

Lee Academy Daycare

Enrollment Procedures & Confidentiality

Lee Academy Daycare serves children ages six weeks to 12 years. We also provide after school daycare for students enrolled in Lee Academy. 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.

In order to enroll your child in daycare, the enrollment application must be completed and submitted prior to the child(ren)'s first day. This paperwork is available in the front office at Lee Academy or on our website at www.myleeacademy.org. We will not assume care of your child(ren) if a completed application has not been received.

All records will be kept secure and confidential and will be for director's use only. Files are available immediately in case of an emergency.

Adjustment/Trial Period

There will be a trial period of 30 days; either party may terminate services during this time.

Termination

One week's notice is required to withdraw your child from daycare after the 30 day adjustment/trial period. If the required notice is not given you will be billed one week additional fee. In the event Lee Academy Daycare should ever find it necessary to end their agreement with a parent, Lee Academy Daycare is required to give the parent one 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.

Fees

All fees will be billed on Thursday of the week the fees are incurred. All fees are due 10 days from the date billed in order to avoid late fees.

In the event your child attends daycare for only part of the week or if your child misses a full week, you will still be billed a full week. This ensures your child's spot is held.

Late Fees

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.

2022-2023 Daycare Price List

Plans & Rates (Effective June 1, 2021)

Plan A – Infant Room/Toddler Room/2 's Room\$125.00/week

Plan B – Summer-K3 Eligible & Up (All Day).....\$100.00/week

Plan C – After School-During School Months-K3 Eligible & Up.....\$50.00/week

Multi-Child Discount

- 2nd Child - 10%
- 3rd Child – 25%
- 4th Child or More – 50%

****The discount(s) will be applied to the younger child(ren) and will be calculated based on the number of children actively enrolled in daycare.**

Hours of Operation

Monday – Friday 7:00 a.m. – 5:30 p.m.

Holidays -Daycare is Closed

You will be charged for the full week in which these holidays fall.

- Labor Day (September 5, 2022)
- Thanksgiving Day and the Friday after Thanksgiving (November 24, 2022, November 25, 2022)
- Christmas Holidays (Friday, Dec. 23, 2022, Monday, Dec. 26, 2022, and Tuesday, Dec. 27, 2022)
- New Year's Holidays (Friday, December 30, 2022 & Monday, January 2, 2023)
- Good Friday (Friday, April 7, 2023)
- Memorial Day (Monday, May 29, 2023)

***You will not be charged for the week of July 4th (Monday, July 3, 2023-Friday, July 7, 2023) as our facilities will be closed.**

Vacation Week

After being enrolled for a period of one year in Lee Academy daycare, you will be allowed one free week **(other than the July 4th week)** per child each calendar year to be used for vacation, illness, or for any other occasion where your child will not be in attendance in daycare that week. Please request and fill out the vacation form. This form will need to be submitted **prior to** the “free week” you intend to use (unless due to unforeseen circumstances).

Signing In/Out

Children are clocked into our computer system upon arrival and clocked out upon departure. Parents are not allowed in the daycare buildings. Also, Lee Academy maintains a daily movement log in which your child is signed in and out of each area they move to such as playground, gym, restroom, etc. in an effort to make sure we know where your child is at all times.

Release of Children

Upon admission to daycare, parents are required to fill out an information/medical form. On this form is a list of who may pick the child up from daycare. If someone other than the people on the list are planning to pick up your child, Lee Academy Daycare requires a call from the parent/guardian naming who the pickup person will be. When the named 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 brought from home or purchased 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 or at the time of diagnosis. 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. 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. All children are required to have their own nap pad. Please do not send blankets, pillows, sleeping bags or toys to daycare.

Discipline

Lee 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

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and staff. This biting policy has been developed with both of these ideas in mind. 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

Sick children must be picked up immediately and may not return until cleared by the doctor or the child has been symptom free for 24 hours. If your child is sick, please do not bring them to daycare.

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 injury 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.

Field Trip/Transportation

This daycare does not participate in field trips or offer transportation.

Evacuation Plans/Training Plans

Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In this unlikely event, the children will be evacuated to an emergency location and you will be notified immediately. A notice will be posted at the daycare with all information on the alternative sight.

- A. Alarm Signal: Continuous ringing of bells and/or announcements over the intercom.
- B. Children will exit the building with the supervisor and go to the football field.
- C. In the case of inclement weather, children should exit and go directly to the elementary building.
- D. Other situations will be accessed as the need arises.

Our staff is continually trained. We offer unscheduled drills and post evacuation routes in high traffic areas. The children follow to the exit sign, then to the football field. We have a white card that symbolizes that all is clear and a red card that means things are not clear. No one reenters the building unless the white card is shown. The same procedure is used with lockdown.

Parental/Guardian Access

Parents have free and full access to the children enrolled in daycare unless court orders stipulate visits must not disrupt classroom activities.

Facility Agreement

Upon admission, parents are informed of policies and procedures by staff/director. These agreements are signed and dated annually, with updates as needed.

*Lee Academy carries Liability Insurance.

DAYCARE CONTRACT AGREEMENT (2022-2023)

LEE ACADEMY

630 Cousar Street Bishopville, SC 29010 Phone (803-484-5532) www.myleeacademy.org

I, _____, parent, guardian, or sponsor hereby make application for the enrollment of the student(s) listed below in Lee Daycare for the fiscal year beginning June 1, 2022 and ending May 31, 2023. I will pay the contracted amount listed per each plan chosen for school-time daycare and summer daycare.

Effective Plans and Rates (June 1, 2021)

Contractual Plans and Rates are as follows:

Plan A – Infant Room/Toddler Room/2's Room\$125.00/week

Plan B – Summer -K3 Eligible & Up-(All Day).....\$100.00/week

Plan C – After School-During School Months-K3 Eligible & Up.....\$50.00/week

Multi-Child Discount

2nd Child – 10% Discount (Enrolled in Daycare)

3rd Child – 25% Discount (Enrolled in Daycare)

4th Child or More – 50% Discount (Enrolled in Daycare)

	Name	Plan A or Plan C	Plan B	Weekly Rate For office use only
First Child				
Second Child				
Third Child				

I hereby agree as follows:

- I. Bills accrue on a Monday – Friday basis. Payments are due on Friday of each week for the previous week. Returned check fee is \$30.00.**
- II. If payment is not made on Friday, your child may not attend daycare until the past due balance is collected.**
- III. Bills are not sent unless fees are past due.**

I understand that this is a valid contract between me and Lee Academy signed the _____ day of _____, 2022.

Printed Name of Responsible Party



Signature of Responsible Party

Address

Phone

Lee Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational or admission policies, athletic or other school administered programs.

Lee Academy Daycare Application for Enrollment

Child's Name:		Nickname: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Child's Address:			
Phone Number:		Date of Birth:	
Date of Enrollment:		Age at Time of Enrollment:	
Number of Days attending Daycare:		Arrival Time:	Departure Time:
Mother/Guardian:		Home Phone:	Work Phone:
Employer:		Email:	
Father/Guardian:		Home Phone:	Work Phone:
Employer:		Email:	
Emergency Contact: Other than Parent or Doctor			
Phone Numbers Most Likely to be Reached:			
Address:			
My child has the following allergies and/or special needs:			
Please list hobbies or interests your child might have:			
The child will be released only to the person signing this application and the following persons:			
Name:		Phone:	
Relationship:			
Name:		Phone:	
Relationship:			
<div style="text-align: center;">   </div>			
Signature		Date	

South Carolina Department of Social Services
Child Care Regulatory Services
**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: _____ County: _____ Select County ...

Address: _____
Street Address -- no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) ☐ Yes ☐ No

My Child will regularly attend this facility FROM _____ am/pm TO _____ am/pm

If Child is a drop-in, indicate hours of care: FROM _____ am/pm TO _____ am/pm

Check all days Child will regularly attend this facility: ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Check all meals Child will receive daily: ☐ Meals are not offered ☐ Breakfast ☐ Morning Snack ☐ Lunch

☐ Afternoon Snack ☐ Dinner ☐ Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: ☐ Yes ☐ No ☐ N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee

LEE ACADEMY DAYCARE

PARENT'S AUTHORIZATION FORM FOR CDCC & GDCH

Child's Name _____

DISCIPLINE

Do you understand the discipline policy of the daycare? Yes____ No____

Does this daycare use corporal punishment as discipline? Yes____ No____

If so, do you give permission for the staff to spank your child? Yes____ No____ NA____

Parent's Signature _____ Date _____

MEDICINE

I give permission for prescription and non-prescription medicine to be given to my child.

Parent's Signature _____ Date _____

EMERGENCY MEDICAL TREATMENT

I give permission to Lee Academy Daycare to obtain emergency medical treatment.

PERSONS AUTHORIZED TO TAKE MY CHILD FROM THE DAYCARE

Parent's Signature _____ Date _____

I give permission for my child to be transported to and from daycare, including field trips.

Parent's Signature _____ Date _____

I give permission for my child to participate in swimming activities.

Parent's Signature _____ Date _____