

Keuka Lake School Day Care Contract / Handbook

Tuition Fees and Late Fees:

Please see attached fee schedule. A \$ 25.00 late fee will be charged if your payment has not been received within thirty days from the issuance of the billing statement.

Children may not attend day care unless full payment and late fees are paid. Partial payments are not acceptable. Persistent late payments are grounds for termination of childcare. Day care slots will be forfeited after 30 days of non-payment (late fees will continue to accrue until payment is received).

Daycare Subsidy:

Daycare subsidies are available at this time. Contact your county DSS for information on the process.

Notice of Termination:

Two full weeks advanced notice in writing is required to drop your child from the day care facility. Payment is required for those two weeks even if the child is not present.

There is a \$40.00 handling charge for any returned check presented by the parent. The parent will be required to pay cash from that point on.

A non-refundable registration fee of \$ 25.00 is required for each child upon submission of application.

Hours of Operation:

Normal hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Friday. **A late fee equal to \$1.00 per 1 minute interval will be charged for pick ups later than the above agreed upon time.**

Holidays/Closures:

Daycare is only closed when the Arc of Yates is closed or for staff training. You will not be charged for these days and you will be notified well in advance of any scheduled closings.

Meals:

We do provide breakfast, lunch and an afternoon snack at no cost to the family. If you wish to pack your child's lunch you may do so. We are able to accommodate any food allergies or religious restrictions upon request.

Lunches are ordered by 9:15 am each day. If your child is not here by that time and we have not been notified of a late arrival a lunch will not be ordered and parents will be responsible for providing a meal.

Unfortunately, homemade goodies may not be sent from home to share with the other children. If you wish to send treats with your child for special occasions the items must be commercially purchased and sealed.

Medical:

An up to date physical (within one year) and immunization record are required for each child prior to first day of attendance.

Parents agree that a child who is ill (i.e.; fever, infection, diarrhea, communicable disease or any other type of illness that may be passed on to others, with the exception of the common cold) will be kept home to protect the well being of the other children. If your child should become ill, he/she will be made comfortable and you will be called immediately to pick him/her up.

Prescription medication can be given by a Registered Nurse to your child while at Keuka Lake School between the hours of 8:00 – 3:00. Parents are required to obtain a prescription from the doctor and supply all medication in the original containers.

Keuka Lake School staff makes every attempt to keep your child safe and healthy. In the event of a minor injury your child will receive first aid. If any illnesses or injuries requiring more than basic first aid occur, you will be notified as soon as possible. If necessary your child will be transported by ambulance to the nearest hospital and you will be asked to meet us there.

It is VERY important that Keuka Lake School has a current list of contacts and phone numbers at all times to ensure that we are able to contact someone in the event of an emergency.

Curriculum:

The teachers work on curriculum development which is aligned with the New York State standards along with a positive approach model. The objective is to provide a rich educational learning environment for your child. We understand that young children learn best through play; therefore many of the activities appear to be nothing more than a day of playing for your child. The activities are broken down to address each child's strengths and needs, with the focus being on helping each child learn to work individually and in small and large groups.

Toilet Training:

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will do our best to adopt it for your child. We will work with you but not for you. Should you discontinue potty training at home please let us know. If your child does not show any interest in potty training we may choose to discontinue and try it again at a later date.

Supplies:

We ask that you provide your child with diapers or pull ups if necessary and an extra set of clothing to have at school. **In the interest of child safety we require that each child wear sneakers on the playground.** You may choose to have your child wear sneakers each day or send a pair to leave at school. You may send a special blanket for rest time if you wish. If your child brings toys from home, these toys will be kept in the child's backpack to avoid jealousy and fighting among the children. An exception to this rule may be if your child's classroom has scheduled a "show and tell" in which case you will be notified. Any additional supplies may depend on the needs of the child.

Deposit/Registration:

A non-refundable fee of \$25.00 is required upon registration. The registration process is not complete until all paperwork is completed. The following paperwork must be completed prior to the child starting at Keuka Lake School Daycare:

- * Registration Form
- * Immunization Record and Current Physical
- * **Signed Parent/Caregiver Contract**

Walking Fieldtrips:

When the weather is favorable, we may take walks to the following:

- Penn Yan Public Library
- Penn Yan Post Office
- Fire Station
- Police Station
- PYE Playground (if available for use)

Emergency Evacuations:

If the need arises that we must evacuate our building, Keuka Lake School will relocate to the Arc of Yates' main facility across the street at 235 North Avenue. If we cannot relocate to the Arc, then we will relocate to Soldiers and Sailors Hospital. All families will be notified of any emergency evacuations as soon as possible after we have reached our evacuation site.

Keuka Lake School Daycare Registration Form
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Child's Last Name:	
Child's First Name:	Child's Middle Name:
Child's Birth Date:	
Names of Sibling(s):	

PARENT(S) OR GUARDIAN(S)

(1) Last Name:	First Name:
Relationship to Child:	
Address:	
Home Phone:	Work Phone:
E-mail address:	
(2) Last Name:	First Name:
Relationship to Child:	
Address:	
Home Phone:	Work Phone:

EMERGENCY CONTACTS

Name:	Phone:
Name:	Phone:
Name:	Phone:

Please return this form with your registration fee of \$25 per child being enrolled in the Keuka Lake School daycare. Thank you.

Please check your choice for Daycare at Keuka Lake School.

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	PROGRAM	RATE
	Half Day (up to 5.5 hours) – 3 days/week	\$60 per week
	Half Day (up to 5.5 hours) – 5 days/week	\$95 per week
	Full Day (over 5.5 hours) – 3 days/week	\$105 per week
	Full Day (over 5.5 hours) – 5 days/week	\$170 per week
	Before AND After school – 3 days/week	\$30 per week
	Before AND After school – 5 days/week	\$50 per week
	Before OR After school – 3 days/week	\$20 per week
	Before OR After school – 5 days/week	\$35 per week

Please indicate which days of the week your child will attend daycare:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Discounts are available for families with multiple children.

Child(ren)'s Name(s): _____

I would like my child to start in your program on _____. I understand that they can not begin until all paperwork is received and approved.

I/We _____ / _____ have read and agree with the **Keuka Lake School Day Care Contract/Handbook.**

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date