

**The Fun House Day Care, Inc.**  
**2776 Rt. 2**  
**Hermon, ME 04401**  
**Email: nmewoods@yahoo.com**  
**Fax 207-848-5169**

## **RE: Enrollment Contract**

### **FEES FULL TIME:**

Infant 6 weeks - 24 months \$135.00 per week  
2 ½ Years and up - \$120.00 per week  
On and Off Bus x 5 Days - \$50.00 per week (parents to provide snacks)

### **FEES PART TIME:**

Snow days or School Vacation days for school age children - \$23.00 per day (parents to provide snacks)

On or Off Bus - \$10.00 per On or Off with a set schedule and parents provide meals and snacks. (Bus payments are paid whether your child attends or not – same as full time)

We offer a preschool program to 2 ½ year olds and up that are enrolled in the day care. Preschool is offered 3 to 5 days a week for 2 to 3 hours a day. This variation is due to weather situations or staff illness. It is an excellent program including hands on alphabet, hands on numbers, American Sign Language, weather calendar, arts and crafts, math manipulative, internet fun, science experiments, show and tell, participation stories and much, much more. The children look forward to it every day.

### **PAYMENT POLICY:**

Childcare service payments are due on Fridays, or the last day of the week in which your child is in care. If you are going on vacation, payment needs to be made the week before you leave. (I will hold checks if necessary until the actual payment due date.)

**Make all checks payable to The Fun House Day Care, Inc.**

We accept Aspire and any State funded voucher programs.

### **HOURS:**

Open hours are 7:00 a.m. through 5:30 p.m. Monday through Friday. We are here to provide parents with childcare while parents are working. Parents arriving after 5:30 will be charge \$5.00 for every 15 minutes late. The late fee is to be paid upon arrival of the parent. (We understand emergencies, not errands on the way home.)

***Please phone us if you will be later or have a back up person that can pick up your children for you.***

## **VACATIONS AND HOLIDAYS:**

All of the staff does take vacations. The day care remains open for those vacations at this time. I do not anticipate this changing. If you are taking vacation, your payment must still be paid in full. Please make that payment the week prior, I will hold any checks until the actual due date.

The Day Care's paid (CLOSED) holidays are: New Years Day, Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Thanksgiving Day and the day after, and Christmas Day. If these holidays are on a weekend, either we will close the Friday before or the Monday after, you need to check your calendars that were given out at Christmas time. (If your child's regular schedule is to be in day care any of these days, they must still be paid).

## **ILLNESS:**

Please inform us if your child has been ill during the night or is not feeling well upon arrival. We will not take severely ill children. For example: oral temperature over 100 degrees; vomiting; diarrhea; strep throat; chicken pox; or contagious skin condition. If your child becomes ill while at the day care, We will phone you and we can decide together if you should come pick him/her up. State Law requires that any medication administered by a childcare provider must be accompanied by a written consent from the parent. We cannot administer even Tylenol or Desitin without your consent. We have forms here for you to sign if necessary. In case of an emergency, we will contact the child's doctor, a hospital or rescue squad immediately, and the parents, as soon as possible, in that order. Regular fees will apply for your child's absence due to illness or days off, regardless of advance notice.

## **DISCIPLINE:**

We will use discipline in compliance with the parent's wishes. We do not feel that harsh punishment is necessary. We use "Time Out" and positive reinforcement as much as possible for effective behavior management.

## **TOYS FROM HOME:**

Toys may be brought from home only if your child is willing to share the toy and it is understood that there is always the possibility of the toy being lost or broken. An exception to this rule is a special blanket or stuffed animal for naptime.

## **FOOD FROM HOME:**

Food from home may be brought at any time. No child is made to share food with others unless he/she chooses to do so. Additional food is encouraged if you have a child with particular eating habits, or larger appetites than usual.

## **FIELD TRIPS AND OUTINGS:**

We sometimes conduct field trips requiring a vehicle. If so, signed permission slips will be required in advance of the outing. We will give you adequate notice to this.

If you do not wish for your child to participate in these activities, please give me a written paper stating so. It is not a regularly schedule event, weather is a factor and number of the children at the day care at the time.

## **MEALS AND SNACK:**

We will serve the children breakfast that you supply. You may bring cereal, pop tarts, waffles, eggs etc. We supply the milk, syrup, butter etc. The day care supplies snacks as well as a well-balanced lunch. Suggestions as to your child's likes and dislikes in food are helpful, although we do not cook two or more meals at any given lunchtime. All children are served the same lunch and are encouraged to eat it.

We offer 100% "Eve and Apple" juice boxes at .30 cents each. Due to the cost of juice, it is not included in your weekly fee. You may send money for juice boxes ahead of time or we will keep track and let you know at the end of the week your cost. This is an option for you, not required, as we do serve milk, water and lemonade that is included in your weekly fee.

BREAKFAST – From 7:00 am to 8:30 am

A.M. SNACK – 10:00 am

LUNCH – From 12:00 noon to 12:30

P.M. SNACK – 3:00 pm

## **NAPS:**

An afternoon nap/rest time is observed each day from approximately 1:00-3:00 pm. You will need to bring a special blanket and pillow for your child to snuggle during that time. Most of the children leave them here. We encourage you to take your child's blankets and pillows on Fridays to be laundered and returned on Monday.

## **SUBSTITUTES AND HELPERS:**

We have a full time staff with some part time help. In most cases, there are two staff members present. If we have appointments or sickness, things may vary. One staff member can cover the day care if there are eight or less children. Part time summer time varies; we have a number of teens who help when needed.

**MISCELLANEOUS:**

Please bring one complete change of clothes for your child and a unique sippee cup to have for his/her own.

If your child is in diapers, you will need to keep a supply here as well as wipes. He/she will be assigned his own cubby to keep personal things in.

The parent must supply all Tylenol, Cold Medications, Desitin, sunscreens, etc. I will give you two weeks notice if I can no longer take care of your child. Parents must give me the same notice before removing their child from the day care. If notice is not received, tuition will be charged for two weeks following the withdrawal.

When you enter day care keep to the right. Make the U-turn to exit. The driveway is marked with Orange cones for the children’s “safety zone”. There are to be no vehicles in that area.

**CONTRACT AGREEMENT:**

At the time of admission, the undersigned parent or guardian understands that care will be billed as follows:

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Signature of Parent or Guardian Date

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Signature of Day Care Provider Date

I acknowledge that I have received a copy of the ENROLLMENT CONTRACT for the FUN HOUSE DAY CARE, Inc. I have read this document and agree to the conditions.

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Signature of Parent or Guardian Date