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Parent Handbook



Parent Handbook Policies and Procedures

WELCOME

Welcome to Dottie's Daycare. To facilitate greater understanding between us, we have created this handbook. It covers the childcare philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

PHILOSOPHY STATEMENT

Dottie's Daycare believes a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, an imagination. We respect each child's need for love, security, acceptance, warmth, growth, and stimulation.

GOALS

While in our care your child will have the opportunity to participate in a wide variety of activities which promote all aspects of development. Family child care provides for children the comfort and experience of belonging to an extended family. We provide a home-like setting; Therefore we do not follow a strict routine my approach to child care is child centered and child directed children are offered choices whenever possible. Your child will bring home a newsletter each month, which will give a brief overview of what we will be doing. Just because you are not seeing anything in the way of papers does not mean that we have not been busy all day.

INCLUSION STATEMENT

In compliance with state and federal regulations, applicants are considered without regard to race, color, national origin, creed, religion, gender, disability, or handicap. Dottie's Daycare will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner that does not discriminate against any child, parent or family based on race, color, religion, national origin, sex, or handicap. We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program.

LICENSING STANDARDS AND COMPLIANCE

Dottie's Daycare is licensed by the State of Oklahoma Department of Health Services and is periodically inspected to ensure full compliance will State rules and regulations governing in-home childcares. Many of the forms completed at the time of enrollment are required for this licensing. Enrollment forms are reviewed on a regular basis to ensure your child's file is complete and meets OK Department of Health Services licensing requirements. Our licensed capacity is 7 and ages allowed are 6 weeks-12 years of age.

COMMUNICATION

Communication is very important to us. When we accept a new family into Dottie's Daycare, we like to be sure that we can share openly any concerns or question that may arise. It is important that there is a similar childcare philosophy between us. Parent communication is important for the development of your child. Please keep us informed of any problems you may be having at home that could affect how your child acts or behaves. We will keep you informed of any issues as well. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child (ren).

CONFIDENTIALITY

Dottie's Daycare maintains all personal information in strict confidence. We understand that in the course of caring for your child, you may share confidential and private information with us. We respect the privacy of all of the children and families we serve. We take this responsibility seriously. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel strictly on a need-to-know basis.

ENROLLMENT POLICY

There are several forms that we must have completed in our possession before we can assume the responsibility of caring for your child. The types of forms that are needed are listed on the following page. This is to ensure that your child will get the very best care possible from Dottie's Daycare.

The Forms are as follows:

- Enrollment Form
- Signature of Acknowledgement of Policies and Contract
- Medical Permission Slip
- Immunization Health Record
- Permission to Administer Medication
- Social Media/Video/Website Permission Form
- Emergency Information Form
- Enrollment Fee (one week of childcare due upon enrollment. This is due the first week of care)
- \$30.00 Application Fee and \$30.00 Summer Fee due the first day of July.

Parents must have at least one visit to Dottie's Home Daycare to become familiar with us and the services provided. All required supplies must be brought in the first day of care. If you do not bring in supplies, care will not be provided that day. You are required to keep me informed of any change in address, telephone numbers, and other pertinent information listed on any/all the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

HOURS OF OPERATION

Normal hours of operation are Monday-Friday from 6:30 a.m.-5:30 p.m. Your specific hours will be outlined in your Contract and Fee Agreement. You are still responsible for paying all fees for your contracted days regardless of whether you come or not. Your fee is based on the hours you contract for, not the hours that Dottie's Daycare is open.

BEFORE AND AFTER SCHOOL

Before and After School includes breakfast and afternoon snack. Care will not begin before 6:00 a.m. or end later than 5:30 p.m. any day that school is not in session, a full date rate will be charged. This does not guarantee a full time slot during summer months or when school is not in session.

FULL TIME

Childcare contracted on a set scheduled time slot 4 hours or more per day or 4-5 days per week. This fee is for the week, not for the day.

PART TIME

Childcare contracted on a set schedule time slot less than 4 hours per day or 3 days per week or less. Part Time Childcare occupies a Full Time position. Should a potential client need a full time position, termination notice may be given with the option of parent paying the full time rate to preserve the child's slot. Daycare can only be guaranteed to children that attend full time, or part time and pay full time rates.

ABOUT OUR STAFF

Each staff member is highly qualified to be in his or her position. With continuing annual education training courses, our staff has the up to date knowledge for assisting young children with their needs and to help them reach goals. They will support and challenge children to explore and learn new things. All of the staff have their criminal history; FBI fingerprinting and child abuse background checks. They also are trained in CPR, First Aid, and Fire Safety.

SIGNING IN & OUT

Dottie's Daycare is required to have all parents sign in and out for pick-ups and drop-offs. This gives us a written record of the child's attendance, hours, and the person who brought /picked up the child each day. Before releasing your child to anyone, we will require a valid driver's license or a state ID, and the person MUST be on the designated child pick up authorization form. No exceptions will be allowed per state guidelines.

OPEN DOOR POLICY

You are invited and welcome to visit Dottie's Daycare anytime your children are present. You are asked to avoid visiting during rest time as much as possible. Please knock first. Parents are also free to call Dottie's Daycare at anytime, if we do not answer the phone please leave a message and we will call you back as soon as we are finished with the current activity.

DIVORCE RECORDS/ CUSTODY AGREEMENTS

Divorced parents are required to provide a copy of custody papers to be kept in the child's file. Without custody papers, we have no legal way of preventing the child's non-custodial parent from removing them from the childcare home. If we do have copies of papers, we can call the police if the non-custodial parent shows up and tries to take the child.

SUPPLIES

Dottie's Daycare will provide cots, blankets, baby food and cereal for infants. Parents are required to supply items that are necessary to care your little ones such as wipes, diapers, pull ups, formula, powders, ointments, bottles, water bottles, and 2 sets of spare clothing. Also, keep in mind that if you send your child in nice clothes, there is no guarantee they will stay clean.

Note: Please make sure there is ALWAYS a supply of diapers, pull-ups, wipes, formula, and medications, for your child. **LABEL THE ITEMS WITH YOUR CHILD'S NAME PLEASE.**

GUIDELINES FOR ARRIVALS

It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present and this situation will be tested at one time or another to see if their rules still apply. We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transition from one activity to another differently. Most do not like to be rushed in most do not like to wait too long once they're ready to depart.

GUIDELINES FOR RELEASING CHILDREN

Dottie's Daycare will release child only to those that are listed on the child pick-up authorization form:

- (1) parents with legal and/or physical custody or to child's legal guardian.
- (2) Or welfare workers with proper authorization.

Anyone picking up the child that Dottie's Daycare staff does not recognize will be required to provide their driver's License/ID card, and must be listed on the alternate pick-up list. Telephone permission will not do. We assume responsibility for your child only while he/she is on our property. *If the person picking up their child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and the adult.

TERMINATION POLICY

We reserve the right to immediately in care for nonpayment, failure to respect me, my home, my neighborhood, my staff, behavior of the child, which is harmful to the physical or emotional well being of themselves or others, or failure to abide by my policies. Please be advised that you will be charged the no show fee in addition to your scheduled daily rate until you notified me that your child will not be returning.

PAYMENT PROCEDURES

All tuition fees and co-payments are due by 5:30 p.m. on the Monday prior to childcare services being provided. Cash or Check is accepted and receipt will be given upon payment. After 5:30 p.m., late fees will be assessed in the amount of \$10.00 per day that payment is not received. If payment is not received within 3 days at drop off, your child will not be accepted into care until payments, including all late fees are made. If a period of week pass without a payment, your contract will be terminated, position will be filled, and the collection process will begin. Failure to make payments and reoccurring late payments are grounds for termination.

All tuition fees and co-payments are due in full regardless of absences, closed holidays, or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness. All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to Dottie's Daycare for the service.

If you are subsidized care YOU are 100% responsible for any and all unpaid fees.

NSF CHECKS

If a check is returned to us for non-sufficient funds, a \$20.00 fee will be charged plus late fees an additional cost that we incur. You will be required to pay all fees that Dottie's Daycare incur as a result of the returned check and in addition, payments thereafter must be in cash. If we must go to court, you are responsible for ALL court costs including late fees and any cost for loss of wages.

TAXES

Dottie's Daycare will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year. If you leave prior to the end of the year, it is your responsibility to request a year-end summary and to provide the w-10 for us to fill out.

CHILD CARE SUBSIDIES

Provider will accept families paying for childcare through subsidies administered by Department of Human Services. For parents paying for childcare with a childcare subsidy, care will only be provided for the hours and days that are approved by the agency providing the subsidy. It is expected that Department of Human Service will pay Dottie's Daycare for the care provided. However, if the Department of Human Services program does not pay daycare fees within 30 days after submitting attendance form, parents will be responsible for fees. Late pick-up fees will still apply and should be paid directly from parent to provider as the Department of Human Services will not pay these fees.

CHILDCARE RATES

Your weekly childcare rates are outlined in your service agreement. Notice of any change in rates or other terms will be provided in writing in advance.

Full Day (5+ hours)	
Infant: 16 weeks-18 months	\$150.00/week
Toddler: 19 months-36 months	\$130.00/week
Preschool 4 years old and older	\$120.00/week

Part Time (4 hours or less) or 20 hours or less per week	
Infant: 16 weeks-18 months	\$80.00/week
Toddler: 19 months-36 months	\$70.00/week
Preschool: 4 years old and older	\$60.00/week

Before and After School and Drop Ins (check for availability)	
Before and After School	\$70.00/week
Drop Ins	\$40.00/day

RATE INCREASE

The provider retains the right to increase rates annually and insurance companies will be notified no less than 30 days in advance for which the new rate will become effective.

OVERTIME FEES

Overtime fees are paid anytime you are late after your contracted pick up time. Overtime fees are \$10.00 AFTER 15 minutes of closing time and then \$1.00 every minute thereafter. It is very important that your emergency contact information be kept up-to-date, so that when you are unable to be reached a responsible adult can be. All conversations regarding this matter are between provider and parent and will never be discussed with the child. It is important that parents pick up their children on time as we do not offer over time. If you are unable to pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) do so for you. Overtime fees incurred during the week are due immediately. *Any families that are on subsidized pay, you are responsible for any fees that you incur outside of what your subsidy pay covers, including but not limited to late fees.

*There is also a NO SHOW fee of \$20.00 will be assessed if your child is not brought as arranged without notice in addition to contracted rate.

PROVIDER VACATIONS

Dottie's Daycare will close two weeks a year. July 4th-July 9th and December 23-January 2nd is the close dates for this year.

PERSONAL CLOSINGS

A notice will be given ahead of time to the parents. **Parents are required to have back-up care in case of holidays, child illnesses, or any other circumstances in which back up care is necessary.**

HOLIDAYS

Parents please respect the holiday schedule. Please make sure you mark your calendars for each day we have scheduled. You are still responsible for payments for the week of a holiday that we are closed. No credit will be given. Parents are responsible for back up care. Dottie's Daycare will be closed all major holidays:

Thanksgiving	November 25 th
Day after Thanksgiving	November 26 th
Christmas Eve	December 23 rd and 24 th
Christmas Day	December 25-January 1 st
Memorial Day	May 31 st
Independence Day	July 4 th -9 th
Labor Day	September 6 th
New Year's Day	January 1 st
Personal Day	10 days (TBD)—no charge

The above are paid holidays for Dottie's Daycare if they fall on a contracted day for your child. A notification of at least 2 weeks will be given prior to any closed days, with the exception of emergencies or illnesses. Please have a backup childcare provider for these occasions. Dottie's Daycare is not responsible for finding alternate care for your child. In the event that we will be away for a period of time less than three (3) hours such as doctor's appointments, errands, etc., substitute care will be provided by one of my assistants, Ms. Nakia, Mr. Michael, or Ms. De.

EMERGENCY DECLARATIONS, PUBLIC HEALTH, AND NATURAL DISASTERS

Should a situation occur such as a pandemic, natural disaster, or emergency declaration, Dottie's Daycare will remain open to essential and non-essential workers and tuition will still be required. Direction and guidance from the Oklahoma Department of Human Services, the Federal Centers for Disease Control and Prevention (CDC), the Department of Human Services (DHS), and local health department, will be followed. Because pandemics and emergencies are out of our control, should a situation occur that would require closure, payments will STILL be required, unless otherwise stated.

Any actions, operational, or policy changes that need to be made by Dottie's Daycare in the case of emergency declarations, public health emergencies, or natural disaster will be communicated by the owner and will be updated as needed. While closed, we will continue to clean and sanitize the childcare center for when families are allowed to return.

ACTIVITIES

Dottie's Daycare has age appropriate activities that are scheduled with flexibility that allows us to respond to the needs of the individual child and day. We will offer times for outside play, crafts, stories, instructions, and naps appropriate to the children ages, interests and abilities.

BIRTHDAYS

Each child's birthday is his/her "Special Day." We will make a big celebration monthly for each child's birthday as a whole for that month. You are welcomed to bring in snacks for your child's birthday (please no homemade treats), but please check with us for allergies.

PHOTOS/VIDEOS OF CHILDREN

With your consent, we will take photographs of your child doing activities while at Dottie's Daycare. Please refrain from taking photographs of other children while visiting the childcare center.

DAILY SCHEDULE

A schedule helps the day to flow smoothly; it allows the children to anticipate coming events, and aids in achieving a variety of goals. There will be times when we must adjust the schedule. Infants schedule is individualized to their needs. We will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up, putting dishes in the dishwasher, helping fold laundry will likely be part of the day. We provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, and not the product. Free play is an important part of a child's early years and it is here that they learn social skills that will be needed for the rest of their lives.

An example of a day at Dottie's Daycare is below:

8:00 a.m.	Breakfast, Clean Up, and Toilet Time
8:30 a.m.	Free Play
9:30 a.m.	Crafts, Toilet Time
9:35 a.m.	Mid Morning Snack
10:30 a.m.	Reading Time, Group Activity
11:15 a.m.	Lunch, Clean Up, and Toilet Time
12:30 p.m.	Slow Down and Toilet Time
1:00 p.m.	Rest Time
3:30 p.m.	Afternoon Snack, Toilet Time, Story Time, Puzzles, Coloring, and Games—older children
4:30 p.m.	Clean Up Time and Books
5:30 p.m.	Close

POTTY TRAINING

We are very happy to help you potty train your child as long as we both agree to be consistent. When it is time for them to wear underwear, please start at home on a weekend, if they are able to stay dry for the weekend please bring in underwear. Children being potty train must bring at least 2 full sets of clothes and pull-ups. We will provide progress updates. It is important for parents to remember that toilet training patterns can differ between home and the childcare. However, we will work closely with parents so the same language and processes parallel during toilet training.

REST PERIOD/QUIET TIME

There will be a time in everyday that your child will be required to "rest". While most children will take a nap during this time, others who do not nap will be required to lie down or read silently. Because it is important for children to rest throughout the day, we ask that parents/guardians avoid picking up or dropping off your children during these times without advance notice. Our Rest Period is from 12:00 p.m-3:00 p.m.

CLEANLINESS & HYGIENE

Dottie's Daycare does their best to maintain strict cleanliness and hygiene standards. Children should arrive at childcare dressed, clean, and in a clean dry diaper or pull up if potty training and ready for the day, including wearing shoes and socks. Children should be dressed accordingly to the weather. Children's hands are washed before and after meals and after toileting using Mrs. Meyers all natural soap. Children are supplied with separate cups, plates, bowls and eating utensils that have been washed and dried. If the child requires a special cup, utensil, or plate then parents will need to supply.

LIABILITY

Parent agrees to be responsible for any damages to Dottie's Daycare real/personal property or to the property of another child at the childcare caused by his/her child. Parent agrees to repair or replace said property promptly. It is very important for parents to prepare us ahead of time about any behaviors that your child may exhibit.

MEALS

Dottie's Daycare participates in the Just For Kids Food Program. Foods are based on Oklahoma food guides. Nutritious meals will be served to children who are enrolled in this program at no extra cost to you. Children are fed nutritionally on a daily basis-breakfast, lunch and 2 snacks as required through enrollment with the family.

Meal Schedule

Breakfast:	7:45 a.m.
Lunch:	11:15 a.m.
Snacks:	9:35 a.m. and 3:30 p.m.

Parents will provide formula or breast milk for children up to the age of 12 months.

Children that have a special diet will need a doctor's statement, NO EXCEPTIONS!

Children with dairy or milk allergies must have a note stating they are allergic to dairy or milk products.

CHILD NEGLECT AND ABUSE

As a Childcare provider, we are considered mandated reporters. We have a responsibility by law to recognize and report any evidence of child abuse—physical or emotional or neglect. This is strictly for the benefit of your child. Oklahoma State law requires that any person living in the state are required to report immediately to the Department of Human Services any suspected child abuse or neglected.

RESPONSIBILITIES OF THE PARENT

To help insure a positive environment for your child, we ask you to:

1. Check your child's cubbies.
2. Check your child's diapers and baby wipe supply.
3. Check the parent board for important information each day.
4. Follow the check-in and check-out procedures.
5. Ensure medical insurance is up-to-date.
6. If you are called to pick up your child, make arrangements to pick up within 30 minutes if your child is sick or injured.
7. Update your child's file (phone numbers, addresses, and paperwork if applicable)

DISCIPLINE AND GUIDANCE POLICY

Dottie's Daycare helps to guide children through love, consistency, and redirection. Any form of corporal punishment is prohibited. We use developmentally appropriate guidance techniques.

The following methods of discipline will be used:

- Positive Reinforcement
- Intervention and discussion
- Re-direction to another play area
- Take a break (quiet time)
- Quiet Time/Moment of Peace
- Give positive expression that shows self-control, self-direction, and self-esteem.

Parent involvement will be needed if the above actions do not work. If we feel there is a chronic behavior issue that needs attention, we will let you know so that we are handling it in the same way and your child has continuity in discipline between home and childcare.

PROVIDER TERMINATING SERVICES

Provider has the right to terminate without notice for the following reasons:

1. Child's behavior is uncontrollable and is a risk to the other children.
2. Child is not adjusting to the environment and it is too traumatizing to attend.
3. Fees were not paid and are overdue.
4. Breach of contract.
5. Parent is a risk to the provider or other children in care.
6. Parent arrives at childcare drunk/under the influence of drugs.
7. Provider makes a judgment call and feels immediate termination is needed.
8. Failure to complete the required forms.
9. Lack of parental cooperation.
10. Serious Illness of child.
11. False information given by parent either verbally or in writing.

IMMUNIZATIONS

All children who undergo immunizations must have their immunizations completely up to date before entering day care. Parents are responsible for keeping these immunizations up to date at all times. Parents are required to bring a Xerox copy of the child's immunizations records upon entry to Dottie's Daycare. Parent will provide an up to date copy each time the child receives immunizations. Child must not come to care for the 1st 24 hours after immunizations or flu shots in case of adverse reactions. This is non-negotiable.

ILLNESS POLICY

Your child can not be admitted for care if they have one or more of these symptoms: a fever of 100.0°F acute diarrhea and or vomiting, severe cold, red eyes with discharge, severe pain or discomfort, skin rashes that last more than one day (excluding diaper rash), sore throat or severe coughing, difficult or rapid breathing, visibly enlarged lymph nodes, blood in urine, nits or head lice. Parents are responsible for supplying children's medication. (If you cannot be reached, your emergency contact will be called) Your child will be readmitted after they have been fever free without aid of medicine for 24 hours, or you bring a note from their doctor stating they have been diagnosed and may return for care.

In the event that your child is sick please keep him/her home. Parent agree to pay childcare fees to hold child's position during any vacation time or extended leave due to illness etc. up to 2 weeks per year. Full payment must be received whether or not child attends.

MEDICAL EMERGENCIES

In the event that emergency services need to be called in order to provide treatment, care and or transportation for your child to an emergency facility, the parent is responsible for any and all bills occurring from this incident. In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 991 and having your child transported to St. Anthony's Hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

MEDICATIONS

No child will be given any medication, prescription or over the counter, unless the parent gives written permission. All medicine must be in its originally container and labeled with your child's name, name of medication, and doctors name. No exceptions. We have permission to administer medication forms to be filled out each time your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents. As your childcare provider, we will administer Syrup of Ipecac if instructed to do so by poison control or emergency medical services.

EMERGENCIES

Fire: There are fire extinguishers in Dottie's Daycare. It is in the kitchen attached to the frame of the door. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file to view at any time.

Tornado: In the event of a tornado warning, the children will gather in the hallway. We will remain in the hallway until the inclement weather has passed. Tornado drills will also be practiced monthly. The Tornado plan is located on file to view at any time.

Power Outage: There are flashlights located in every room of the house. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. We will call parents to inform to pick up your child due to a power outage.

MODIFICATION/AMENDMENT

Provider reserves the right to modify and/or amend this agreement upon four weeks written notice of any changes in the basic rates or services; provided, however, that any changes in the government-subsidized reimbursement rates shall be effective immediately and do not require any prior notice to Parent. Changes in basic rates/services do not require Parent consent, but all other changes require Parent consent.

ENTIRE AGREEMENT

This agreement, together with those documents specifically incorporated herein by reference, contain the entire agreement and understanding between the parties as to the subject matter hereof.

INVALID PROVISIONS

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

WAIVER

No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

GOVERNING LAW

This agreement shall be governed by and interpreted in accordance with the laws of the State of Oklahoma.

REVISIONS TO HANDBOOK AND CONTRACT

Dottie's Daycare reserves the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least a 2 weeks' notice of changes.

SIGNATURE OF PARENTS/GUARDIAN

DATE

SIGNATURE OF DIRECTOR

DATE

Dottie's Daycare

Community Resources

Social Services

First Call
211

Youth Services and Family Resource Center
326 W 11th Street, Shawnee, OK 74801
1-405-275-3340

DCS Child Abuse Hotline
1-202-671-7233

Nutrition

Pottawatomie County Health WIC (Women, Infants & Children)
1904 S Gordon Cooper Drive
Shawnee, OK 74801
1-405-273-2157

CHILDCARE/FEE AGREEMENT

CHILD'S NAME: _____ DOB _____ FIRST DAY OF CARE: _____

Write in your drop off and pick up time for each day of service that you use:

Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:
Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:

PAYMENT PROCEDURES

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OVERTIME FEES

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*There is also a NO SHOW fee of \$20.00 will be assessed if your child is not brought as arranged without notice in addition to contracted rate.

Tuition Fee \$ _____ Enrollment Fee _____ Application Fee _____ Summer Fee _____

Parents agrees to the parent's responsibilities that are listed in the parent handbook, please initial here: _____

By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at Dottie's Daycare are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Signature #1 _____ Print Name: _____

Signature #2 _____ Print Name: _____