



Dear Parent(s),

I want to take this time to thank you for the opportunity to take care of your childcare needs. What I have to offer your family is much more than a babysitting service, but a loving, safe and educational environment for your child to grow.

I understand how difficult it can be for working parents to balance all of their commitments and responsibilities in their lives. For this reason I strive to offer a program that will enrich your child's development while putting your mind at ease.

I will do my best to assist your child in developing important values such as: good manner caring/sharing, patience, responsibility, compassion for self and others, as well as communication and teamwork. I believe children learn best through play and we will implement these important values throughout our day. I will also offer daily preschool activities for our child to be ready for Kindergarten. He/she will learn to recognize the alphabets, shapes, colors, numbers, as well as beginning reading and writing skills. We work on name recognition and name writing.

It is my goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at any time throughout our childcare relationship. Open and honest communication is the key in the development of your child.

Please help me operate my childcare business in a professional manner by carefully reading through the Policy/Procedure information and filling out all of the necessary forms. It is important that you are aware of all policies in order to make your decision about your child care based on the teams I have provided.

Again, thank you for the opportunity, I look forward to providing your family with the best possible care for your child.

Regards,

Your Child Care Professional

Mrs. Simmons



1673 Lamar Ave Memphis,
TN 38114, USA

POLICY STATEMENT

1. The Center opens at 06:00 am and closes at 12:00 midnight, Monday through Friday. Children will not be accepted after 09:00 am in the exception of an extreme emergency. Parents must call for their children to remain at the center past closing. A late pick-up fee will be imposed for children kept after 12:00 midnight. If children can't be picked up by 12:00 midnight, please make arrangements with tuition to pay extra fees so you will not have to pay by the minute. Each child is only given nine hours of childcare a day with five minute grace period. After five minutes late charges will be applied. A color slip will be given with pick-up and drop off time alone with late fee amount. **ALL LATE FEES WILL BE ENFORCED!!!!**
2. The late pick-up fee is \$3.00 a minute. All fees are upon entering the center on Monday morning. If fees aren't received upon entering the center a late fee will be charge for evening pay and \$10.00 a day late fee will be charged for all past due fees.
3. Parents are expected to come in to the center to sign their children in and out. You must sign your first and last name. Please provide that information to the person you have designated to pick up or drop off your children.
4. If a child becomes ill during the day, the parent will be called to pick up the child from the center. If the child is not picked up a 2 day suspension will be given. Nor should parents bring children that exhibit symptoms of the following illnesses; **diarrhea, headaches, ear infections, vomiting, ring worms, fever, impetigo, sever coughing, and sneezing, non-stop running noses with green and yellow discharge.**
5. If medication must be given to a child, each bottle must be clearly labeled with the child's name, name of the medication and specific dosage. A medication form must be completed and signed by the parent before the medication can be given.
6. Please do not allow your child to bring food, money or toys to the center unless requested by the teacher. Special items for birthday parties or for medical purpose are permitted.
7. Each child must have a change of clothes and labeled at the center. Please bring supplies to provide quality care for your child. A supply list will be given.

*****Each child should have two towels or blankets for nap time. Outdoor play is required by the Department of Human Services EXCEPT IN BAD WEATHER. Please make sure that your child is dressed appropriately.*****

8. Parents should notify the center immediately of any changes in the work or home phone numbers. We must be able to reach you in case of an emergency involving your child.
9. The following services are provided by the center:
Breakfast 08:00 to 08:45 am (Breakfast will only be served before that time if the child attends a
Lunch 11:15 to 11:45 am
Snack (afternoon) 02:30 to 02:45 pm
10. Tuition is due every week your child is enrolled. If your child is out for the entire week you are requested to pay half of your tuition to reserve your child space. If your child attends one or more days within the week, you are required to pay for the entire week. Parents are required to pay full tuition regardless of absences or holidays.
11. The center will observe all state and federal holidays. Any additional days will be posted.
12. We place each child on a two week trial period. The trial period is for the benefit of the center and the care of the children. The center reserve the right to terminate the enrollment of the child from the center for any of the following reasons; the child is not benefiting from the environment, the staff can't provide adequate and safe care for the child, the child poses a danger to other children because of fighting, biting and illness.
13. The center reserves the right to terminate a child enrollment at any time for one or more of the following reasons. The child is not adjusting, bringing drugs or weapons, use of profanity, biting, excessive crying, fighting or scratching. Parent not supplying the necessary emergency phone number, neglect of the child, failure to pay daycare fees or provide supplies. If there are frequent late pick up and not cooperating with daycare regulations.
14. All unpaid fees will be subject to collection and attorney fees.
15. There is a \$35.00 return check fee.
16. Only those individuals designated by the parent will be allowed to pick up your child from the center. Individuals who haven't been designated will have to be cleared by the center office before we can allow them to pick up your child.

NOTE: This facility is operated in accordance with State of Tennessee, which prohibits discrimination on the basis of race, age, handicap, religion or nation origin.

I have read and understand the contents of this policy statement and agree to the terms stated.

Child Name _____

Parent Name _____

Date _____



Potty Training Contract

Magicland Learning Academy LLC assistance with the potty training, however we do not fully potty train. We assist parents who have been working with their child four to six weeks. Please let childcare center know when you have started; so that we may become aware. No pampers are allowed once we have begun to assist. Pull-ups that open on the side will only be allowed when potty training, in the event that the pull-up needs changing, we should not have to take off the clothes and shoes. Please do not spend the child to school with underwear on and it has not been discussed with staff members. In the event that the staff members have been working with the child for a length of time and progress is not made all efforts will be discontinued until the child is ready.

I have read and understand the terms and conditions.

Child's Name _____

Parent's signature _____

Date _____



DAILY SCHEDULE

6:00-8:00am/arrival child choice

8:00-8:45am/ personal needs

8:15-8:45am/ breakfast child choice

8:45-9:00am/ personal needs

9:00-9:30am/ circle- time

9:30-10:00am/ free choice

10:00-10:15am/ story time

10:15-10:30am/ music movement

10:30-11:00am/ outdoor play

11:00-11:15am/ personal needs

11:15-11:45am/ lunch

11:45-12:00pm/personal needs

12:00-2:30pm/ nap time

2:30-2:45pm/ personal needs

2:45-3:00pm/snack

3:00-3:15pm/ circle - time

3:15-3:30pm/music and movement

3:30-4:00pm/outside play

4:00-4:30pm /tv time

4:30-4:45pm/personal needs

4:45-5:00pm/games

5:00pm-6:00pm/departure