

Makiko's Daycare center Riverton

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 6:00 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, 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)	\$750*
Infants / Toddlers (12-23 months)	\$730*
2 Years Olds	\$560*
3 Years Olds	\$520*
4 Years Olds	\$490*
5 Years Olds	\$480*
Kindergarten and Up	\$430*

【Part Time / Day】

Infants / Toddlers (0-23 months)	\$48*
2 & 3 Years Olds	\$38*
4 & 5 Years Olds	\$35*
Kindergarten and Up	\$30*

** 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 6:00 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.

