% fruit juice, vegetables, or other protein, whole grain or enriched bread or cereal. The staff will model and encourage proper table manners, such as "please" and "thank you", waiting to be served, not talking with food in the mouth, etc.

Food that needs to be heated must be able to be heated in 1 minute or less.

During the summer, parents will be responsible for bringing their child's lunch and

General Policies and Information

Termination Policy

1. It is requested that parents notify the Director at least two weeks prior to the withdrawal of the child.
2. Registration fees will not be refunded even if a child is removed from the program by the parents or the Center. All fees must be paid in full through date of withdrawal or termination. Only *advance payments* will be refunded.
3. Termination of enrollment will occur due to the following actions:
 - Failure to pay registration or childcare fees.
 - Failure to submit the required enrollment and health information forms.
 - Failure to observe the rules of the Center relating to the arrival and departure of the child.
 - If the child is unable to function within the framework of the childcare program or consistently displays inappropriate behavior.
 - Lack of parental cooperation.
 - Bringing in a food/beverage item that contains nuts.
 - Unforeseen circumstances where it is determined by the staff and leadership of Little Lambs that an adjustment in enrollment is made in the best interest of the Center as a whole.

General Policies and Information

Facilities and Staff

The childcare rooms are located at the north and south ends of the building. Please use the 14th Avenue entrance to pick up and drop off your child. For the security of your child, please remember to escort and check your child in each day.

Little Lambs is under the supervision of the school board and St. Paul's principal. A program director, lead teachers, teacher's aides, and volunteers ensure that Little Lambs programs meet or exceed the guidelines for childcare and nutrition as set by the State of Wisconsin.

Every staff member and volunteer has undergone and passed a national background check and have certification and/or been trained in CPR and AED use.

Equipment and Supplies

Little Lambs students have access to the fenced in outdoor playground equipment, the library, gym and equipment, a computer lab, and activities of our elementary school students. In the summer months we access the Mead Splash Pad.

Furnishings in the classroom are durable, safe and arranged for the children's use.

Little Lambs requires that each parent provide the items listed on the childcare supply list.

Parent Involvement, Donations

Parent Involvement

Anytime parents wish to arrange a meeting with the teacher or Director, please contact your child's teacher or the Director to do so. Comments are always welcome and any concern you may have concerning your child or your child's care is important to us!

Donations

Donations are always welcome. If you would like to make a donation, please speak with the Director about the item (s) or to see the Little Lambs wish list.



General Policies and Information

Operational Hours:

St. Paul's Lutheran School Hours:

Monday-Friday: 8:45am-3:30pm
August through May

Childcare Hours:

Monday through Friday 6:30am - 6pm

- Childcare is available during St. Paul's Lutheran School Hours for children 6wks-3 years.
- Before/After School Care is only available for children enrolled in St. Paul's 3K through age 12 September-May.
- Childcare will be available for all school-aged children during the summer, holiday breaks, and closed school days.

Registration, Health, and Immunization forms must be completed before any child is allowed to attend the program.

General Policies and Information

No Show-No Call Policy

Parents are expected to give Little Lambs a 24 hour notice if their child will not be attending. Failure to do so may result in termination of childcare.

Nondiscrimination Policy

At Little Lambs everyone is a special child of God. Our program accepts children of any race, religion, color, and national or ethnic origin.

Confidentiality

Little Lambs respects the right to privacy and assures the confidentiality of all student information and records.

Transportation

Little Lambs does not provide transportation to and from care. If someone other than the parent/guardian is picking up your child, please notify the teacher before class/at drop-off. Their name must be on the enrollment form or a written dated permission slip is needed. For security reasons, only people listed on the enrollment form as someone allowed to pick up the child will be allowed to do so. If staff are not familiar with a particular person they may ask for identification such as a driver's license for verification.

During the summer months, the school-aged children will go on field trips where the staff will transport children to and from the location of the field trip. Drivers have received background checks and are insured drivers. **Permission slips will be given prior to any field trip.**

General Policies and Information

More than three incidents in a six month period may result in termination from the program.

8. All charges must be paid in **FULL** for services rendered even if a child is removed from the program by the Center or the child's parents/guardian.

Schedules and Billing

- Billing is based on a child's schedule even if they are absent for any reason. Schedules are due on **Wednesday by 6pm** unless other arrangements have been made with the Director or the classroom Lead Teacher. Failure to turn in a schedule will result in being charged a Drop-in Fee for the hours your child attends. If you are in need of additional hours, please notify the Director to request additional hours at least 24 hours in advance to avoid penalty. If your child exceeds their scheduled hours you will be charged at a Drop-in rate.
- Parents must adhere to their child's schedule. Anything outside of that will be billed accordingly.
- Reductions in hours for the following week **must** be done by **Thursday at noon**.
- Billing is done on Mondays for the previous week and is completed by our registrar, Kristie Schroeder.
- Invoices are sent electronically. If you do not receive yours by Tuesday afternoon, please notify the Director immediately.

General Polices and Information

Emergency Closing*

Announcement of school closings may come before or during the school day. Please listen to radio station **WFHR - AM 1320** or **WGLX - FM 103.3 (Wisconsin Rapids)**, **WYTE - 96 FM (Stevens Point)**, **WLJY - FM 106 (Marshfield)**, or one of the **Wausau television stations** for such announcements. You will also be notified via email.

**The Center will close if we do not have power or water.*

Room Extensions:

Director: Ext. 15

Discoverers (6wks-1yr) Room: Ext. 25

Explorers (1-2yr) Room: Ext. 21

Inventors (2-3yr) Room: Ext. 20

Before/After School Care: Ext. 20

General Policies and Information

Inclement Weather Policy

Depending on weather reports, we may close or open late for snow storms that dump an extensive amount of snow at one time (12+ inches). We realize that closing or starting late may affect some of our families, but due to conditions, even in the city, we have to make sure to take care of everyone's safety. Depending on the weather and the number of children at the Center, we may close the Center early. We ask that you come to pick up your child as soon as you can. We will remain open until the last child is picked up.

If we open late, we will open two hours late at **8:30 AM** to allow our staff to travel safely. If school is cancelled the Center will most likely be open as scheduled.

If you choose to not have your child attend on these days, you will not receive a free credit if your child was scheduled for care. Please call our Center to let us know your child will not be coming before your child's scheduled time. If school is cancelled and the Center is open, please be sure to call ahead to let the staff know the hours your child will be at the Center to avoid a Drop-in Fee. However, everyone will receive free credit if we close for the entire day due to weather. You will be notified by 5:45am via email or text message if the Center is closed or opening late. You can also check out our Facebook page.

General Policies and Information

Fee and Refund Policy

1. A registration fee of \$35 is required, payable at the time of registration.
2. Tuition and fees will be determined on a yearly basis and announced at the time of registration.
3. Fees for childcare are collected **weekly** unless prior permanent arrangement is made with the Director. Fees will be calculated on the last day of the week and payment is expected by Friday after receipt of invoice by **12 noon**. A \$10 Overdue Payment Fee will be assessed to overdue payments.
4. Registration fees are nonrefundable, even if the child is removed from the program by the Center or parent/guardian at **any** point during the year.
5. A delinquent fee beyond **two weeks**, without satisfactory arrangements with the Director, automatically drops the child from the program until the fees are paid in full. Failure to pay all fees within **60 days** will result in the debt being sent to Credit Bureau Data Inc. and a report to the three Credit Bureaus.
6. Parents are expected to pick up their child **before** Center closing time. A late pick-up fee of \$15.00 will be assessed for every 15 minutes the child remains at the Center after Center closing.
7. Failure to sign your child(ren) in or out of Procure will result in a warning for the first offense. A charge up to 10 hours for care (\$35 or \$42.50) will be charged to your account for consecutive incidents.