

Pleasant View Child Care Center

POLICY AGREEMENT

Described here are Pleasant View Child Care Center (PVCCC) policies in some of the most common areas of concern both to parents and center staff members. Please read, sign, and return to the office.

CENTER SCHEDULE

The Center will be open Monday through Friday throughout the year, **except during designated holidays listed below.**

Operating hours are from **7:00 a.m. to 6:00 p.m.** However, parents are encouraged to drop off their child as early as possible, no later than 9:00am.

There will be a naptime in the center each afternoon for all children. Depending upon their age, children are expected to rest quietly on cots or mats. Therefore, parents are not allowed to drop off their child during naptime.

FEES

Your child, _____, is now formally enrolled in the _____ program. The tuition for the program you have selected is currently \$_____ per week and is due **Tuesday** of each week. Any payment received after Tuesday of each week will be charged a **\$10.00** late fee. Accounts must be kept current. Any account two (2) weeks in arrears will result in immediate disenrollment, however upon payment enrollment will be reinstated. Because our program and licensing requirements force us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days your child is absent (except due to illness). Doctor's note is required to issue the refund. Additionally, no refund will be issued for inclement weather days when the center is closed.

A yearly Registration Fee of \$50 will be assessed for each family's account. This is to be charged in August of each year. This registration fee is non-refundable. A new registration form must be completed for each school year to renew enrollment.

Any time a child is dis-enrolled, his/her place may be filled by someone else on the waiting list. In order for him/her to be re-enrolled, an opening will have to be available and a new application should be submitted accompanied by the required registration fee. In certain circumstances arrangements can be made to hold your child's place for a maximum of two weeks during the year, when adequate notice is given.

A late charge of \$1.00 per minute will be assessed when a child is left beyond the center's operating hours. The charge is payable immediately to the center or will be applied to child's account.

Parents may withdraw their child from the program at any time. Any unused tuition will be refunded if a child is withdrawn or under any circumstances Pleasant View Child Care Center requests that the child be withdrawn. Withdrawal and subsequent re-enrollment will entail an additional registration fee. A two (2) week notice is greatly appreciated when possible.

Tuition charges may be paid by cash, check, credit card, or direct deposit. There is a \$25.00 fee for every returned check. Cash payments may be required following a returned check. There will be a \$10.00 late fee for any weekly tuition charges not paid by 12:00 noon on Tuesday.

Designated Holidays: Seven U.S. national holidays, and two Islamic holidays (one day each for Eid-al-Fitr & Eid-al-Adha)

Fees are established on an annual basis. Therefore there are no reductions in the weekly tuition for the 9 holidays listed above.

TRANSPORTATION / SIGN-IN PROCEDURES

Parents are expected to provide transportation to and from the center. Parents are expected to sign-in and sign-out their children each day. Parents are also expected to deliver their child to the appropriate classroom in the mornings. If you wish to have someone pickup your child other than those listed on your enrollment application as authorized to do so, please notify the Center's Director in writing in advance.

CLOTHING

Children's outer garments should be clearly marked with your child's full name. Please dress your child in washable and comfortable play clothes which he/she can manage himself/herself as much as possible. We also request that you bring two complete sets of extra clothing marked with your child's name; extra clothes are sometimes needed.

DISCIPLINE PROCEDURES

Positive Reinforcement is the acceptable form of behavior management utilized by Pleasant View Child Care Center. All staff shall know and adhere to this disciplinary policy as stated. Positive Reinforcement is an ongoing and integral part of our teaching process.

Behavioral expectations shall be based on the child's developmental level. Classroom rules shall be age appropriate, stated clearly and reinforced on a consistent basis, by the Positive Reinforcement as behavior management techniques. There shall be no physical punishment administered to the child.

FOOD AND NUTRITION

Students may participate in the lunch program offered at Pleasant View School. Otherwise, parents should send lunch with the child in addition to snack. Food may also be brought for celebrations. This food is to be given to the teacher who can properly refrigerate or store it. Only food intended for celebrations will be shared by other children. It is the parent’s responsibility to communicate any special dietary of their child to the teacher in writing.

VISITING AND CONFERENCES

We seek your active involvement as parents in the center’s program, particularly in following your child’s progress. We strongly encourage you to participate in formal individual parent/teacher conferences. Please consult the Child Care Center Director or the child’s teacher should any problems arise concerning your child whether at home or at school. Even more important, we encourage you to take advantage of opportunities for daily contact with the center’s Director and teachers. We want your contribution of ideas to enable us to have an even higher quality program. Parents are welcome to visit the Center at any time (except naptime); however, prior appointment is required.

MEDICAL

We must have a medical statement and current immunization report on your child. Documentation of all immunizations prior to your child’s admission is required. Each child shall have a physical examination prior to admission or within one month after admission. According to State Licensing requirements and for the protection of all children, your child must be kept home if he/she shows any of the following symptoms:

- A temperature of over 99 degrees (orally)
- Intestinal disturbance accompanied by diarrhea or vomiting
- Whooping Cough, Tonsillitis, Diphtheria, infectious Hepatitis
- Any undiagnosed rash, Cold Sores, Chicken Pox, Measles, Ring Worm, Scabies, Rubella,, Impetigo, Hand-Foot and Mouth
- Sore or discharging eyes or ears, profuse nasal discharge
- Eye Infection (Pink eye)
- Head Lice

If he/she develops any signs of the above, we will isolate your child and call and ask you to come within one hour to take him/her home.

Pleasant View Child Care Center will administer prescription or over the counter medication with written permission from parent **AND** the child's Physician. Please see Center Director for additional information on this policy.

We expect all children to participate in all outdoor activities unless you notify the Center Director and/or bring a statement from your family doctor. Usually, there will be some time spent outside each day; therefore, please anticipate weather conditions and dress your child accordingly.

At Pleasant View Child Care Center we practice a policy of open enrollment. Children are admitted to our program as space requirements permit without regard to race, religion, or national origin. Similarly, non-discriminatory practices are followed in our hiring of staff.

Pleasant View Child Care Center strongly discourages its employees from providing any child care services that are not part of the child care program offered by the center to our customers. While we cannot prohibit our employees from engaging in such outside activities, we want you to understand that if such outside services are performed for you or on your behalf by a Pleasant View employee, Pleasant View shall not be responsible for any acts or omissions of a Pleasant View employee while providing such services to you.

Photo Release Form: Pleasant View School is including photos of students, teachers, and school activities on its website, brochures and flyers. Though the names of students, faculty, staff, and administration will regularly be used, it is our policy that no addresses, and/or telephone numbers will ever be used.

_____ I hereby give permission to PVS to use my child’s photos on school’s website and other electronic and print forms of communication and publication.

_____ I hereby *do not* give permission to PVS to use my child’s photos on school’s website and other electronic and print forms of communication and publication excluding the yearbook..

I understand that my child’s photos and name will be used in the yearbook

I have read and received TN Department of Human Services Summary of Licensing Requirements for Child Care Centers, and the PVCCC Policy Statement and agree with the conditions as stated. I also acknowledge that I will abide by the rules and regulations PVCCC as stated in the *Parent-Student Handbook*. A copy of this handbook is available online at www.pleasantviewschool.com.

(Full name of Parent or Legal Guardian)

(Signature)

(Date)

(Address, City, State, Zip)

(Director’s Signature)

(Date)