

CHILDCARE POLICIES

The following rules pertain to KUBO MONTESSORI business policies. These policies are non-negotiable and are legally binding.

Enrollment

Please initial where indicated:

_____	1	All information including medical, and activity forms must be completely filled out and returned before beginning childcare. A non-refundable registration fee of \$50 will be paid upon entrance to the school.
_____	2	The client understands that medicine forms must be filled out before any medication will be administered.
_____	3	Parent agrees to submit (on or before the first day of care) a copy of each child's immunization record.
_____	4	A thirty (30) day notice must be given if parent decides to terminate their contract.
_____	5	The parent understands KUBO MONTESSORI is/are responsible for informing parent of any accidents occurring during the day. Accident forms are filled out, signed, and filed into the child's history folder.

Payments

Payment for the Month is due on the first day of the week.

_____	1	If a payment is not made on the due date, you will be charged \$5 for each day that the payment is late.
_____	2	Tuition is on a monthly basis. It cannot be prorated nor adjusted for any reason. Make-ups for missed days are not possible.
_____	3	Post-dated checks for childcare are not acceptable. Check must be dated for the day services are being paid.
_____	4	Returned checks will be assessed fees payable in cash or money order for: 1. The full amount of the check, and 2. A \$25.00 service fee the bank charges Kubo Montessori, and 3. Any additional fees incurred as a result of your check not clearing
_____	5	If two checks are returned, you must pay in money order or cash thereafter.

Hours/Days

Opening time for KUBO MONTESSORI is 9:00 AM. And pickup time is no later than 5:30 p.m. unless prior arrangements have been made. If you are late picking up your child, you will be charged a late pick-up fee of \$1.00 every 1 minute past closing time. Sign up sheet will be provided for drop off and pick up time. At the end of each week, you will be given a notice for amount owed for late pick-up. Money will go directly to school materials and projects._

_____	1	The price for full time tuition includes 8 1/2 hours a day, five days a week. Anything over 8 1/2 hours a day/45 hours a week will be charged \$10.00 an hour.
_____	2	Parents will be charged for the full tuition whether the child comes for one day or all five. Holidays that fall during the month will be paid for even though I am unavailable for care. _____ (Initial)
_____	3	If you take a vacation, the full amount of tuition will be due on the same date specified in your contract. If vacation is taken and not paid for, the time slot may no longer be available to the parent. _____ (Initial)

Holidays

The following days are paid holidays for the KUBO MONTESSORI. On these days KUBO MONTESSORI is closed, substitute care is not provided.

Columbus Day
Martin Luther King, Jr. Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Day after Thanksgiving
Winter Break (2 weeks)
Spring Break (1 week)
Summer Break (2 weeks)

Meals

The KUBO MONTESSORI provides lunch and an afternoon snack. The meals are nutritious well-balanced meals. You should be aware of meal times to ensure that your child/ren is/are present.

LUNCH 12:00 Noon

Absences

If your child is absent for any reason, you will still be charged the normal annual rate.

_____	1	Parents will call before scheduled time of arrival if they are late or not coming that day. (Late fees still apply).
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Illness

If your child is sick, you will not bring the child into the school. If your child is ill, you will find alternative childcare. When the child is no longer contagious and is healthy enough to actively play with other children he or she may come back to the school. This helps protect the health and well-being of all the children at the school, and enables us to provide the best possible environment for the children.

These are common symptoms that a child has a contagious condition:

Active sneezing or coughing.

Colored discharge from nose.

A sore throat (with fever or swollen glands).

Discharge from eyes or ears.

Diarrhea (three or more watery stools in 24 hours).

Vomiting (two or more times in **24 hours**).

A fever (a temperature of 100 degrees Fahrenheit or more).

An eye infection.

Rash (especially with a fever or itching).

Medication can be given if it is in the original container, labeled with the child's name, and a signed authorization paper is included with the medication.

Clothing and Supplies

Children's belongings must have their name written on them. We cannot be responsible for lost items. Please send your children in appropriate clothing for the weather.

Parents are urged to bring a small pillow & blanket for the children to use for naptime.

_____	1	Parents will supply a change of clothes each day, even if their child is fully potty trained. This includes school-aged children.
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Parents are responsible for diapers, wipes, and special-needs food.

Pickup Procedures

Parents will pick their child/children up at the door and will walk their child to the car.

No child will be released to a honking horn.

_____	1	Only designated persons will be allowed to pick up the child/ren.
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Discipline Procedures

_____	1	Children of new clients will be placed in our care on a two-week trial basis. This allows both parties to get acquainted with each other and see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative childcare arrangements.
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In case of disciplinary measures, re-direction is used first, and if necessary, the time-away method is used. Time away is removing the child from the situation and placing him/her by him/herself for a period of one minute for each year of the child. The child will be given ample attention and one on one conversation with regards to ground rules of the school.

If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

Termination

KUBO MONTESSORI reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior, parent relation or unruliness of the child. The staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw you child from the school at any time, for any reason. However, you must give the school a **30-day notice** when canceling service. If the school is not given a 30-day notice, you lose your entire tuition payment for the month.

By signing this form you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of deposit, or both. This policy agreement is subject to change with two weeks written notice.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
KUBO MONTESSORI	Date