

Robert E. Lee Academy Cavalier Kids Club

Admissions & Enrollment

REL Daycare is open from 7:00 a.m. to 5:30 p.m.

Our daycare serves children ages six weeks to 12 years.

Young children must be toilet trained before entering our preschool room.

We also provide after school daycare.

No child will be denied admission on the basis of race or religion. We do retain the right to deny admission if all slots for a particular age group are filled.

Adjustment/Trial Period

There will be a trial period of 30 days; either party may terminate services during this time. Feel free to call and check in at any time.

Termination

A one-week notice is required is required to withdraw your child from daycare. If notice is not given you must pay one week additional fee.

In the event we should ever find it necessary to end our agreement, we will also give the parent a week notice. Except for reasons such as, but not limited to: destructive uncontrollable or violent behaviors, habitual tardiness in pick up of the child, and lateness of payment or nonpayment. These situations will be grounds for immediate termination. If it becomes a necessity to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by REL Daycare.

Enrollment Procedures

In order to enroll your child at daycare, there is necessary paperwork that will need to be completed prior to the first day. We will not assume care of your child(ren) if this has not been completed. All information will be kept confidential and is for director's use. Files are available immediately in case of an emergency.

Fees

All bills are to be paid on Friday. A full week's payment is expected even if your child attends daycare for part of the week. A full week payment is due if your child misses a full week. The daycare staff work full time and must be compensated weekly.

A late fee of \$1.00 per child for every **minute** that you are late will be charged when he/she is left in daycare past the 5:30 p.m. pick-up. Receipts will be issued for cash or check payments.

Daycare Price List

Plans & Rates (Effective June 1, 2019)

Plan A – Infant/Toddler Room (Age 6 weeks – 30 months or potty trained if earlier)\$110.00/week

Plan B – K2 – K4 **Without Daycare (8 a.m. – 12 p.m. during the school day)** (Age – 30 months and potty trained – 4 years old).....\$3180.00/school year. This amount will be divided and billed at \$318.00/month for ten months.

Plan C – K2 – K4 **With Daycare (includes school time + before and after school care)** (Age – 30 months and potty trained – 4 years old).....\$4680.00/school year. This amount will be divided and billed at \$468.00/month for ten months.

Plan D – 1 Child all day (Potty trained & up).....\$95/week (Summer Months Only)

Plan E - 2 Children all day (Potty trained & up).....\$140/week (Summer Months Only)

Plan F – 3 Children all day (Potty trained & up).....\$180/week (Summer Months Only)

Plan G - 2 Children (School-age) ½ Day\$100/week (Summer or After School)

Plan H – 2nd Child After School\$50/week

Plan I – 1 Child (School-age) After School.....\$75.00/week

Plan J- Daily Rate.....\$10/hour; capped at \$30 per/child per/day

Hours of Operation

The Robert E. Lee Academy Daycare is open Monday– Friday from 7:00 a.m. until 5:30 p.m. The daycare will be closed on the following observed holidays:

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day and the Friday after Thanksgiving

Christmas Eve

Christmas Day

Day After Christmas

New Year's Eve

New Year's Day

A full week's fee will be charged during these weeks.

Signing In/Out

Children are clocked into our computer system upon arrival and clocked out upon departure. Parents are expected to bring their child into the building and see that the child is under supervision before leaving the premises and to also enter the building when returning for their child.

Release of Children

Upon admission to daycare, parents are required to fill out an information/medical form. On this form is a list of who may pick the child up from daycare.

The only exceptions to this would be a call or a specific request from the parent.

In situations of custody agreements, the daycare shall follow the advice of the court ordered documents, which must be on file.

Food from Home

Please make sure your child has breakfast before coming to daycare. Lunches may be bought from the school cafeteria during school times. During the summer, meals and drink will need to be sent with your child.

Parents are welcome to prepare special birthday or holiday treats with advance notification as long as there is enough for the entire group. If your child has a particular dietary need or restriction, it must be noted on the admission forms.

Dress for Play

All children must arrive dressed and ready for the day. When dressing your child please keep in mind that we play outside, weather permitting. We also play with "messy" things sometimes so you may want to dress he/she appropriately.

Each child is expected to have a change of clothing that is to be left in the daycare for emergencies. Daycare is not responsible for lost items so please mark them accordingly.

Nap Time/Quiet Time

All children under the age of 5 are required by state law to have a rest period while at daycare. Our rest period is generally from 12:45-1:45 p.m.

School aged children will be encouraged to do their homework/study while the preschool children are napping. Children who have homework will be supervised and helped.

All children are required to have their own nap pad.

Please do not send blankets, pillows, sleeping bags or toys to daycare.

Discipline

Robert E. Lee Daycare does not use corporal punishment. Time-out is used as behavior management. This is used as a cooling-off period where the child may not participate in our activities. If this is not a successful resolution, parents will be called to pick up the child and future plans for the child will be discussed with the director and staff.

Biting

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

If a biting incident occurs, parents of both children will be contacted. First aid will be administered to the one who is bitten. The child who is biting will be told, "No, you cannot bite" and will be placed in time-out. The child who is biting will be monitored and observed to determine the cause for biting. It is our goal to identify a cause and resolve the issue for both the child biting and those who may be bitten. If a second incident occurs, the parent(s) will be called to immediately pick up the child who is biting. If a third incident occurs, the parent(s) will be asked to make other daycare arrangements.

Illness/Care of Mildly Ill Children

Children will be visually screened as they arrive. If the child exhibits any of the following symptoms, they will need to be picked up:

- *Fever of 99.8 or greater
- *Nausea or vomiting
- *Diarrhea/stomachache
- *Severe Headache
- *Any signs of infectious disease
- *Lice

Medications/Medical Procedures

Written consent is required for ANY medications. Any medications given to children must be in the prescription/OTC bottle. Dosage must be written on the bottle.

Emergency medical procedures—daycare personnel will administer first aid for minor emergencies. In cases where the extent of the injury is more than minor, parents will be notified to transport the student for proper medical care or E.M.S. will be notified. All expenses incurred due to an emergency are the financial responsibility of the parents.

Sick children must be picked up immediately and may not return until cleared by the doctor. If your child is sick, please do not bring them to daycare.

Field Trip/Transportation

This daycare does not participate in field trips or offer transportation.

Evacuation Plans/Training Plans

REL Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location and you will be

notified immediately. A notice will be posted at the daycare with all information on the alternative sight.

A. Alarm Signal: Continuous ringing of bells and/or announcements over the intercom.

B. Children will exit the building with the supervisor and go to the football field.

C. In the case of inclement weather, children should exit and go directly to the Elementary Building.

D. Other situations will be accessed as the need arises.

Our staff is continually trained. We offer unscheduled drills and post evacuation routes in high traffic areas.

The children follow to the exit sign then to the football field. We have a white card that symbolizes that all is clear and a red card that means things are not clear. No one reenters the building unless the white card is shown. The same procedure is used with lockdown.

Parental Access

Parents have free and full access to the children enrolled in daycare unless court orders stipulates visits must not disrupt classroom activities.

Facility Agreement

Upon admission, parents are informed of policies and procedures by staff/director. These agreements are signed and dated annually, with updates as needed.

Robert E. Lee Academy carries Liability Insurance.