



**Cedar Tree Child Care Center**

**234 Cedar Road**

**Elkins Park, PA 19027**

**215-558-0212**

**cedartreechildcare@gmail.com**

**[www.cedartreechildcare.org](http://www.cedartreechildcare.org)**

## **Welcome to Cedar Tree Child Care Center.**

Cedar Tree Child Care (CTCC) is happy you have chosen us to care for your children. CTCC hopes this handbook will help introduce you to the program and answer many of your questions.

“Caring for Our Children” by American Academy of Pediatrics was used to help compose our handbook and standards.

Cedar Tree Child Care is committed to meeting the individual needs of children through a stimulating and nurturing environment. CTCC provides a safe and healthy atmosphere for children to grow socially, emotionally, physically, cognitively and creatively. Cedar Tree Child Care’s lessons are aligned with Abington School District Curriculum.

CTCC staff of warm, caring, professional childcare providers maintains a positive and stimulating environment where your child is cared for and respected. Each child is unique therefore; it is our goal to attend to all of his/her needs, personal and developmental.

We would like to take this opportunity to thank you for choosing Cedar Tree Child Care.

Sincerely,

Lauren Toomey and Nicole Lachawiec

Owners and Directors

## **About the Center**

### **Mission**

The mission of CTCC program is to provide a safe, affordable, developmentally appropriate environment for infants through school-aged children. CTCC will provide stimulating educational experiences, promote social/emotional growth and encourage physical activities. Our goal is to promote healthy habits at a young age that children will carry with them as they grow.

### **Philosophy**

Teaching children the importance of education, fitness, and awareness of the environment is an integral aspect of good citizenship. CTCC's goal is to promote healthy habits at a young age that children will carry with them as they grow, to support a lifetime of healthy living, healthy foods and water are provided at snack times, and exercise is always incorporated in our daily routines. We also encourage parents to pack healthy meals for lunch.

At Cedar Tree Child Care, we will implement age appropriate activities that focus on following areas: Language and Literacy, Music, Movement, Mathematics, Science, Social Studies and Creativity.

Supervision Policy Indoor and Outdoor

### **Supervision of children.**

(a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.

(2) The requirement for supervision on and off the facility premises includes compliance with the staff:child ratio requirements in §§ 3270.51—3270.55 (relating to staff:child ratio).

(b) A facility person may not use any form of physical punishment, including spanking a child.

(c) A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.

(d) A facility person may not use harsh, demeaning or abusive language in the presence of children.

(e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

### **Keystone Star Program**

Cedar Tree Child Care will participate in the Keystone STARS Program. Keystone STARS is a PA rating system that promotes quality improvement in early learning and school age child care programs. A Keystone STARS designation informs parents that their children are in a safe, respectful environment in which they are learning new things every day to support their current and future successes in

school and in life.

Early learning child care programs participating in Keystone STARS can earn a quality rating score from a STAR 1 to a STAR 4. At each level, programs must meet certain quality standards in four key areas: staff education, learning environment, leadership/management, and family/community partnerships. CTCC will strive to meet these quality standards.

### **Hours/Days of Operation**

Cedar Tree Child Care is open year round Monday through Friday from 7:00am to 5:30pm. Exceptions are the closings listed below:

- Labor Day
- Thanksgiving and Black Friday
- Christmas Eve Until January 2 (one week)
- Martin Luther King Jr. Day
- President's Day
- Good Friday and Easter Monday
- Memorial Day
- Independence Day
- 2 days the third week of August – Closed for Staff Professional Development

### **Staff**

At Cedar Tree Child Care, we understand the value of highly trained, professional staff. Each caregiver receives on-going in-service training during staff meetings, and early childhood

conferences and workshops held throughout the year.

CTCC teachers are trained in Pediatric CPR and First Aid. Cedar Tree Child Care Center is smoke free **as well as its employees**. Your child **will remain with the same caregiver throughout most of the day** in order to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

### **Compliance with nondiscrimination statutes**

Cedar Tree Child Care does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

For Inquiries Concerning Nondiscrimination or to file a complaint contact:

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105-2675

U.S. Department of Health and Human Service  
Office of Civil Rights  
Suite 372, Public Ledger Building

150 South Independence Mall West  
Philadelphia, PA 19106-349

### **Enrollment**

The following must be completed and submitted to the Director before your child will be enrolled in CTCC:

- Child Health Report
- Emergency Contact/Parental Consent Form
- Child Care Fee Agreement
- Signed Parent Handbook
- Photo Release Form
- Optional Spiritual Enrichment form
- Non-refundable registration fee
- Ages and stages questionnaire
- IEP Implementation form

### **Registration Fee and Tuition**

A non-refundable registration fee is charged to cover administrative costs involved in registering each child. The current annual registration fee is \$65.00 for one child and \$75.00 for a family.

Tuition is billed on a weekly basis and includes a morning and afternoon snack.

Registration fees and tuition will be reviewed on an annual basis. Current enrollees will be given a 30-day notice of any increase in annual registration fees and/or weekly tuition.

## **Childcare Services and Payment Contract**

The billing period is from Monday to Friday. Billing is completed on Monday for the current week. Payment is expected in full on Monday. If payment is not received by Wednesday, a reminder note will be sent home. If payment is not received in full by Friday, the child will be dropped from the program until payment is received. Children on the waiting list will be given the opportunity to fill the spot at that time. There will be a late fee charge of \$10 a day.

Payment for weeks in which holidays occur will remain the same as all other weeks.

## **Discharge Policy**

Your child may be dropped if:

- A problem continues which negatively affects other children in attendance at Cedar Tree Child Care, such as threats directed towards children, staff or self.
- There has been no payment for the current week by close on that Friday
- Failure to meet Cedar Tree Child Care policies

## **Expulsion policy**

Should a behavior occur which negatively affects the children in the program, there is a procedure CTCC follows. The first incident, parents/guardian will be notified. If there are repeated incidents, director/teacher will meet with parents/guardian and come up with a plan of action including possible outside resources such as Early Intervention. If incidents continue to occur the child may be dismissed from CTCC.

## **Inclusion**



CTCC believes that children of all ability levels are entitled to the same opportunities, acceptance and belonging in child care. Accommodations will be made within reason to encourage full and active participation of all children in our program based on individual needs and capabilities.

### **Non-discrimination**

At CTCC equal opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

### **Withdrawal**

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you will be charged for two weeks of tuition, based on an average week. Vacation days may not be used for these two weeks. Vacation days will not be available to use until your child has been at the center for 6 months

### **Child/Staff Ratios**

Age of child	Ratios
6 weeks-12 months	1 teacher for every 4 children
13 months -24 months	1 teacher for every 5 children
25 months- 36 months	1 teacher for every 6 children
37 months- 5 years old	1 teacher for every 10 children

## Tuition Rates- Full-Time

5 day

Infants	\$260
Young Toddlers	\$250
Older Toddlers	\$245
Preschool	\$220
Before Care	\$45
After Care	\$65
Before and After Care	\$110

## Tuition Rates- Part-Time 9:00 am-2:00 pm

5 day

Infants	\$220
Young Toddlers	\$200
Older Toddlers	\$180
Preschool	\$170

### **Inclement Weather Policy**

In the event that we have inclement weather causing conditions to be hazardous to our families, CTCC will follow the Abington School District School Closing. Therefore, if Abington School District is closed so will Cedar Tree Child Care. CTCC will **not** follow Abington School District for delayed openings. **Thus CTCC will make the decision**

whether to open on a delayed arrival. Families will be notified by email and facebook. If the facility must close during operating hours because of a snowstorm, the Director will notify families by telephone, email, and facebook.

### **Absentee Policy for Illness and Vacation**

After 6 months of enrollment, children will be eligible for one week of vacation. We ask that parents give us a 2-week notice for vacation use in order to staff accordingly. These days will be documented in each child's file. Families that pull their children or child for the summer are not obligated for a week of vacation.

In the event that a child is absent due to an illness we ask the parent to contact Cedar Tree Child Center by 9:00 a.m.

Vacation days may not be used for illnesses.

### **Health and Well Being**

The State of Pennsylvania requires medical and emergency forms in your child's file on site.

1. Medical examination must be signed and dated by your physician
2. Emergency Contact/Parental Consent Form is completed, by you.

These forms are intended to protect your child, and we appreciate your cooperation in keeping them current. Forms must be updated if there are changes of address, phone numbers and/or emergency contacts.

### **Illness**

We strive to prevent the spread of illness and ask that you keep your child home if he/she is experiencing any of the

following symptoms:

- A fever of 100 or greater before child care, accompanied by behavior changes or other signs or symptoms of illness-until medical evaluation indicates inclusion in the Center
- Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs
- Strep throat until 24 hours after an antibiotic started
- Diarrhea; runny, watery, or bloody stools within the last 12 hours – 3 or more loose stools at school your child will be sent home
  - Vomiting 1 or more times in the last 24 hours
  - Rash with fever or behavior change
  - Scabies or other infestations
  - Impetigo 24 hours after treatment has begun
  - Chicken pox 5-7 days after blisters appear
  - Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis
  - Hepatitis A- until 1 week after onset
- Sore throat with fever
- Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears
- Child is irritable, continuously crying or requires more attention from a caregiver than what they can provide without jeopardizing the health and safety of other attending

children

- Respiratory illness – RSV – until 1 week after diagnosed

Your cooperation is greatly appreciated!

**Your child may return when:**

1. They are fever or symptom free for at least 24 hours before returning to daycare
2. They have been treated by a doctor and a doctor provides written documentation permitting your child to return to CTCC.

We ask that our parents provide the doctor's release to the Director as soon as possible. If your child becomes ill while at the center, then you will be called to pick up your child within 2 hours. Exposure to communicable diseases and any infectious illness should be reported promptly to CTCC, so our staff can look for any early symptoms. CTCC is obligated to notify parents when a child has been exposed to an infectious disease.

Cedar Tree Child Care reserves the right to have precedence over the physician regarding your child's return to the program.

**Medication Policy**

Medication prescribed or ordered by a physician or dentist will be administered during the time the child is at CTCC. Parents will need to give written authorization and instructions by filling out a Medication Log Form. This form needs to be filled out before the child will be given any medication at CTCC. All medications brought to CTCC should be in its original container. They need to be properly labeled with:

- the child's name - medication name - amount to be administered – doctor's name and pharmacy

Per a phone call to the parent over the counter medication will be given according to the instructions on the label. Over the counter medication can only be given 5 consecutive days at CTCC.

### **Child Accident Form (Boo Boo Report)**

Our staff takes every effort to ensure the safety of your child. Unfortunately accidents do occur. In case of that event, an accident form will be filled out by Cedar Tree Child Care staff for every detected injury that occurs. Please sign and return. A child coming into the program with injuries may require an accident form, so both the parent and staff are aware that they did not occur at CTCC.

### **Child Incident Form**

An incident form will be filled out by Cedar Tree Child Care staff if your child exhibits behavior that is not acceptable and behavior, which does not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child file.

### **Biting Policy**

We understand that biting is a developmental stage for some children. We try to redirect the behavior and figure out what the trigger is for the biting. However, if biting persists there will be a meeting with the parents, director and teachers to develop a plan. Subsequent meeting will occur to reevaluate the plan and if other actions are needed.

### **Clothing**

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter

months. Mark all items with your child's name. Be sure your child has indoor shoes to wear. This helps keep our center clean and children out of wet boots.

Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing. We also ask that parents provide an extra set of clothing for their child that will remain at the facility. Please label all items with your child's name. This will help our teachers tremendously in the event of any accidents that may occur.

### **Emergency Plans**

A plan in case of a fire is posted by each exit door in each classroom and will be practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case of an actual fire, children will be escorted out of the building according to the Emergency Action Plan and parents will be contacted immediately, if phone lines are operable. There is a designated area that children and staff will go to in the event of a fire.

Other plans such as an intruder, intoxicated parent, are practiced routinely and/or they are reviewed by staff. This prepares them in case the need should arise. In the case of a medical or dental emergency the parent of the child will be notified.

### **Arriving and Leaving the Center Attendance**

Children will not be able to attend daycare for the day if they are not dropped off by 10:00am. If your child has an appointment and will be later than 10:00am, the Director must be notified.

### **Authorizing Individuals to pick up your Child**

On the emergency contact/parental consent form, you will

find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish on your form. You must leave a written note in the morning or tell the staff member if someone who is not on the list will be picking up if such a situation arises. We will not allow your child to leave with any unauthorized person or any person noticeably intoxicated. This is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number, address changes and people authorized for pick up.

### **Checking In and Out**

It is required that all children be escorted inside the center and that the arrival time is recorded on the attendance sheet in your child's classroom. When picking up your child please communicate with a staff person and record the departure time on the attendance sheet.

### **Meals**

Parents will be providing lunch for their child. Please make sure all lunch bags, containers, cups, utensils are labeled. Parents are encouraged to pack nutritious lunches. Candy, soda, sugary drinks are not permitted.

### **Family Involvement**

There will be a monthly Cedar Tree Child Care calendar sent home to parents. It will include information on upcoming events and information about activities.

### **Volunteers**

Cedar Tree Child Care encourages volunteers. Volunteers are important and can often serve as a mentor in your child's life. All volunteers are required to have a criminal records check. CTCC welcomes parents and grandparents to share



an interest with the children such as a hobby or a book.

### **Donations**

Cedar Tree Child Care strives to be an affordable center. CTCC's efforts to maintain well-trained caregivers is a costly endeavor. Our doors are open to donations of toys, books in good repair, etc. All donations will be noted and appreciated.

### **Fundraisers**

From time to time Cedar Tree Child Care will conduct fundraisers to meet varied expenses and to meet needs of children to rotate new materials and supplies for children. These fundraisers are a positive way to show community and family support for early childhood education.

### **Classrooms**

#### **Infants (6 weeks to 12 months)**

In our infant room caregivers emphasis is on the individual needs of each infant. We provide the utmost security, love and nurturance for the little ones in our care. Planned activities provide ample opportunities for exploration of a stimulating and safe environment. All of our materials are selected to provide a variety of natural learning experiences for your infant through manipulation and sensory awareness. Language development is emphasized with planned and spontaneous opportunities for communication between the staff and the children.

The CTCC will keep a written record of each child's activities during the day in each of the following areas: • the amount of time your child has slept • the diaper changing and any irregularities in the your child's bowel movement • and the achievement towards any developmental milestones.

Biting is common among young children and occasionally it happens while the child is at CTCC. It can occur for the following reasons; teething, cause and affect, attention, imitation, stress, frustration, and independence. We know biting can be very uncomfortable for both parties involved. When a child bites we will do our best to properly treat it. An incident form will be filled out for the biter and an accident form will be filled out for the injured. The biter may also help comfort the injured, by holding the ice pack on the bite mark. This often teaches the biter that biting hurts and is unacceptable behavior.

In order to prevent the spread of illness, all toys in the Infant Room are washed after each use.

Families are to furnish the following items for their infant:

- infant formula, bottles, baby food • disposable diapers, wipes, lotion • blanket, crib sheet (sheets and blankets are sent home each Friday to be laundered) • Pacifier (if needed)
- a change of clothing. Please be sure to label your child's belongings.

### **SIDS Policy:**

Please dress your infant in clothes that provide warmth for sleeping. Blankets are not placed in pack and plays and no toys, pillows, or boppies are allowed in cribs without a doctor's note. Your infant will always be placed on their back when in their pack and play. No infant will be placed in a car seat, boppy, or bouncy seat to sleep.

New research on infant development states that infants need tummy time for brain development and muscle development. If a child medically needs to be placed on their abdomen to sleep, then a written note from the doctor needs to be

brought to the Center.

### **Infant Room:**

Our teachers do “care teaching” opportunities. Their curriculum is based on the needs and development of your child. Teachers will stimulate your child’s cognitive, emotional, and physical development. Singing, talking, holding, reading, and playing will take place throughout the day. Teachers will follow the schedule parents would like to have for their eating and napping. Diapers will be changed/checked every two hours. There will be two assessments a year to see the development achievement of your child.

Until the teachers get accustomed to your infant and their schedule we will request a schedule from home. The schedule should include how much the child eats and how often and when a nap takes place and how long.

### **Younger Toddlers (12 months to 24 months)**

#### **Older Toddlers (2 - 3 year olds)**

We provide a relaxing and loving atmosphere for all age groups. Our daily routine helps children become familiar with their surroundings. Our day consists of group time when we have a story and calendar time, as well as discussions regarding age appropriate topics. After morning snack we have learning centers where the children are put into small groups. Learning centers provide your child with a variety of activities to develop large and fine motor skills. There are opportunities for your child to learn to count, identify colors, identify shapes, work with puzzles, play with blocks, play with play dough, and color.

In our older toddler classroom, we have time for music, finger plays, dancing, stories, and other games. We have a time to stretch our muscles either inside or outside with large

motor activities that foster cooperative play. Naps are also part of the children's day. When signs of toilet learning are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits.

In our younger toddler classroom children will have their own mat for naptime. The sheets and blankets are sent home each Friday to be laundered.

Families are asked to furnish the following item for their toddler:

- Sheet and blanket
- Diapers and wipes (as needed)
- Extra set of clothing

Please be sure to label your child's belongings.

### **Preschool - 3 Year Olds to 5 Year Olds**

At Cedar Tree Child Care, we strive to provide your child with the best possible learning environment. Children succeed in a learning environment with a routine. CTCC has at its core such a routine. Our daily routine consists of music, small and large motor activities, calendar time and learning centers. New skills are being developed every day. At this age children learn by doing. They like to spend a lot of their time pretending. Dress-up clothes, pretend "props", and puppets are a few of their favorites. Our Lead Teacher will create daily lesson plans that reflect and prepare students for the Abington School District Kindergarten curriculum, giving your children the opportunity to learn character development along the way.

Lots of children at this age are very energetic and active. Therefore, CTCC offers children large motor activities inside or outside as an important part of their day. Naps are also

included in their schedule. We also respect the spontaneity of children; therefore story time might lend itself to extended activities related to the story.

Families are asked to provide the following items for their Preschoolers:

- Sheet and blanket
- Extra set of clothing.

Please be sure to label your child's belongings.

### **School Age – Kindergarten through 6<sup>th</sup> grade**

School agers are provided a safe and loving environment before and after school. Our teachers will provide a small group time in the morning before school involving students with a read aloud experience. They are also given time to choose from a variety of activities with their friends. A morning snack is provided before the children are taken to school.

After school the children are given an afternoon snack. They have quiet time to work on their homework or read. They are also provided the opportunity for outdoor play children and other activities to choose from.

### **Service to a child with special needs.**

Cedar Tree Child Care will make reasonable accommodations to include a child with special needs in accordance with applicable Federal and State laws.

### **IEP**

Cedar Tree Child Care will request a copy of IEP/IFSP. CTCC will make arrangements for an adult individual who provides specialized services to a child with special needs to

provide those services on CTCC premises as specified in the child's IEP, IFSP or written behavioral plan.

Cedar Tree Child Care will make parents aware of community resources for the family of a child who may have special needs.

### **Curriculum**

At Cedar Tree Child Care, we have positioned ourselves as one of the leading child care programs in the area. We accomplish this by using a solid curriculum that is reflective of not only educational components, but character building pieces as well. Your child will participate in educational activities throughout the day. It is important to be aware of the curriculum used your child's classroom. We are making our resources available to parents as a way to help promote healthy development/child-rearing.

Written curriculum plans are posted and daily schedules are posted in each room. Ask your child's teacher for further details. Our curriculum plans are based on developmentally appropriate practices and individual learning styles and needs.

### **Parent/Teacher conference**

Parent/teacher will occur **2x/** year. However, feel free to discuss any concerns with your child's teacher. We are here as a partner in your child's education and well being.

### **Spiritual Enrichment Disclosure**

Elkins Park Presbyterian Church offers a monthly spiritual enrichment class to the children of Cedar Tree Child Care. The children will listen to faith based stories and Christian music.

### **Toys**

Please DO NOT send toys from home with your child as they may get lost or broken. Books and CD's/tapes that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you will be notified. Toy guns and weapons are not allowed at CTCC at any time.

### **Discipline Policy**

We use positive behavior guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Think Space" is used when necessary, with one minute per year of age used as the maximum time away from the regular activities. Children feel comfortable and confident knowing their child care teacher's expectations match and respect their developing capabilities. Incidents of aggressive behavior toward other children or teachers will be reported to families in writing.

### **Mandatory Child Abuse Reporting/Appeals**

Under the Pennsylvania Child Care Code employees of a licensed Child Care Center are mandatory reporters of child abuse and must report it immediately to the Department of Human Services when in the course of working with a child, the employee has the reason to believe that the child has suffered a non-accidental injury as a result of abuse or willful neglect.

### **Liability Insurance**

Cedar Tree Child Care has comprehensive general liability insurance to cover the persons who are on the premises. A current copy of the insurance policy is on file.

Cedar Tree Child Care will report to the DPW liability insurance claims brought against the operator or a facility person.

## **Cedar Tree Child Care Center Payments and Procedural Policies**

- Our billing period is from Monday to Friday. Billing is completed on Monday for the current week. Payment is expected in full. A late fee of \$10.00 per day per child will be charged to accounts not paid by Monday of that week. If full payment is not received by Friday, your child/children may not attend until payment is received. CTCC reserves the right to fill your child's vacancy when the account is not paid in full.
- Payments for weeks in which holidays, school closings due to weather, and staff professional development occur will remain the same as all other weeks.
- After 6 months of enrollment, children will be eligible for one week of vacation. **Families who pull their child/children out for the summer are not obligated to receive a week of vacation.** CTCC requires a two-week advance notice of a child's absence in order to staff accordingly.
- If your child will be absent due to an illness or any other reason you must call CTCC by 9:00 a.m.
- A \$40 charge is assessed for non-sufficient fund checks. After 3 such occurrences, payments must be made by cashier's check. Payment for all services must always be made by personal check, cashier's check, or cash. .
- Age related rate changes due to a birthday take place on the Monday following the birthday. A reminder note will be sent home of the tuition increase.
- Your voluntary cancellation of service **REQUIRES** a 2-WEEK ADVANCE WRITTEN NOTICE. If a written notice is



not given as described, you will be charged for two weeks of fees, based on an average week. The one-week of vacation may not be used for one of these weeks. After notice is given, the one-week of vacation may not be redeemed. The one-week of vacation will not be available to use until your child has been at the center for 6 months.

- All general policies stated above pertain to ALL the rate schedules and services. When a child is registered you assume all responsibility for cost incurred.

- Inclement Weather Policy: CTCC follows the Abington School District for school closing. **CTCC will make the decision regarding delayed arrivals.**

THE ABOVE WRITTEN POLICIES ARE PROVIDED TO YOU AS A CONVENIENCE AND TO AVOID ANY MISUNDERSTANDINGS. IF YOU DO NOT UNDERSTAND ANY POLICY OR PROCEDURE, PLEASE ASK.

### **OTHER FEES:**

**Registration Fee:** The current annual registration fee is \$65 for one child and \$75 for a family.

**Mats:** Since your child will be sleeping on a mat you are required to purchase a mat. For a fee of \$20.00 your child's mat will be ordered.

**After Hours Fee:** CTCC closes at 5:30 pm. Consequently, a \$5 per minute fee will be charged for each minute past closing time. In the event a parent/guardian cannot be reached after 15 minutes past closing time, your emergency contact person will be notified to come pick up the child. If a parent/guardian is repeatedly late, a child/children will be dropped from CTCC.

## Transition

When a child moves into a new room, some may adjust right away and others may take more time to adjust. The child transitioning will spend time visiting the new classroom in weeks leading up to the permanent move. Parents/guardians will receive written updates on daily reports or via email as to how their child is adjusting to the transition. The child's current teacher will fill out an information form about the child for the new teachers to help with the transition.

## PARENT CONTRACT

I understand and agree that a two-week written notice is needed to end my child care services. If no notice is given, I am responsible for paying a 2-week rate and vacation days may not be used. Our billing period is from Monday to Friday. Billing will be completed on Monday for the current week and payment is expected in full by Monday. A late fee of \$10.00 will be charged per day to accounts not paid by Monday. Children may NOT attend after Friday the week payment is due until payment is received. If my account with Cedar Tree Child Care is left delinquent, I understand that my child will be dropped from the program and his/her spot will become vacant and I will be held responsible for the payment. I have read, understand, and agree to follow the policies and procedures outlined in the Cedar Tree Child Care Parent Handbook, including the Spiritual Enrichment Curriculum Disclosure Statement.

Parent/Guardian WILL NOT receive a refund of tuition if procedures, rules, and policies are not followed.

Our start date for child care services will be:

\_\_\_\_\_.

Our earliest drop-off time will be

\_\_\_\_\_.

Our latest pick-up time will be \_\_\_\_\_.

In order for the center to schedule adequate staff and meet adult/child licensing ratios, I understand that any change in my child's drop-off or pick-up time must be communicated with the Director in writing.

\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_

Director Signature Date