

Policies and Procedures

Ashton Daycare and Learning Center

405 Samuels Spring Court

Silver Spring, MD 20905

Phone: (301) 570 – 4245

Ashton Daycare and Learning Center is operated under the supervision of a childcare specialist and preschool teacher. We are dedicated to providing high quality daycare services for the needs of your family. Described below are policies we have put in place to manage the daycare in a safe manner. Please read this document carefully and feel free to discuss any areas of concern with us. To indicate your understanding and acceptance of the policies, please sign this document and return it to us at the address shown above. In addition to your signature, please initial and date each page of this document.

Daycare Hours

Our normal operating hours are Monday through Friday from 7 a.m. to 5 p.m. Please note that we are closed on the following national holidays:

Martin Luther King Day

Presidents day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The day after thanksgiving

The day before Christmas

Christmas Day

New Year's Day

In addition to the days shown above, Ashton daycare will be closed for two (2) religious Holidays (Dates TBA).

Full payment is charged for holidays and vacation.

Payments and Fees

Payments are due every Friday in advance of the week being paid for. With the first payment an additional two (2) weeks will be charged as a security deposit. If payment is not received by the first day of the week, a late fee of \$2 per day will be charged in addition to the amount due. A \$35 fee will be charged for each returned check. Payment for the full week is expected, regardless of the number of days your child attends the daycare center, unless a prior agreement is reached. As long as your child is enrolled in the daycare center, payment must be made in full to reserve your child's seat in the daycare.

PARENTS/GUARDIANS _____ DATE _____ PROVIDER _____ DATE _____

This rule applies to part-time and full-time students. Daycare services can be terminated without notice if the tuition payments are not made on time.

Health and Illness

In accordance with licensing regulations for childcare services, it is mandatory for you to provide a completed set of health inventory, immunization records and emergency care prior to enrollment. These forms can be provided by Ashton Daycare and Learning Center if necessary. Please inform us of all medical conditions that your child has.

Children who are sick or show any sign of the following illnesses must be kept at home to provide a safe environment for the other kids:

- An oral temperature of 99 degrees
- Vomiting
- Diarrhea
- Cough, runny nose, sore throat and/or fever
- Any undiagnosed or contagious rash or disease
- Eye inflammation (conjunctivitis or pink eye)

Meals and Supplies

On the first day the following items should be made available:

- A complete change of clothes including socks and underwear. When backup clothing is used, it must be replaced the following day
- A small sheet and blanket. Sheets and blankets are to be taken home each Friday and laundered and returned on the following Monday
- All clothing articles brought into the daycare should be clearly marked with the child's full name. Please dress your child in comfortable, washable play clothes
- Parents/guardians will provide breakfast and a snack lunch with milk/juice of their choosing
- Diapers and/or wet tissues should also be provided as necessary

Discipline

Discipline means setting limits while guiding and helping children to learn appropriate behavior. We will pay close attention to your child, provide affectionate care and stimulating activities so they will experience happy and healthful development while in our care. Our means of discipline are communication, distraction, redirection and "Lots of talking".

Phone Calls

To discuss any matter, including suggestions and/or billing inquiries, please call us between 12:30 p.m. and 2:30 p.m. during weekdays. This is the time when the daycare children are napping and daycare staff are likely to be available.

Don't forget- for any matter, we are just a phone call away.

PARENTS/GUARDIANS _____ DATE _____ PROVIDER _____ DATE _____

Visiting Hours

We invite you to visit the daycare at any time during normal operating hours. We encourage parents to join in on your child's activities and share in the fun and learning. Open doors and constant communication is an important part of our program. Our open-door policy invites you to share your thoughts and feelings concerning your child's development both at home and in the daycare.

Trial Period

There is a two (2) week trial period for both parties. During or after this trial period, if the parents/guardian/provider are not satisfied with the arrangement, they can terminate the contract with no cost other than the fees due up to the end of the week of cancellation.

Pickup and Drop-off Times

Please make sure you are always punctual and on-time. If you are late to pick up your child, a late penalty of \$1 per minute will be charged to your account.

Substitute Care and Arrangements

Please make sure that you have backup arrangements for care of your child in the case of some unforeseen circumstances such as, but not limited to, the following:

- Staff Illness
- Staff Vacation

SIGNATURE OF PARENTS/GUARDIAN

DATE

SIGNATURE OF PARENTS/GUARDIAN

DATE

SIGNATURE OF PARENTS/GUARDIAN

DATE

PARENTS/GUARDIANS _____ DATE _____

PROVIDER _____ DATE _____