

Makiko's Daycare center

POLICY AGREEMENT

I. Outline of Service

Makiko's Daycare (hereafter referred to as "Daycare") provides loving and kind daycare services based on the curriculum used in Japanese pre-school (hoikuen) system. Daycare provides breakfast, lunch and 2 snacks. Daycare assists individual child to develop interpersonal and cognitive skills. Daycare also assists children to learn basic academic skills such alphabets, numbers, colors, shapes and sizes and engages them in musical and dancing activities (oyugi). Daycare takes children out for regular outdoor activities. The standard hours of service are from 6:30 a.m. to 6:00 p.m. Daycare will be closed on New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, July 4th, July 24th, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve and Christmas Day.

II. Enrollment

Daycare must have on file, before the first day of the child's enrollment, the registration form (signed), the health assessment form (signed) and a copy of the immunization records and the policy agreement (signed). **Payment for enrollment in Daycare is always due in advance and for the first 30 days must be paid in full prior to or at the time of enrollment.** Daycare reserves the right to terminate a child's enrollment at any time in Daycare's sole discretion. Unless Daycare terminates a child's enrollment for Daycare's convenience without just cause, no fees will be refundable. Likewise, parent(s)/guardian(s) may terminate their child's enrollment at any time, but unless they do so for just cause, they will not be entitled to reimbursement of any fees.

III. Fees

The following fees are due on the 1st day of each month and are not refundable.

【Full Time / Month】

Infants / Toddlers (0-11 months)	\$1030*
Infants / Toddlers (12-23 months)	\$960*
2 Years Olds	\$820*
3 Years Olds	\$720*
4 Years Olds	\$670*
5 Years Olds	\$620*
Kindergarten and Up	\$470*(\$520 for June-Aug)

【Part Time / Day】

Infants / Toddlers (0-23 months)	\$60*
2 & 3 Years Olds	\$50*
4 & 5 Years Olds	\$45*
Kindergarten and Up	\$40*

** No deductions or refunds will be made for absences. Days may not be exchanged or switched for days missed.*

IV. Sign In & Out.

- i. ---All children must be signed in and out each day.
- ii.---Children will be released only to those persons whose names are given on the registration from. The parent(s)/guardian(s) must inform Daycare in advance in writing when the child is to be picked up by someone not listed on the registration form and proof of identification is required of that person at the time of pick-up.
- iii.---The parent(s)/guardian(s) must contact Daycare when the child cannot be picked up by 6:00 p.m.** (Childcare providers are required by law to call Child Protective Services if a child is left at the center for over 30 minutes after closing.)

****The daycare's hours of business are 6:30 a.m. until 6:00 p.m. We will not tolerate children frequently being picked up late. If late pick up becomes a problem with a client, there will be a penalty.**

For every minute after 6:00PM a child is left at the daycare center, the parent/guardian will be charged \$1.00. This fee

will be paid to the employees that have to stay past closing.

V. Health Issues

Children are required to be current with their immunizations to enroll. It is the responsibility of the parent(s)/guardian(s) to keep an updated child care register on file with Daycare. Children are only accepted if they are healthy. If a child is ill during the day, Daycare will notify and ask the parent(s)/guardian(s) to pick up the child.

I (we) authorize Makiko’s Daycare to administer first aid as may be appropriate in its sole discretion, as well as to arrange for transportation and to give any consent required by the emergency facility or hospital in my (our) stead as parent(s)/guardian(s) that may be required in the event my child or children are injured or ill and if parent/guardian cannot be reached immediately. I (we) agree to bear full responsibility and agree to indemnify and hold Makiko’s Daycare harmless from any and all medical bills and expenses of any kind related to treatments required for my (our) children in the event of such an injury or illness.

VI. Off-Site Activities/Transportation

As parent(s) or legal guardian(s), I (we) understand that my child/children will periodically leave the premise of Daycare to participate in field trips and other activities. I (we) hereby give my (our) consent that my (our) child/children may attend and participate in such activities and that Daycare may provide necessary transportation for such trips and activities. I (we) further release Daycare, its officers, employees and volunteers from any and all claims or liability of any nature whatsoever for injuries, accidents or damage of any nature whatsoever sustained by said-child/children while participating in these activities. I (we) also give my (our) consent to Daycare to provide emergency transportation in case of evacuation or other emergency circumstances.

VII. Misc.

- i.---The parent(s)/guardian(s) must provide diapers and wipes for his or her child(ren).
- ii.---Children should wear clothes that allow them to participate in all activities without undue concern. An extra set of clothing should be kept at Daycare at all times.
- iii.---Children will receive age-appropriate training in personal hygiene, including proper hand washing methods. Parents/guardian(s) are strongly urged to reinforce good hygiene habits at home through bathing, hand washing and hair care.
- iv.---Candy and gum are not allowed at school. Toys and special things should not be brought to school unless it is a “show and tell” day. Daycare will not be held liable for items misplace or lost.
- v.---Daycare will provide each individual child with the best possible care. In the case of any dispute, the daycare and parent(s)/guardian(s) agree to first submit the dispute to mediation through a mutually agreed professional mediator before commencing any judicial or administrative action of any kind. The Daycare and the parent(s)/guardian(s) agree that the cost of the mediator will be split half and half between the Daycare and the parent(s)/guardian(s).
- vi.---Daycare and parent(s)/guardian(s) agree that their sole remedy for any cause for action arising out of this contract or the performance of this contract is limited to the amount of fees set forth herein and do hereby expressly waive any right to recover consequential, incidental, or punitive damages, or damages for pain and suffering or emotional distress alleged to have been suffered as a result of any alleged breach of this contract or alleged wrong in the performance of this contract

I have read and understood the above policy agreement and agree with its contents by signing below.

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SIGNATURE OF PARENT OR GUARDIAN DATE

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SIGNATURE OF PARENT OR GUARDIAN DATE