



3700 S. US Hwy 27, Clermont, FL 34711

## POLICIES & PROCEDURES

\_\_\_\_\_ Parents are responsible for payment of all fees on time. **Tuition is due on Friday for the following week.** A late fee of \$20.00 will be added to tuition not paid by noon on Monday for the current week. ***A delinquent amount of two (2) weeks past due could be cause for termination.***

\_\_\_\_\_ There is no reduction of fees for absences other than the allotted preplanned vacations **(after one (1) year)** based on the program your child is enrolled in. Any special arrangement must be approved by the Daycare Administrator and noted in the file.

\_\_\_\_\_ Persons authorized to drop off or pick up your child(ren) must come into the building with the child(ren) to sign the child(ren) in or out to make certain the person in charge knows the child(ren) are there. **Anyone under the age of 18 are not considered authorized persons. Older siblings are not to bring or pick up your child(ren).**

\_\_\_\_\_ Children must be kept home with the following: fever, congested cough, heavy mucus discharge, diarrhea, vomiting, eye drainage, rash or any contagious stage of illness. Children too sick to participate in the full program need to be kept home. If you have any questions about any illness, please call the Center before you bring in your child for the day.

\_\_\_\_\_ A complete change of clothing should be kept at the Center. A small blanket should also be kept in your child's assigned cubby. **Please label all your child's personal belongings.** All jackets, sweaters, (not being worn) lunchboxes, etc. must have your child's name on them.

\_\_\_\_\_ Parents need to inform the Center of changes in address, phone number, employment, emergency data or any changes in family situation.

\_\_\_\_\_ Parents are expected to pick up children before closing time (6:00 PM). A \$10.00 amount will be charged for children picked up after 6:05 p.m. and \$5.00 for every 5 minute increment thereafter.

\_\_\_\_\_ No medications can be administered to a child without written consent on file. An "authorization to administer medication" form must be filled out completely and all medicine must be in the original container.

\_\_\_\_\_ The Administrator is to be notified two (2) weeks in advance before a child is to be withdrawn.

\_\_\_\_\_ If, after a reasonable time, it is found that a child is unable to adjust to the Center, Children of Promise reserves the right to request withdrawal of the child. This decision is left to the discretion of the Director or Administrator of Children of Promise Nurturing Center.

***I have read the policies and procedures of Children of Promise Nurturing Center and am fully aware of their intentions and ramifications.***

\_\_\_\_\_  
Signature of Parent or Guardian

Date: \_\_\_\_\_