

# Lee Academy Cavalier Kids Club Daycare

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## Admissions & Enrollment

Our daycare serves children ages six weeks to 12 years. We provide after school daycare (see rates below). 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.

## Enrollment Procedures

Parents must complete the online application and enrollment forms through our Facts Parent Portal. ***There is a \$40 application fee (non-refundable) for all new students that is paid upon completion of the online application packet.***

## Fees

All fees are billed and due on the 1st of each month. Payments can be made in the office, by mail or on FACTS. The first month's payment is non-refundable upon transfer or withdrawal. Students will not be allowed to attend daycare until their first month's tuition is paid. A late fee of 5% will be assessed on the unpaid past due balance following the 10th of the month. A \$30 returned check charge will apply to any returned check.

*\*\*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. Late fees will be billed through Facts.*

## 2024-2025 Daycare Price List

### Plans & Rates (Effective June 1, 2024)

#### Infant Room/Toddler Room/2 's Room

\$7,775/year (\$647.92 billed monthly June 1st - May 1st)

Yearly rate calculated based on 51 weeks

#### After School Care - K3 & Up

\$3,000/year (300.00 billed monthly - Start of school - End of school)

Yearly rate calculated based on 40 weeks

#### Summer - K3 Eligible & Up (All Day)

\$1,375/year (\$687.50 billed June 1st & July 1st)

Rate calculated based on 11 weeks

### Multi-Child Discount-Applies to the younger child(ren)

2<sup>nd</sup> Child - 10%

3<sup>rd</sup> Child – 25%

4<sup>th</sup> Child or More – 50%

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## **Hours of Operation**

Monday – Friday 7:00 a.m. – 5:30 p.m.

## **Holidays -Daycare is Closed-**

- Labor Day (September 2, 2024)
- Thanksgiving Day and the day after (November 21, 2024, November 22, 2024)
- Christmas Holidays (Wednesday, Dec 25, Thursday, Dec 26, Friday, Dec 27, 2024)
- New Year's Holiday (Wednesday, January 1, 2025)
- Good Friday (Friday, April 18, 2025)
- Memorial Day (Monday, May 26, 2025)
- Week of July 4<sup>th</sup> (Monday, June 30, 2025 - Friday, July 4, 2025) ***This week is not included in pricing.***

## **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 to withdraw your child from daycare. In the event we should ever find it necessary to end our agreement, we will also give the parent a week's notice. Except for reasons such as, but not limited to: destructive, uncontrollable or violent behaviors, habitual tardiness in picking up of the child, and habitual late payments 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 Lee Academy Daycare.

## **Release of Children**

No child will be released from daycare to anyone other than persons listed as pick-up/emergency contacts. Should a parent need to make special pickup arrangements, they must call and give the name of who the pickup person will be and understand that when that person arrives, he/she will be required to present a driver's license or some form of name and picture identification.

***\*\*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. Lunch may be bought from the school cafeteria during school times. During the summer, meals and drinks will need to be labeled and sent with your child.

Parents are welcome to send 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. Please label all food items coming from home.

## **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 him/her appropriately. Each child is expected to have a change of clothing that is to be left in 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 five 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. All children are required to have their own nap pad. Please do not send blankets, pillows, sleeping bags or toys to daycare. 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.

## **Discipline**

Lee Academy 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**

As a daycare, 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/stomach ache
- \*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. Daycare personnel will administer first aid for minor emergencies. In cases where the extent of the emergency 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.***