

## GRACE CHRISTIAN DAY CARE POLICIES AND PROCEDURES CONTRACT

1. The Day Care Center will be open from 12:00 p.m. to 6:00 p.m. Monday through Friday. A charge of \$1.00 per minute will be made for the time the child is in the center past 6:00 p.m.
2. The ages of the children cared for in the Day Care are ages 3 through 11 or 12 (3 years old through 6<sup>th</sup> grade).
3. The Day Care will be closed the same dates that the school will be closed. We will also be closed on half days unless otherwise notified.
4. Parents are encouraged to discuss their concerns and questions with the Director and are permitted access to the Day Care at any time their child is in attendance in the Day Care.
5. A copy of the State Rules and Regulations which apply to the operation of the center is available for your viewing. A copy of our most recent licensing review is available upon request.
6. Children will not be able to leave with anyone except the parents or persons designated by the parents to pick them up. If you need for someone different to pick your child up, please send a signed permission slip stating so.
7. In case of violent storms, etc., please do not call the Day Care, teachers will be busy taking care of the children. In the event of a tornado, rooms have been assigned and teachers briefed on the procedure to be followed.
8. In the event of a fire, the children will be taken out of the Day Care to the playground across the street in an orderly manner and roll will be called to assure the safe arrival of all.
9. In case of structural damage, the children will be moved to a safe location and parents will be notified of the move.
10. Please see that your child has on shoes when he or she comes to Day Care. No sandals without socks!
11. Each K-3 & K-4 child must have a change of clothing that is left in the Day Care to be used in emergencies. All clothing must have their names on them.
12. Children are provided with toys at Day Care and should not be allowed to bring toys except on special occasions. The workers cannot be responsible for these toys.
13. Children who are ill may not remain in Day Care. The parents will be called and their directions followed as to action to be taken. Parents will be notified when a communicable disease is introduced into the Day Care.

14. Parents will be notified of any adverse reactions to any prescribed medication your child is taking.
15. Should your child become ill during the time he or she is in Day Care or suffer an accident while at Day Care, we will attempt to contact the parents immediately for authorization of medical attention needed and/or care to be provided. If an accident or illness is of such a nature that there can be no delay, one of the staff will call the parents while the other will call 911 for transportation to the nearest medical service. If this is necessary, the parents will be notified.
16. No medication will be given without prior arrangement with the Director. If your child is on a prescribed medication, please see Mrs. Keyes and she will give you the proper form to fill out.
17. All K-3, K-4 and K-5 students need to bring 16 count crayons to be used in Day Care activities. Also, K-3 and K-4 students need to bring a sleeping bag and a SMALL pillow (optional) for naptime and a change of clothing in case of emergency. The pillows must have a pillow case on them! PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING! THANK YOU!

I HAVE READ A COPY OF THE POLICIES AND PROCEDURES OF THIS CHILD CARE CENTER AND AGREE TO ABIDE BY IT.

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DATE

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SIGNATURE OF PARENT/GUARDIAN

