



**Program Details; State License #801352-6-CCC (Minnesota Department of Human Services)**

Open Monday, June 5, 2017 thru Friday, August 25, 2017 (Mon. thru Fri.)

Daily Hours; 6:30 am to 5:30 pm

Children; This program is for children age 4 entering Kindergarten the following fall through age 12.

Supervision; We provide a 1:15 staff/child ratio with a maximum capacity per room of 20 children.

Food; We will provide breakfast daily (6:30-8:30 am) and a snack (3:00 pm). A lunch from home must be provided by families whose children are here past 12 noon. Microwave ovens are available when we are here. Sack lunches will be needed when we are participating in a field trip (see field trip schedule).

Sunscreen; Liquid sunscreen must be provided by the family. Our license mandates that we can only apply sunscreen that has been provided by the family. Please no spray-on sunscreen.

Clothing; Warm clothing, including a sweatshirt or jacket must be provided by the family. Sometimes the weather can turn cool, so please make sure your child has clothing that can be layered.

Tennis Shoes and Socks; We play in the gym and outdoors daily. No Flip Flops please. Sandals are permissible as long as they have a strap around the back.

Water Bottle; The family must provide a water bottle for their children that will be used daily.

Swim Suit/Towel; Children need a towel and swim suit or complete change of clothes to play in the water. A change of shoes into flip flops, water shoes, or crocks are recommended for this time as well. Fridays are designated Water Days, but our staff will determine when the weather is suitable for this activity.

Child Conduct; All children are expected to be civil and respectful to other children and daycare staff. Parents will be notified if physical, disrespectful, or unsafe behavior is exhibited by their child. Violations of this expected conduct could result in having a child immediately picked up by parents or even removal from the program. Children are encouraged to notify a teacher immediately if they experience any mistreatment by other children.

Field Trips; This program includes various field trips throughout the week. We walk or take the city bus to reach our destinations. A complete list of trips and associated costs will be provided. Please notify the daycare teacher if you have any concerns.

**Financial Agreement**

**Registration Fee**; \$50/child (non-refundable and must accompany this form).

**Enrollment Schedule**; Minimum enrollment is two half days per week. Scheduling options include; M thru F; Half Days = 6:30 am to 12:00 noon (cost \$20/day) or Full Days = 6:30 am to 5:30 pm (cost \$33/day or \$150/week). Scheduled enrollment is a commitment for the length of the summer program.

**Missed/Extra Days**; Extra days can be added beyond the scheduled enrollment at any time with the teacher’s approval. These days will be added to the normal billing along with any field trip charges for that day. Missed days will be billed (unless Free Days are requested to be applied) even if prior notice is given.

**Free Days (FD)**; Free Days (no-charge days) will be given based on scheduled enrollment to be used for missed days (such as vacation or illness). The number of free days will match the scheduled enrollment. For example, if a family has scheduled 3 full days per week, they will receive 3 full Free Days for the summer. This means, if the family were to take a vacation where they would miss a week, they can request the use of Free Days so they will not be charged for those missed days.

**Billing**; Families will be invoiced for scheduled days regardless of attendance along with any added days and field trip charges for the days attended.

**Payment**; Payment is expected upon receipt of the invoice by cash, check or credit card (a 3% charge will be added to credit card transactions). Current LCA families whose children are attending school may opt to have their parent accounts billed on a weekly basis. Unpaid balances will incur a 1.5% late fee charged and compounded monthly. A \$20.00 fee will be assessed for all NSF returned checks or NSF refused automatic deductions. Children will be prevented from attending daycare if unpaid invoices exceed two weeks.

I/We agree to meet all of our financial obligations to LCA as we have entered into agreement according to the guidelines set forth above. I/We agree to pay the fees described above based upon our commitment for daycare described on the application. I/We understand that if we should withdraw our child at any time, I/we must communicate this to the LCA business office and are obligated to pay any outstanding balance that is due. Children will be prevented from attending daycare if unpaid invoices exceed two weeks. I/We understand that if our failure to meet our financial obligations to LCA results in the use of a collections agency, our financial obligation will be doubled so that LCA will receive what was originally agreed upon.

Signature of Parent(s) or Legal Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_