

**FULL OF WONDER PRESCHOOL AND FAMILY DAYCARE
CONTRACT**

Welcome to Full of Wonder! We are very happy that you have chosen our program for your child. We provide a nurturing environment, along with a quality preschool program. In order for us to provide the best care possible for your child, we have set forth the following policies:

ENROLLMENT:

All forms must be completed and a copy of the immunization records given to us before your child enters our program and they must be kept up to date. Please notify us of any changes. All children enter on a two week trial period. During this time either party may cancel their contract. After Trial Period, a two week notice is required to withdraw your child from the program.

FEES AND HOURS:

Our hours are 7:30am – 5:00pm, Monday through Friday. There is a Late Pick-Up Fee Policy that becomes effective at 5:01pm, the rates are intentionally high so as to discourage any parent from being late. The fee is \$1.00 for each minute that you are late. This is to be paid directly to the staff person waiting with your child.

Payment of a non-refundable Enrollment fee of \$100.00 is required before your child begins. Monthly payments are due on the first school day of each month. There is a fee of \$5.00 per day for late payments. There are no adjustments for absences or vacations. Fees are subject to change yearly, prior notice will be given.

ILLNESS AND MEDICATION:

Do not send your child if he/she has a contagious illness, is running a fever, has diarrhea, has vomited or has any type of rash that has not been seen by a doctor. This precaution protects the health of all children. If your child requires medicine please put it in or on top of the refrigerator in the containers labeled 'MEDICATIONS". You must give written instructions to the staff person. The medication must be in its ORIGINAL CONTAINER WITH THE PRESCRIPTION LABEL ON IT. You may ask your pharmacist for the medication to be in two bottles, one for home and one for school. If your child is going to be absent please notify us before 9:00am.

SNACKS AND MEALS:

Breakfast (children who arrive before 8:45am), lunch, and a morning and afternoon snack will be provided. Meals and snacks will be nutritionally balanced. Please do not let your child come with snacks unless previously arranged.

CLOTHING AND SHARING TOYS:

Please bring an extra set of clothes that can be kept in your child's box (shirt, pants/shorts, underwear, socks and a sweatshirt). During the summer and winter seasons, proper outdoor clothing will be required. RAINY WEATHER: Rain boots, rain coat with hood. HOT WEATHER: Swimsuits, sunshirt, shorts, etc. All clothing brought in MUST BE LABELED.

HOLIDAYS:

We will observe the holidays listed below. THESE ARE PAID HOLIDAYS and *Full of Wonder* WILL BE CLOSED ON the following:

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| NEW YEARS EVE DAY <u>and</u> NEW YEARS DAY | LABOR DAY |
| MARTIN LUTHER KING JR. DAY | THANKSGIVING DAY <u>and</u> THE DAY AFTER |
| PRESIDENT'S DAY | CHRISTMAS EVE, CHRISTMAS DAY <u>and</u> DAY AFTER |
| MEMORIAL DAY | IN SERVICE STRAFF TRAINING/WORK DAYS (2 days) |
| INDEPENDENCE DAY | |

In addition, we will be closed for the afternoons of our Family Field Trips in the Fall and Spring.

We will be closed for two weeks days around Christmas and New Years. We will be closed for one week in the summer. Specific dates for these and for in-service days will be announced at the beginning of each year.

Parent conferences are held once a year and upon request. We encourage any parent participation you can offer. Please let us know of any suggestions or concerns you may have. Our goal is to develop a positive relationship with you and your children and to make your experiences at *Full of Wonder* positive and memorable.

I HAVE READ THE POLICIES FOR *FULL OF WONDER* AND AGREE TO THEM.

As parents of _____ the fee of \$_____ per month for Mon Tue Wed Thu Fri
and hours from _____ to _____ have been agreed upon.

Signed _____
Mother

Date _____

Signed _____
Father

Date _____

Signed _____
FOW Authorized Representative

Date _____