

Parent's Policy Book Update - 07/2005

TUITION

Advance Payment Plans: Fees for the contracted plan are **due two weeks in advance.** Billing follows a two-week cycle according to the Billing Calendar. Payments not received on their due date will have an additional 10% late fee charge. Failure to make payment, or arrangements for payment may result in termination and re-registration fee for re-enrollment. (All scheduled hours are subject to advanced payment.)

DHS Recipients: All recipients are responsible for child care tuition until DHS sends authorizations for child care. You will be charged two weeks in advance just as the other Plans according to the schedule you have turned in. It is also the parent's responsibility to pay all fees not covered by the DHS, such as tuition, overtime fees, and late charges. **DHS will not pay for absences due to "no shows" for vacations of the child, and/or parent.** DHS will pay only from the date they receive the application for child care assistance - no 30-day retroactive payments will be made.

NON-SCHEDULED HOURS FEE

Non-scheduled hours are any time before, after, or in addition to the daily schedule requested in the Parent Agreement-Contract. The 'overtime' rate for non-scheduled hours is \$4.50/hour or any portion thereof.

NOTE: *It is crucial that schedules are followed closely. Whenever a child is brought in before the schedule time and/or picked up after the scheduled time, overtime is charged. Arriving later than scheduled does not entitle a later pick-up. Arriving earlier than scheduled, parents must check with teachers if there is availability. Classrooms are staffed according to the schedules turned to the office. Teacher-child ratios are followed in order to remain within licensing*

FEES

There is an initial \$50 **non-refundable** Registration Fee for each child. A yearly **non-refundable** Materials Fee of \$40 is required (every year after). An advanced payment in the amount of two weeks must be made at the time of enrollment. This will be applied to your child's account at the time you give your two-weeks notice of intent to withdraw your child. If no two-week notice is given, you will not receive a refund. There is a weekly (including holidays) flat-rate placement charge for each child attending "The Crayon Box." Should your child be absent sporadically due to illness or personal days, the charge will remain the same.

	<u>Infant/Toddler</u>	<u>Preschool</u>
A - Drop-In (subject to daily availability)	\$4.50/hour	\$4.50/hour
B - 20 - 29 scheduled hrs/wk	\$3.60/hour	\$3.15/hour
C - 30 -39 scheduled hrs/wk	\$3.50/hour	\$3.00/hour
D - 40+ scheduled hrs/wk	\$3.00/hour	\$2.50/hour
After School Care program (A min. of 10 hrs/week)	5 to 8 Years old	\$3.50/hour

****NOTE** All prices are subject to change. The fixed child care rate will not be adjusted for holiday closures.**

BITING

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. It is an upsetting situation for care givers, and we recognize how upsetting it is for parents.

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response. Most of these reasons are not related to behavior problems. Therefore, our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting.

When biting occurs, the following responses will occur:

- ★ The child **receiving** the bite will receive immediate attention and will be comforted. The bitten area will be washed with soap and water to prevent infection. We offer to put ice on the bite if the child is willing. If children are bitten on the top of the hands and the skin is broken, we recommend that they be seen by their health care provider. An incident report will be filled out and the child's parent notified.
- ★ The **biting** child will be redirected to appropriate activities. His or her parent will be notified in writing, and a copy of the "incident report" will be placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. **We do not and will not use any response that harms a child or is known to be ineffective.** We also keep the name of the child who bit confidential.

Most children stop biting soon after these actions have been taken. For those who continue to bite, it may become necessary to remove them from the Center, either for a short period or permanently.