



# Policies

## Hours of Operation

Monday – Friday 7a.m - 6p.m.

One of a Kind will be closed the following holidays:

New Year's Eve (1/2 day) New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day Thanksgiving Day, Christmas Eve (1/2 day) and Christmas day.

## Tuition

- Full Day program: 8 a.m. – 4 p.m.
- ½ program: 8:30 a.m. – 11:30 a.m

Additional fees will apply for extended hour(s).

- Available extended hours:  
7 a.m. – 8 a.m.  
4 p.m. – 6 p.m.

Call for price rates!!!

## Payment Policies

- Tuition is to be paid monthly. If tuition is paid after the 3<sup>rd</sup> of each month, there will be a \$20 late fee added to your child's tuition. (Please note: **One of a Kind Child care/Pre-school** understands that situations may arise that may alter your ability to pay your child's tuition in a timely manner. If this occurs, please discuss matter prior to the beginning of the month so that an alternative arrangement can be made.)
- Parents/guardians will be held responsible for *all* fees that may result from any returned/cancelled check(s).

## **Child Illness**

Please advise One of a Kind Child care/Pre-school if your child will not be attending due to illness.

Parents agree that if their child is ill (fever, infection, diarrhea, or any other type of illness that may be passed to others) will be kept at home to protect the well-being of the other children and staff.

Further, parents agree that should their child become ill while in care -- immediate arrangements will be made to have child picked-up and taken home/doctor for further care and rest.

A child should not return back to child care/pre-school until he/she has been symptom free for at least 24 hours. In some cases a doctor's note may be necessary.

## **Medication**

In accordance with Article 47 and the Dept of Health and Hygiene – no medications may be administered by staff – at this time.

## **Pick Up Arrangements and Password System**

Parents are responsible to pick up their child on time. Alternate arrangements should be made if parent(s) will be late or unable to pick up at all.

Please notify One of a Kind Child Care/Pre-school if an undesignated person will be picking up your child. Written permission is necessary in order for your child to be released to anyone who isn't authorized on the Emergency Contact form. Photo identification and "password" will also be necessary when picking up your child. If consent, proper identification and "password" are not received and available your child will not be released at such time. Please understand that this is for your child's safety.

(Password System: Parent(s) will pick a "password" that will be used when child is being picked up by anyone other than themselves. Who ever is picking up your child must show photo identification and also know the "password". No child will be released to an unknown person or to any person under 18 years of age.

## **Toys**

Please do not bring in any toys from home as this will cause problems to arise amongst the children.

## **Change of Clothing**

Please bring an extra change of clothing in a Ziplock bag. Make sure that the bag is labeled with your child's name on it.

## **Meals**

Parents are responsible for sending in lunch for their child. Breakfast items, snacks, milk and juice will be provided by One of a Kind Child Care/Pre-school.

## **Naptime/Quiet Time**

Each child will be required to take a nap or have quiet time between the hours of 12:30 – 2:00 p.m. Please provide your child with a clean sheet and blanket which will be taken home and washed every week.

## **Accidents/Injuries**

One of a Kind Child Care/Pre-school is child-proofed to the best of our ability. However, accident and injuries do happen. If an accident or injury occurs, parent will be notified immediately.

Accident/injuries will be documented and parents will receive an “accident report” which will describe accident/injury in detail.

Emergencies will be treated accordingly and parent will be immediately notified.