



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator



Last Revised 05/23/2020

Loving Arms Family Child Care Learning Home

Established 2007/ Licensed by Georgia Bright From The Start March 2008



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To The Future Parents of Loving Arms FCC Learning Home:

When you
Enter this Learning Home
Learning is fun and
Cooperation is expected.
Our positive attitude and
Mutual respect are part of
Everything we do and say!

Welcome To **The Loving Arms Family** & Our New **Partnership!**

Monday-Friday

(5)10 hrs shifts or
(4)12 hr shifts

HOURS

(4:30 AM - 5:00 PM)

DROP-OFF

within (2)hours of contracted
time.

Appt drop-offs by 9 am

ACCOUNTS

Zero Balance
needed to drop-off
(NO EXCEPTIONS)

EXIT CLAUSE

The Two Weeks
Notice Form Or
Two Weeks Pay
(NO EXCEPTIONS)



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Below you will find a list of items needed for enrollment with us.

◆ SET UP **CAKECHILDCARE.COM**,

COMPLETE THE ON-LINE PRE- ENROLLMENT FOR LOVING ARMS TUITION BILLING SYSTEM: <https://cakechildcare.com/portal/LovingArmsFCC>

◆ DOWNLOAD APP FOR “**CAKE 2 GO**” FROM GOOGLE PLAY STORE

◆ LOVING ARMS ENROLLMENT PACKET IS 34 PAGES.

IF LEARNING HOME IS PRINTING THE ENROLLMENT PACKET,
IT CAN NOT BE TAKEN HOME & MUST BE COMPLETED AT LOVING ARMS

◆ You may also print the enrollment packet printed from Loving Arms website 24/7 @ www.LovingArmsFamilyChildcare.com.

◆ Click on enrollment tab and then click on all three sections with-in the red triangle to print packet

◆ **TWO WAYS TO PAY TUITION:** 1) PayPal: _____ 2) Cash App: **\$LovingArmsFcc**

☞ All spaces in the enrollment form must be completely read, notarized and signed every where needed.

NO BLANK AT ALL: According to the Georgia State Regulations set by Bright From The Start, Every slot should have an answer or a small line drawn.

☞ **Current Georgia State Shot Records.** Must have In Hand Before children ages 6wks-5yrs can Be Left at Learning Home.

Note: Only **Form 3231/** Certificate of Immunization Can Be Accepted By Early Childhood Educator

Form 3300/ Vision, Dental, Hearing screening for all children ages 3 and above (**within 90 days of enrollment.**)

☞ **Registration Fee. (\$75 per family)** CAPS PAYS (1) REGISTRATION FEE PER YEAR. IF YOU HAVE RECEIVED THIS PAYMENT FOR THIS YEAR, YOU MUST COVER THE FEE.

☞ **Non Refundable Deposit Fee. (\$50 per family)**

Note: Only if space need to be held 2 or more wks. If so, deposit will credited to account after 3rd week tuition payment.

☞ **1st week's Tuition Payment, for all children entering care, must be paid in full on <https://cakechildcare.com/portal/LovingArmsFCC> by 1st drop-off. (\$ _____)**

Note: The 2nd week's tuition is due on Friday for upcoming week and every Friday there after by pick-up. **LATE PAYMENT FEE AUTOMATICALLY ACCESSED @ 5:00 pm**

☞ **FAMILIES RECEIVING ANY FORM OF SUBSIDIES (ex: CAPS) THAT DO NOT HAVE CERTIFICATE, IN HAND, WILL BE EXPECTED TO PAY THEIR FULL TUITION UNTIL ALL THEIR NEEDED PAPERWORK IS RECEIVED IN HAND OR THE CAPS CERTIFICATE SHOW UP ON MY CAPS SERVICE PAGE AS OPEN.**

TUITION RATES FOR 2020 - 2021: LATE PAYMENTS WILL NOT RECEIVE ANY DISCOUNTS.



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REG FEE YEARLY RATES	SPECIAL NEEDS RATES REQUIRES MORE CARE	0-16 MONTHS RATES NO SLOTS	06-12 MONTHS RATES NO SLOTS	1 YRS RATES NO SLOTS	2 YRS RATES 10 HRS	3 YRS RATES 10 HRS	4 YRS RATES 10 HRS	5 YRS RATES 10 HRS	BEFORE & AFTER PRE-K RATES 10 HRS	BEFORE & AFTER SCHOOL RATES 10 HRS	SCHOOL AGE FULL-TIME RATES NO SLOTS	SCHOOL AGE PART-TIME RATES NO SLOTS	SCHOOL AGE DAILY RATES NO SLOTS	DROP-IN WEEK ENDS ADDED	DROP-INS OVER NIGHT ADDED
\$75	\$190	\$195	\$190	\$185	\$180	\$175	\$175	\$175	\$75	\$75	\$175	\$90	\$75	\$55	\$60

Extended Hours: 11 hrs (+\$15); 12 hrs (+\$15); 13 hrs (+20); 14 hrs (+25)]

•All children over 39 months, who are not fully potty trained, will be charged \$35.00 Diaper Duty Fee. This will be regardless to sex, abilities/ disabilities, full-time/ part-time/ drop-in hours in care or if child is being trained or not being trained when he/she turns 39 months.

(ALL FEES APPLY FOR ALL AGES & EVEN IF A CHILD RECEIVES A SCHOLARSHIP)

[Yearly Registration Fee: \$75.00 a yr, per family may be divided over 5 invoices]

[Zero Balance Fee: (every Friday @ 5:00 pm if account is not paid in full) \$ 15.00]

[Contract Re-instatement Fee: (close of business Wednesday/ 5:00 pm) \$ 30.00]

[Insufficient Funds Fee: NAVY FED: \$37; Late Pay Fee: \$30 per occurrence]

[Late Pickup Fee: (due SAME day by close of business/ 5:00 pm) \$ 7.25 per 10 min]

[Potty Training Fee: 18- 24mo FREE, 24- 36mo \$25, 36mo & up \$35.]

[Diaper Duty Fee: Not fully P-Trained @39mo/ 3yrs: \$35; 4yrs: \$45; 5yrs: \$55.]

[Sibling Discount For On Time Payments: 2nd FT child \$ 125.]

[Deposit Fee: (\$ 50.00 per family if slot need to be held 2 weeks]

[Early Drop Fee/ 24hrs Advance Notice: \$ 5.00 per 15 min]

[Emergency Service (same day care or no appt) Fee: \$60.]

[Late Tuition Fee: (due @ close of business/ 5:00 pm) \$ 30.00]

[Potty Training Penalty : \$5- \$25. When process is hindered by not training at home & especially over the weekends/ breaks.

**I DO UNDERSTAND THAT AS LONG AS A SLOT IS HELD FOR MY CHILD(REN),
THE FULL CONTRACTED WEEKLY TUITION IS ALWAYS DUE.**

THIS IS REGARDLESS IF MY CHILD IS IN CARE 5 DAYS OR ZERO DAYS.

**THERE WILL BE NO REFUNDS, ROLL-OVERS OR CREDITS IF CHILD IS KEPT OUT OR DROPPED OFF LATE FOR ANY REASON.
THE FULL DROP-IN IS DUE AT DROP OFF REGARDLESS IF 0.5 OR FULL 10 HRS ARE NEEDED FOR THAT DAY.**

HOLIDAYS DROP-INS: \$75.00



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THE CONTRACT: (your copy)

This Is a Legally Binding Contract between the two parties, Ms. Shawn Brown, CDA and _____ Parent/ Guardian of the named child(ren) below. This contract will go into effect (day of week) _____, ____/____/20____ and will end, at midnight, December 31, of the same year.

I have read and agree to full contents of the Policy, Procedure & Fee schedule. I understand that knowledge of thus policies is my sole responsibility;
I understand disregarding any part of the Policy, Procedure & Fee schedule can result in monetary adjustments to invoice or termination from Loving Arms.
I understand that the annual registration fee will be added every January 1, onto the first 5 invoices @ \$13 per wk. Invoice # 6 ____/____/20____ will be at normal Tuition rate.
I am also aware that extended hours (**needed care for over five 10hrs or four 12 hrs wk**) &/ or holidays are available. But will incur additional charges per occurrence per family.

My Contract Invoices Are Generated: WEEKLY BI- WEEKLY MONTHLY **MY NEXT INVOICE WILL BE DUE** ____/____/20____ **IN THE AMOUNT OF \$** _____. (1ST 5 WKS)

My Contract Schedule Is Monday - Friday: UP TO (5) FIVE DAYS WITHIN A WEEK, 10 HOURS PER DAY (50) UP TO (4) DAYS WITHIN A WEEK, 12 HOURS PER DAY (48)

My Contract 10/ 12 Hours Are: ____ AM / PM to ____ AM / PM TIMES VARIES **Ext Hours:** ____ AM / PM S M T W T F S

My Contract Drop-off Hours Are With-in Two (2) Hours of My Contract : ____ AM / PM to ____ AM / PM. **No Drop-Offs After 9 AM Unless Contracted To Drop-Off After 9 AM.**

My Contract Grace Period is 5 minutes before & after my 10/ 12 Hours of care. Early Drop-off Fee (\$5 per 15 minutes) / Late Pick-up Fee (\$7.25 per 10 minutes)

My Contract Late Pick-up Fee Will Be Accessed At: ____:____ AM / PM. **ALL ACCOUNTS WITHOUT A ZERO BALANCE BY 5:00 PM WILL ASSESS \$15 ZERO BALANCE FEE.**

My Contract Days Are: SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY DAYS VARIES

My Contract (2 Meals & 1 Snack) Meal Times Are: BREAKFAST (6:30 AM/ 1 HR) AM SNACK (9 AM/ 30MINS) LUNCH (11:30 AM/ 1HR) PM SNACK (3 PM/ 30 MINS) DINNER (5 PM/ 1HR)

My Contract Routine Is: EXTENDED FT (11-14 A DAY) FULL-TIME (10 HRS/ 5 DAY OR 4 DAYS/ 12 HRS) PART-TIME (30 WK) DROP-INS (10 HRS A DAY) BEFORE &/OR AFTER (4 HRS A DAY)

My Contract Shifts Are: EARLY MORNING (4:30 AM - 2:30 PM) REGULAR 1ST 10/ 12 Hours Between (6:30 AM- 5 PM) OVERNIGHT (10PM - 8 AM) SHIFTS VARIES MIX SHIFTS

My Contract Extended Services Are: 10HR (\$0); 11HR (\$10); 12HR (\$15); 13HR (\$20); 14HR (\$25) HOLIDAYS: ARE TIME & 1/2 THE SHIFTS DROP-IN RATE

My Contract Extended Services Late Fee (\$30) Will Be Accessed At: ____:____ AM / PM **EXTENDED HOURS MAY NOT BE USED PAST 5:00 PM UNLESS CONTRACTED FOR THE 14 HRS RATE.**

My Contract Potty Training Fee : All 18- 24 months (FREE) All 24-36 months (\$25.00 WHEN TRAINING STARTS) All 39 months & UP (\$35.00 REGARDLESS IF TRAINING OR NOT)

I agree to the **EXT-FT FT PT DI BS B&A AS** rate of \$ _____ to be paid the Friday before the week begins, by 5:00 PM for child #1, _____.

I agree to the **EXT-FT FT PT DI BS B&A AS** rate of \$ _____ to be paid the Friday before the week begins, by 5:00 PM for child #2, _____.

I agree to the **EXT-FT FT PT DI BS B&A AS** rate of \$ _____ to be paid the Friday before the week begins, by 5:00 PM for child #3, _____.

My Contract days and hours are the only days & times my child(ren) can be in care without a fee being added to my invoice. Any added time before or after these times must be discussed beforehand, and will be subject to an early arrival / over-time fees(or late pick-up fee at end of shift. If my days or time varies, it is my sole responsibility to keep Early Childhood Educator up-to- date with my weekly schedules, each Thursday, by 5:00pm. 24 hours will be needed to change schedule.

I understand that as long as a slot is held for my child(ren), the full contracted weekly tuition is always due. This is regardless if my child is in care 5 days or zero days. There will be no refunds, roll-overs or credits if a child is kept out or dropped off late, by parent, for any reasons. Late Tuition Fees and / or Zero Balance Fees are added automatically to my account if not zero balanced by 5:00pm on contract due date

I, also, understand that the two weeks written termination notice form and/ or payment equal to the two weeks tuition is required to satisfy the termination clause in accordance to the Policy & Procedure of this Legally Binding Contract. Legal Remedies Will Be Sought If Balance Remains Unpaid After Two Weeks Of Termination.

THIS AGREEMENT AND THE POLICY & PROCEDURES WHOLLY STATE THE OBLIGATIONS OF THE EARLY CHILDHOOD EDUCATOR & PARENT/ GUARDIAN (IN A TWO PARENT HOUSEHOLD/ GUARDIANSHIP, BOTH PARENTS MUST SIGN. THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY ALL PARTIES.

X _____
Parent/guardian Date

X _____
Parent/guardian Date

X _____

GA Licensed Early Childhood Educator (Shawn Brown, CDA) X _____
Date



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Philosophy:

X _____ initial

●Loving Arms FCC Learning Home is Quality Rated and dedicated to providing a warm and inviting atmosphere that allows children to develop at their own pace through routine learning activities with a strong infuses on play. Our program makes use of many play learning materials that help our children gain self-confidence in their abilities to do and make things. We believe children need to have a positive self-image. We foster that image, along with their development growth in the areas of Self Help, Language Cognitive/ Intellectual, Physical and social/ emotional skill, through a variety of group activities individual plays, quiet periods and other age appropriate activities.

Meet The Staff:

X _____ initial

●Loving Arms FCC Learning Home currently has one Early Childhood Educator & a sub on staff:

●**Ms. Shawn Brown, CDA** is the owner and licensed/ certificate of registration holder.

She is licensed to keep six(6) full-time children for pay and two(2) children over the age of (3) three for up to 2 hours before &/or after school. However, no more than twelve (12) children are permitted on premises (6) for pay &/ or (6) related no-pays at any one given time.

Learning Home Open Hours/ Time:

X _____ initial

●When your, personal, child is in care, during your personal contracted care hours. **(Not anyone else child, or contracted daycare times)**

●Parents are to have **unrestricted visitation rights** to any part of the Learning Home **where the child is** in care. All who enters must, at once, announce their presence.

●However, **if your child is not in care, no one from your household/ family or friend should show up at my HOME, after business hours, for any reasons, without express permission or invitation to do so.**

Early Childhood Educators Private Home Life:

X _____ initial

●Early Childhood Educators Personal Time Is When Your Child (ren) Are Not Contracted For Care, After business closing hours, posted holidays & weekends

●Early Childhood Educator has the right to have a life and home time free from business hours. Under no circumstances should a parent come to Loving Arms without permission, if there child is not in care or outside of business hours. I am sorry, but I do not do business outside of 4:30am-5pm Monday- Friday.

The Family Living Quarters/ Boundaries Between Learning Home & The Family Personal Space:

X _____ initial

Because the Learning Home offer several different shifts, it may be hard for parents to tell the difference between Business & Home Times.

Although I may run a home based business, my business is in the home of other people; Everyone must respect their privacy. Thanks for the understanding, as well as, Respecting that there are clear cut boundaries between the two.

●No parent / No child is to have assess to the families bedrooms for any reason! Please do not go to back of the house without expressed permission.

●No parent / No child is to have assess to the families Kitchen & cabinets for any reason!

●If something is in need of refrigeration, staff will be happy to assist with taking the item(s) to &/ or remove item(s) from the kitchen. Household refrigerator is off limits. Please do not go in kitchen without expressed permission.

For Best Practice: Never do anything in the Learning Home learning home that you, yourself, would not want Early Childhood Educator to do to you, or your family, in your own home.

X _____ initial

Learning Home Services:

X _____ initial

●We offer (5)10 hrs shifts or (4)12hr shifts, Monday-Friday EARLY MORNING (4:30 AM - 5:00 PM) Extended Hours available

●**Extra Hours Per Day:** ☞10HR (INCLUDED \$0) ☞11HR a day (\$10) per week ☞12HR (\$15); ☞13HR (\$20); ☞14HR (\$25) ☞ HOLIDAYS: ARE TIME & ½ THE SHIFTS DROP-IN RATE

●**HOLIDAYS:** ARE TIME & ½ THE SHIFT DROP-IN RATE **(NO CHRISTMAS, THANKSGIVING & NEW YEARS)**

●Business & phone hours are Monday - Friday 9am - 5pm. Please use these times to discuss all business matters. If no one answers, please leave a message.



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My phone is programmed to send all incoming call to answering service at 5pm - 9am. I check all voice messages every morning.

Admission Requirements:

X _____ initial

- All necessary **enrollment forms** must be **completed and returned with all tuition and fees prior to 1st day admission.**
- It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year.
- Upon arrival, an adult must escort child into home, sign the child into care and wash hands before leaving.
- Children under 18 months are permitted to bring their sleeping toy, doll or blanket. However, no outside toy. Loving arms will not be responsibility for any item brought into the Learning Home. Please use your best judgment.

Falsification of Documentation:

X _____ initial

- Parents** Please use the correct full legal name and the correct age of your child & birth date as it appears on birth certificate. If tuition quote is for one age and it is later discovered that a child is of younger age, tuition will be adjusted to the legal age and all back tuition will be due.
- The Early Childhood Educator will also have the option of putting the family on probation or terminating the families' care.

Parent Contract:

X _____ initial

- During the admission interview parents will receive a copy of parent contract. Parent must follow all rules and regulation in contract. Breaking any one of these Rules and Regulations can result in immediate termination.
- Please make sure all sections are read before initialing or signing. This is a binding contract that can be use in a court of law. By signing it you are stating that you acknowledge all policies, rules and regulation.**
- If any person signs without reading the contract in its entirety, he or she will still be responsible for any infraction and any monetary consequence the infraction may carry.**
- Stating "Not Knowing" the policies, rules and regulation or their consequence is no excuse when you have initialed each section and signed at the end. If you need help understanding any part of the policies, rules and regulation, please do not hesitate to ask questions.**
- Remember, by knowing policy, making timely pick-ups & tuition payments you are the main controller of what fees are added to your invoice.**

Parents Responsibilities:

X _____ initial

- To work hand in hand with staff to make the child's early education successful.
- To respect the boundaries between Learning Home & Home.**
- To Read, Sign, Know And Follow all the policy and procedures** of Loving Arms FCC Learning Home. (web site @ www.LovingArmsFamilyChildcare.com).
- To consult contract at all time.** All policy is direct results of previous actions needed for another, GA. State BFTS Licensing or NAFCC accreditation rules and regulations.
- To complete the pre-enrollment for cakechildcare.com, Loving Arms' automatic billing system.** <https://cakechildcare.com/portal/LovingArmsFCC>.
- To make tuition payment, by close of business (5:00pm), on the contracted due date. The Late Tuition Payment Fee (\$30) or The Zero Balance Fee (\$15) will be automatically added, **weekly**, to all accounts that **do not have a zero balance by the close of business EVERY FRIDAY BY 5:00 pm.**
- To inform Early Childhood Educator of anything that will affect the health, safety and care of the others, both staff & children, in the Learning Home environment.
- To inform Early Childhood Educator, **in writing**, of all schedules changes that will affect their contracted drop-off/ pick-up hours. Varying schedules are due every Thursday by 5:00pm. **Schedule not in by close of business Friday will not be able to drop-off on Monday.**
- To inform Early Childhood Educator, **in writing on Two Weeks Notice Form**, the families intent to exit care. **TWO WKS NOTICE OR TWO WEEKS PAY IS REQUIRED**
- Parents are encouraged to volunteer for field trips, special activities or visits **anytime their child is in our care. But with minimal interruption of normal routine & activities.**



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•Parents are **encouraged** to **volunteer** their time to **field trips, attend family events, parent/ teacher conference 2x a year, our New 2017 Call To Action Family Involvement Committees, family physical health and nutrition training 2x a year.**

Early Childhood Educators Responsibilities:

X _____ *initial*

- To work hand in hand with families to make the child's early education successful.
- To provide a safe, nurturing, learning environment for all children & staff.
- To respect the families right to privacy. All personal and or medical diagnostic information shared with Loving Arms will be considered confident.
- To keep family informed of any academic reports, behavior incidents, illnesses, injuries, and adverse reactions to medications, or anything that may help a child have a successful day. (**cakechildcare.com daily notes**)
- To **obtain a developmental baseline** for each child **within (45 days)** and parent/ teacher **conference within (90 days)** of enrollment.; twice a year there after. The tools used for this assessment will be **ASQ:SE for Social Emotional needs & ASQ-3 for developmental needs**. The child's need will be implemented into lesson plans and samples will be taken of the child's progress and shared at the conferences.
- To advise family of their child's progress and issues relating to their child's care, any individual practices concerning a possible social emotional needs &/or developmental needs. and working with any outside agency concerning the child' s social emotional needs &/or developmental needs, assessment &/or therapy.
- To obtain written authorization before child participates in transportation &/ or activities away from facility not included "The Permission To Take Child Off Premises Form" included in this packet. If the activity is included in the form, the parent will only be notified through a mass sms from cakechildcare.com before leaving Loving Arms and upon the group return to Loving Arms. Their will always be a permission form handed out for all water related activities occurring in water that is more than two (2) feet deep.

New 2017 Call To Action Family Involvement Committees: (Meeting times , dates & how often will be decided & scheduled amongst the groups)

X _____ *initial*

Everyone will have the ability to voice opinions about policy, education and any matter up for discussion: Work together with peers and staff to design family events, parenting advice, help structure lesson plans ideas, topic, themes and learning home policy. The group will offer the understanding that all family have different cultural/ family values that makes each family unique, different and shares the same wish for the best outcome and opportunity available to the families success.

•Nothing is written in stone, however, this is my idea of what this will look like: our groups will meet. Maybe do a short activity together for 10 -15 minutes before groups. Then group willgo off to the meeting area to converse while the children remain with Early Childhood Educators. The group will bounce ideas of what they need to get out of the group. Discuss plans for parent/ child events, what type of guest speakers to share information on topics suggested by the families interest or it can just be the families meeting as a group and the children remain with Early Childhood Educators the whole hour. The end result, the group will establish how the group will work.

Fathers Call to Action:

X _____ *initial*

This is a call to the fathers, father figures, male role models, male guardian of Loving Arms families to take an active role inside the Learning Home with the child early education and social emotional development.. Everyone will have the ability to voice opinions about policy, education and any matter up for discussion: Work together with peers and staff to design family events, parenting advice, help structure lesson plans ideas, topic, themes and learning home policy.

Our main objectives will be to encourage male participation, helping children & the male figures relate, connect and build a healthier relationship, father to father interaction/ conversations/ another males prospective, to create opportunities for individual / group male involvement, leadership roles, training opportunities and planning father child activities in a no "judgment" environment

Mothers Café:

X _____ *initial*

This is a call to the mothers, mother figures, female role models, female guardian of Loving Arms families to take an active role inside the Learning Home with the child early education and social emotional development..

Our main objectives will be to encourage female participation, to present an opportunities for female mother figures to voice their families hopes, dreams, wants, needs,



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struggle and successes in a no "judgment" environment where peers can relate and offer suggestions by examples of their own hopes, dreams, wants, needs, struggle and successes.

Non Discrimination Practices :

X _____ initial

- Equal education opportunities are available for all children with no regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/ Early Childhood Educator political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawfully by Federal, State, or Local Laws.
- Loving Arms Staff will do our best to meet the varied need of all student within the Learning Home.

Inclusion :

X _____ initial

- I believe that all children of any ability levels are entitled to the same opportunity for learning, participation, acceptance and belonging at my learning home.
- I will make every reasonable accommodation to encourage full and active participation of all children in my program base on their individual capability and needs
- Loving Arms is an Equal opportunity educator. I do not discriminate base on any child's special needs.
- A safe supportive environment must be able to be provided and maintained for the health and safety of all children's within the learning home.

Weekly Supplies/ Restock Cubbies Weekly :

X _____ initial

- Wipes, Kleenex, soft sole shoes/ pre-school clogs (for indoor Learning Home use only; no flip flops) a change of weather appropriate cloths, a large t-shirt for group crafts and a jacket of sweater is required to be in your child's cubby at all times.

All items brought into the Learning Home should be labeled with child's name.

- No Back Packs.** Each child has their own personal space/ cubbies. Please keep cubbies well stocked and take back packs to the car when you leave. There, simply is not enough space to store them through out the day.
- Parent of children who require diapers must provide sufficient supplies of diapers to allow Loving Arms FCC Learning Home to conform to diapering regulation and the needs of the child. **If a child runs out of diapers, the Learning Home will purchase the required diapers and charge them to parent's next statement.**
- Parent who children uses cloth diapers are required to provide a diaper pail labeled with child's name, remove soiled diapers daily and clean/ disinfect the pail before it is returned.

Attendance Policy:

X _____ initial

- As long as a slot is being held for a child, full tuition will always be due on contracted due date. This is regardless if a child is in care 5 day or zero days, the full contracted tuition is still due. There will be no returns, roll-overs or credits if child is kept out or dropped off late, by parent, for any reasons.**
- Exceptions to this policy will only apply to inpatient hospital stay, communicable diseases (only Loving Arms Doctor Statement Form will be accepted) (see illness & doctor statement) or bereavement for an immediate family member.
- Once Loving Arms Doctor Statement Form or Program is received, with all condition of the doctor's statement being fully met, the child's account will receive a ½ credit . Tuition will still be subject to late fee or zero balance fee if not receive on time.
- If all conditions/ requirement of doctor's statement are not met, no tuition reduction will be made. Tuition will still be subject to late fee or zero balance fee.
- When a family is running late may it be 5 minutes or 5 hours, pick-up time will remain the same as stated within the contract. Early Childhood Educator will try to accommodate life's situation and emergencies. However, any time outside of the 4:40 AM – 5PM business hours &/or contracted days & hours, an **Early Drop-off Fee (\$5 per 15 minutes), a Late Pick-up Fee (\$7.25 per 10 minutes)** will automatically be applied to the invoice. **These fees are due same day with NO DROP-OFF until paid policy.**
- Families are allotted two hours from contracted drop-off time to bring child to care or inform Loving Arms of a late arrival. If no show/ no contact with in 2 hours child will be considered not to be coming that day. Loving Arms will be free to close the learning home or leave if no other children are expected that day.
- No drop-offs after 9 am. Our lesson will start at 9 sharp! When teaching young toddlers, distraction is easy. Interruptions can cause their whole learning process to be thrown off course. to avoid that, I do not answer the phone or door after the learning process has begun. I will ask that family to try again the next day Before 8:59**
- Because we are considerate of our parents time, we ask the same in return. A no show/ no contact fee of \$10 Will be added to the account.



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Terminations:

X _____ *initial*

- Although we are dedicated to providing only quality care, a time may arise, unfortunately, when the care we provide is not suitable for certain children or families. If care is deemed to be inappropriate for the child or family, for whatever reason, we will decline from providing care. In this case, parents under contract will be given two weeks notice (**at least one**
- Respectfully, if parents feel the care we provide is not suited to their child or their family for any reason, they also have the right, at anytime and with the same two weeks notices period, to terminate care (**required termination form can be found online 24/7@ www.LovingArmsFamilyChildcare.com**. A parent may also opt out of the weeks notice clause by paying that two week's tuition outright. But one or the other is needed to satisfy the termination clause regardless of the reason for termination. Keep in mind, a voluntarily withdrawal cannot be re-instated until after six weeks has past.
- If Parent Should Leave Without Giving Two Weeks Notice, That Parent Will Receive A Final Invoice That Will Include Two weeks Tuition And Any Pasted Due Amount. Any Account That Do Not Have a Zero Balance Will be Reported to DFACS To Stop all Learning Home Assistance received by that agency.**
- Small Claims Court/ Legal Remedies Will Be Sought If Balance Remains Unpaid After Two Weeks Of Termination.**
- A family can also be terminated for the following reasons: Crossing boundaries; Not respecting Learning Home hours & home life of Early Childhood Educators; Not following all the rules and regulation with the contract. Disrespectful acts or gestures towards staff, another parent or a child; The destruction on Learning Home property; Not paying tuition by the cut-off date; Liability act/ or issues and the falsification of documentation.
- After two weeks**, any items left by the family will be given charity or trashed.

Potty Training Assistance: \$25-\$50 per week (MUST SIGN POTTY TRAINING CONTRACT)

X _____ *initial*

- We respectfully request that all children are already trained is already being trained 18mo- 24 mo per (each child is different).** Nevertheless, if not already in process, Early Childhood Educator will assist parents with training their child when that time comes. At the start of potty training, **\$25 will be charged weekly until child is fully potty trained.** ALL PARTIES THAT THE CHILD COMES INTO CONTACT WITH MUST ASSIST IN POTTY TRAINING FOR IT TO WORK!
- All children over 39 months, who are not fully potty trained, will be charged \$35.00 Diaper Duty Fee.** This will be regardless to sex, abilities/ disabilities, full-time/ part-time/ drop-in hours in care or if child is being trained or not being trained when he/she turns 39 months. (3yrs: \$35; 4yrs: \$45; 5yrs: \$55)
- Parents must first fill out a Potty Training Contract.** After which, Potty Training Assistance will be provided for any child not potty trained, as long as, contract is fully followed. However, just because Early Childhood Educator & parent agree on potty training, do not mean the child is ready to be trained. Signs of readiness are: child can pull pants up & down, request to be changed when soiled, able to stay dry more than 2 hours, can say or sign the word "potty" and show interest in using the potty when they see others go to bathroom. If child is not ready for potty training, it will be stopped until child displays most of the signs.
- Upon the start of training, the child must first be in pull-up until child has established their potty patterns. Second, the child will move to "big kids undies" & plastics. Then to no plastics. However, pull-up is still needed during nap time.
- Parents must put in the same efforts when child is at home. Learning Home Potty break times will be given to parent & should be followed at home & over the weekend. The child's performance will show if child is being trained both at home & in care.
- If at any point a parent becomes a hindrance to the process by not training at home & especially over the weekends, Early Childhood Educator will than give notice to parents that a weekly potty training fee of (\$5.00 Up to \$25) will be added to the \$25/ \$35 potty training fee.** Please be mindful that Potty training will not work if all parties do not participate in the training. Not doing your part at home only confuses the child because it implies that it is ok to potty on them self with person not training. At Learning Home the child will be on a firm regiment thus making the provider an instant "bad guy".
- If after the fee has been added, all parties the child comes into contact with do not participate with potty training, it will be discontinued until all parties are able to potty train child properly. However, the fee will remain if child is not trained. This also apply if a child is not being potty trained at that time and is considered, by parent, to be fully trained. Ex: If a child is considered potty trained, but has accidents 2+ times a week, the fee will be added.



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator

Holiday/ Holiday Pay: HOLIDAYS DROP-INS ARE TIME & ½ THE SHIFTS DROP-IN RATE (NO CHRISTMAS, THANKSGIVING OR NEW YEARS)

•We Are **CLOSED** on All Federal Holidays.

•A listed of all closures are posted on website @ www.LovingArmsFamilyChildcare.com, As well as, given with welcome packet.

•Please mark these day on calendar or keep list posted they will serve as your only reminder to these closures.

•These closures will not subtract from weekly tuition. **The full tuition is still due.**

AB = AFTER BUSINESS

JULY 03, (FRI)	*INDEPENDENCE DAY (CLOSE AB 07/02 RE-OPEN 07/06)
AUGUST 19 (WED)	VACATION DAY(CLOSED AB 08/18 - RE-OPEN 09/20)
SEPTEMBER 07, (MON)	*LABOR DAY(CLOSED AB 09/04 - RE-OPEN 09/08)
OCTOBER 12, (MON)	COLUMBUS DAY (CLOSED AB 10/09 - RE-OPEN 10/13)
NOVEMBER 11, (SUN)	FEDERAL VETERANS DAY OBSERVATION DAY (CLOSED AB 11/12)
NOVEMBER 25, (WED) - 27 (FRI)	*THANKSGIVING HOLIDAY (CLOSED AB 11/24 - RE-OPEN 11/30)
DECEMBER 24 - 30 (THUR-WED)	*CHRISTMAS VACATION WEEK 2020 (CLOSED AB 12/23 & RE-OPEN 01/02)
DECEMBER 31, 2020 (THUR) & JANUARY 1, 2021 (FRI)	NEW YEAR'S EVE & *NEW YEAR'S DAY (RE-OPEN 01/02)
JANUARY 1, 2021 (FRI)	*FEDERAL NEW YEARS OBSERVATION DAY (RE-OPEN 01/04/2021)
JANUARY 18, (MON)	*BIRTHDAY: MARTIN LUTHER KING, JR. (CLOSE AB 01/15 RE-OPEN 02/19)
FEBRUARY 15 (MON)	PRESIDENTS DAY (CLOSE AB 02/12 & RE-OPEN 02/16)
MAY 31 (MON)	*MEMORIAL DAY (CLOSE AB 05/28 RE-OPEN 06/01)
JULY 04, (SUN & MON)	*INDEPENDENCE DAY (CLOSE AB 07/02 RE-OPEN 07/06)
SEPTEMBER 06, (MON)	*LABOR DAY(CLOSED AB 09/03 - RE-OPEN 09/07)
OCTOBER 11, (MON)	COLUMBUS DAY(CLOSED AB 10/08 - RE-OPEN 10/12)
NOVEMBER 11, (MON)	FEDERAL VETERANS DAY OBSERVATION DAY (RE-OPEN 11/12)
NOVEMBER 25, (THUR) & 26 (FRI)	*THANKSGIVING HOLIDAY (CLOSED AB 11/24 - RE-OPEN 11/29))
DECEMBER 25, (SAT)	*CHRISTMAS DAY (CLOSED AB 12/23 - RE-OPEN 01/02/21)
DECEMBER 23 - 30 (THUR-THUR)	*CHRISTMAS VACATION WEEK 2017 (CLOSED AB 12/23 & RE-OPEN 01/02/21)
DECEMBER 31, 2020 (FRI) & JANUARY 1, 2021 (SAT)	NEW YEAR'S EVE & *NEW YEAR'S DAY (RE-OPEN 01/02/21)



Last Revised 05/23/2020

X _____ initial

Holiday/ Holiday Pay:

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•Please mark these day on calendar or keep list posted they will serve as your only reminder to these closures.

•These closures will not subtract from weekly tuition. **The full tuition is still due.**



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Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator

Early Childhood Educator's & Family's Vacation Days:

- Early Childhood Educator will take a weeks vacation twice a year. First will be in June, the week Memorial Day falls or July week of 4th of July). Second vacation week will either be Thanksgiving or Christmas week. However, notice will be posted well in advance.
- Learning Home **Early Childhood Educator vacations are paid vacations.**
- If the family take a vacation and a child is still enrolled full tuition is still due regardless if child is in attendance 5 or zero day in that week**
- Free days may be used for the week for both Early Childhood Educator's vacations and family vacation days. This is the only time free days may be used for the whole week/ at one time.**

Learning Home Tuition Schedule & Break Down Of Hours:

X _____ initial

ALL F-T PRICES ARE FOR (1- 6 yrs) 10HR SHIFTS 5 DAYS A WEEK OR 12 HR SHIFTS 4 DAY A WEEK

•**Extended Hours: Mon-Fri**, a family will receive (1) ONE ___ HR DAY, UP TO (5) FIVE DAYS A WEEK ~~OR~~ 10HR (ENCLUDED \$0) ~~OR~~ 11HR (\$10) ~~OR~~ 12HR (\$15) ~~OR~~ 13HR (\$20) ~~OR~~ 14HR (\$25)

Ext Hours are in addition to the weekly Tuition rate, no more than 15 within one day, **no refunds, roll-overs or credits. All rules & late fees still apply.**

•**Overnight: 9 pm - 7 am, Mon-Fri**, a family will receive (1) ONE 10 HR DAY, (5) FIVE DAYS A WEEK OR (1) ONE 12 HR DAY, (4) FOUR DAYS A WEEK.

All overnight children should be **picked up, promptly, by 8:00 am (10 HRS) OR 10:00 am (12 HRS). All rules & late fees still apply.**

•**Early Morning: 4:30 am - 2:30 pm, Mon-Fri**, a family will receive (1) ONE 10 HR DAY, (5) FIVE DAYS A WEEK OR (1) ONE 12 HR DAY, (4) FOUR DAYS A WEEK.

All early 1st shift children should be **picked up, promptly, by 2:30 pm (10 HRS) OR 4:30 pm (12 HRS). All rules & late fees still apply.**

•**Regular 1st: 6 am - 5:00 pm, Mon-Fri**, a family will receive ((1) ONE 10 HR DAY, (5) FIVE DAYS A WEEK OR (1) ONE 12 HR DAY, (4) FOUR DAYS A WEEK.

All 1st shift children should be **picked up, promptly, by 5:00 pm (10 HRS) All rules & late fees still apply.**

•**Part-time:** a family will receive **up to 30 hrs a week Mon-Fri** . If more hours are needed, the family will need to contract for the full-time hours. Hours can be divided per day however needed. But hours can not be more than 10 within one day. Part-time can not be extended. The 30 hours chosen will be the 30 contracted hours. The family can only drop off & pick up during those 30 hours. All children should be picked up by the end of their shift (Early Morning 2:30 pm or Regular 1st 5:00pm) If days or time varies, it is parents sole responsibility to keep Early Childhood Educator up-to- date with accurate weekly schedules, each Thursday, by 5:00pm. **All rules & late fees still apply.**

•**Pre-K & K/ Before & After School:** (Aug-May only) a family will receive **2 hour before (6am - 8am) &/ or 2 hours after school (2:30pm - 4:30pm) or together (2:30pm - 5:00pm) @ \$55 per week; But no more than (4) four hours total a day.**

If different hours are needed or if more hours are needed, the family will need to contract for the part-time or full-time hours needed. **All rules & late fees still apply.**

THERE ARE NO HOURLY RATES. FULL DROP-IN RATE MUST BE PAID REGARDLESS TO 0.5 HOUR OR 10 HOURS

Drop-ins are by 24 hour appointment (only). This will insure proper Early Childhood Educator/child ratio for that day.

Payment must be received before child can be left for the drop off. A family can only drop in 3X within a week.

All children should be picked up by the end of shift (Overnight 8 am) (Early 2:30 pm) (1st 5:00 pm). **All rules & late fees (due same day @ close of business) still apply.**

HOLIDAYS ARE DROP-IN ONLY. THEY ARE NOT INCLUDED IN WEEKLY TUITION AND WILL BE EXTRA (\$67.00) PER DROP-IN

•**Regular 1st Shift Drop-in:** a family will receive **0.5 - 10 hour within (1) one day.**

•**Early Morning Drop-in:** a family will receive **0.5 - 10 hour within (1) one day.**

•**Overnight Drop-in:** A family will receive **0.5 - 10 hour within (1) one day.**

•**Emergency Drop-in (same day appt or no appt):** a family will receive **0.5 - 10 hour within (1) one day.**

•**Holiday Drop-in: (\$67.00) (NO CHRISTMAS, THANKSGIVING OR NEW YEARS)**



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Tuition Fees: (ALL FEES APPLY FOR ALL AGES & EVEN IF A CHILD RECEIVES A SCHOLARSHIP)

X _____ initial

[Yearly Registration Fee: \$ 65.00 a yr, per family may be divided over 5 invoices]

[Scholarship Registration Fee: \$ 100. a yr, per scholarship child]

[Extended Hours: 11 hrs (+\$10); 12 hrs (+\$15); 13 hrs (+20); 14 hrs (+25)]

[Deposit Fee: (\$ 50.00 per family if slot need to be held 2 weeks)]

[Contract Re-instatement Fee: (close of business Wednesday/ 5:00 pm) \$ 30.00]

[Insufficient Funds Fee: NAVY FEDERAL: \$37; LPF: \$30 per occurrence]

[Early Drop Fee/ 24hrs Advance Notice: \$ 5.00 per 15 min]

[Late Pickup Fee: (due SAME day by close of business/ 5:00 pm) \$ 7.25 per 10 min]

[Late Tuition Fee: (contracted due date @ close of business/ 5:00 pm) \$ 30.00]

[Zero Balance Fee: (every Friday @ 5:00 pm if account is not paid in full) \$ 15.00]

[Potty Training Fee: 18- 24mo FREE, 24- 36mo \$25, 36mo & up \$35.]

[Potty Training Penalty : \$5- \$25. When process is hindered by not training at home & especially over the weekends/ breaks.

[Diaper Duty Fee: Not fully P-Trained @39mo/ 3yrs: \$35; 4yrs: \$45; 5yrs: \$55.]

[Emergency Service (same day care or no appt) Fee: \$37.00]

[COVID-19 Sibling Discount For On Time Payments: \$ 10 OR-15 off 2nd FT child]

Grace Period/ Late Pick-up: EXTENDED HOURS MAY NOT BE USED PAST 5:00 pm

X _____ initial

•A grace period of 5 minutes will be given for drop-off/ pick-up. Before or after which, a fee will start to build [Early Drop-off Fee (\$5 per 15 minutes), a Late Pick-up Fee (\$7.25 per 10 minutes)]

•if one has extended hours and the extended hours invoice is still open/ tuition have not been received, one will be charged the late fee when time lapses.

CAPS Assistance:

•ANY FAMILY RECEIVING CAPS THAT DON'T HAVE CERTIFICATE, IN HAND, WILL BE EXPECTED TO PAY THEIR FULL TUITION (& REGISTRATION FEE IF TRANSFERRING CARE) UNTIL THEIR CAPS CERTIFICATE IS RECEIVED OR SHOWS UP ON MY CAPS SERVICE PAGE AS OPEN. CAPS WILL ONLY PAY ONE REGISTRATION FEE PER YEAR.

Returned Invoices & Insufficient Funds Charges:

X _____ initial

•If your child is in care 5 day or zero days, the full contracted tuition is still due. No returns, roll-overs or credits if child is kept out by parent for any reasons.

•Tuition is paid online. Cash will not be accepted @ Loving Arms unless an invoice return insufficient. Any fee that may occur from an insufficient funds payment will be your responsibility. My bank's fee is \$37.00, NETBANX fee is \$25.00 and a Late payment fee of \$30.00 will also be added to your invoice. Thus, a total of \$92 will be added for any returned invoice. INSUFFICIENT FUNDS INVOICES CAN NOT BE PAID ONLINE & CAN ONLY BE PAID IN CASH OR CASHIERS CHECK PAYABLE TO Early Childhood Educator: SHAWN BROWN A second insufficient funds charge for the same invoice will be grounds for termination. Online payments will be revoked for that family. All further payments will be due by 5:00 at the Learning Home.

Tuition Payments:

X _____ initial

Loving Arms uses an online payment system Cakechildcare.com. You will need to set up pre-register: <https://cakechildcare.com/portal/LovingArmsFCC>.

You will also need to download on phone or tablet "Cake-to-go" on Google apps for all communication with Loving Arms. Parents will need to sign in out of cake per each drop-off & pick-up.

•**On Friday by 5:00 pm:** Tuition is due in advance and should be posted on Cakechildcare.com by 5:00pm on the Friday prior to the service week Payment received after which is considered late and will assess a \$30.00 late fee on due date at 5:00 pm regardless to the reason.

LATE FEES MUST BE PAID AT THE TIME TUITION PAYMENT IS MADE. IF LATE FEE/ LATE PAYMENTS ARE NOT PAID, YOUR ACCOUNT WILL BESUBJECT TO THE ZER BALANCE FEE EVERY FRIDAY.



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator

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- **On Monday by 5:00 pm :** If payment is not posted BEFORE YOUR SCHEDULED DROP-OFF OR PAID UPON ARRIVAL, CARE WILL NOT BE PROVIDED UNTIL PAID . All late fees will still apply even with arrangements in place.
- **On Wednesday by 5:00 pm:** Wednesday at close of business(5:00 pm), **\$30.00 fee will be added to unpaid balance.**
- **On Thursday by 5:00 pm:** The family will be terminated from care Thursday at midnight/ Friday morning (12:00 am). A new contract will be needed for re-enrollment unless prior arrangements had been made. No discounts of any kind will transfer to the new contract.
- **On Friday by 5:00 pm:** If late tuition, late fee, upcoming weeks tuition and re-instatement fee is posted on cakechildcare.com by close of business(5:00 pm), contract will be re-instated with all discounts and for scholarships in place. However, if tuition still is not paid by Friday at close of business(5:00 pm), family can not return for six weeks. A new contract will be needed for re-enrollment. No discounts of any kind or scholarships will transfer to the new contract.
- **Only monetary payments** will be accepted as forms of payments. **No food stamps, favors or barbers will be accepted; So please do not ask!**
- If it is your last week, payment must be received on the Friday before the service week or no care will be provided Monday.
- Full tuition is due in advance, each billing cycle in order to drop-off for the upcoming week. Early Childhood Educator understand things do happen. However, as of 08-20-2018, I must stand firm on advance payment for care. To many arrangement being made & not kept have left Loving Arms no longer willing to take the chance of a possible loss. Thus if account is not at zero balance at drop-off, the family will be turned away.
- If payment is not received by Next Due date, the family will no longer occupy a slot and will receive a final bill for past due tuition, all late fees and an addition two week tuition fee to cover the exit clause "two weeks notice or two weeks pay" no exceptions to the rule
- If Early Childhood Educator goes on vacation or becomes sick, for your convenience, when possible, a substitution will be provided on sight. Please keep in mind, **the full contracted tuition will still be due regardless if you take advantage of the substitute Early Childhood Educator or not. However, if Early Childhood Educator is unable to provide substitute on sight care and care need to be out-sourced, tuition will be waived or ½ credited for that period only. (This applies for sick days only. Early Childhood Educator's vacation are paid vacations)**

Scholarships:

X _____ *initial*

- Scholarships are open to one (1) family in need of care for **three or more children; two of which must need full-time care.** Scholarship is always applied to oldest child.
- **To remain eligible** for a scholarship, the **family must keep three children in care at all times.** If one child leaves care, the family will no longer be eligible for the Scholarship and the contract will be change to regular price.
- Scholarship is on first come first serve bases. **A family must meet all requirements and complete the full registration process** (all paperwork signed, notarized with shot records and full tuition payment/ fees) before a scholarship will be granted. If another family meet all the requirements for a scholarship and complete the registration process first, that family will get the scholarship. **Only one scholarship is rewarded per year.**
- **Tuition for other children must always be paid on time. Once scholarship is lost for non payment of other children's tuition. It will not be re-instated.**
- For the scholarship, a family will receive **first shift/ week days only,10 hour per day for an 27- 40 hr wk.** Eight (8)hr work shift and one (1) hour in am & pm for travel. However All first shift children should be picked up at the end of 1st shift (by 5:00 pm). **All rules & late fees still apply.** Please check fee schedule.
- If a new contract is needed for what ever reason, **No discounts of any kind will transfer to the new contract.**

Sibling Discounts: **DISCOUNTS ARE ONLY ADDED TO ON TIME PAYMENT. LATE PAYMENT WILL NOT RECEIVE DISCOUNT**

X _____ *initial*

- **Discount is applied to the oldest child in care. If at any time one child is no longer full time the tuition discount will no longer apply.** Only full-time tuition can receive a tuition discount. The full tuition rate will be due and written notification will be given of the change.
- **If you receive any type of reduction (scholarships, discounts, matches or waivers), you will not be eligible for any other discount or price break may it be health, weather, other coupons etc.**



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Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator

- Discounts will only apply to private pay families and will not apply to CAPS/ DCFS voucher. CAPS will be billed for the full amount.
- Discounts will not be honored on accounts without a zero balance. All accounts under parent must have a zero balance
- If a new contract is needed for what ever reason, **No discounts of any kind will transfer to the new contract.**

Promotional Offers:

X _____ *initial*

ACCOUNT MUST HAVE ZERO BALANCE TO REDEEM!

- There are four ways to earn free day coupons/ "MINKI BUCKS"
 - 1) Promotional offers with registrations (after 2 mo enrollment)
 - 2) Earn a day with on-time payment for the whole month (full-time private pay only)
 - 3) 1 wk as a Referral Bonus (after referred child has been in care 2 mo)
 - 4) As a holiday or birthday gift (No Wait)
- Free days may only be used after wait period has lapsed.
- It would be best to save Free days for vacation days. Vacation days are the only time up to 7 can be used in one week.
- You must submit a coupon to redeem a free day. Please keep coupons in a safe place. If you do not have a coupon to turn in, you do not have a free day to use.

Screen Time Policy:

X _____ *initial*

- Screen time is not a part of Loving Arms daily routine. However there will be times that we will use the screen for our physical health activities such as yoga, dancing and exercise DVD's (30 minutes or less per day).
- We may also view preschool prep, sign language or other educational DVD's. (30 minutes or less) Other activities will be offer during these time as well.

Multiculturalism:

•**Multiculturalism is encouraged to set social goals, promote respect and acceptance for all cultures.** I utilize books, music, games and a wide range of activities as aid to teach the children to show consideration for our world and the diversity of life upon it.

Loving Arms is dedicated to creating the healthiest possible learning environment for the children in our care. Studies have linked children's eating habits to increased stress, depression and anxiety. Children who consume a balanced healthy diet and are physically active generally are happier, healthier people who learns better. To set our children up for success, we have incorporated Wellness Policies. These policies will create a more healthier mindset for our child to learn, grow and support a lifetime of healthy choice making decisions.

Health & Nutrition Wellness Policies:

Wellness Policy on Meal and Snacks:

X _____ *initial*

- Healthy meals and snacks based on the federal food program guide lines will be provided. With the exception of rare, special occasions (*birthday parties*) parents are asked to refrain from sending junk foods with their child.
- A wide verity of nutritional balanced, high quality foods are prepared and served on the premises each day. Meals are served family style; each child is encourages to serve themselves and take a "two bite try" of all food offered at the table.
- Meals are included** in the price **unless a child can not get approved for the food the Food Program.** If child can not get approved, parents will need to provide meals.
- Parents will provide any special diet, vegetarian diet, vegan diet, gluten free diet, organic diet, baby formula and organic baby food.**
- Parents are asked to -consult Early Childhood Educator before hand as well as keep nutrition in mind when deciding on sending food/ snacks for birthday parties, holiday celebrations or fundraisers. Individual chocolate milks, 100% juice boxes, party mixes, snack crackers and fruit snacks are all favorite of children's and are of a healthier alternative



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Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator to traditional party snacks.

- Infant Formula or breast milk will be server to all children under 12 months of age. After 6mo, water will be offered several times a day and 100% juice once a day.
- Vitamin D milk will be served to children aged 12 months and up to 2 years of age. Water bottles are kept in reach to hydrate as often needed and 100% juice will be offered once a day.
- 1% or skim milk will be served to children age 2 years and older. Water bottles are kept in reach to hydrate as often needed and 100% juice will be offered once a day.
- Sodas and sugary drinks will never be served at Loving Arms
- Food will never be used a rewards for behavior or forced upon a child at meal times for any reason
- Two health and Nutrition training will be offered to parent yearly. Attendance will be greatly appreciated.

Wellness Policy on Physical Activities:

X _____ Initial

- Children will have the opportunity for free play, indoor or outdoor activity at least 2 hour per 8 hour each day. 30 Minutes in am, 30 minutes after lunch and 1 hour after 3 pm snack.
- Loving Arms prohibits using physical activities or withholding physical activities time as a form of punishment
- Loving Arm will use "Fit in 15" 15 minutes a of physical model movement during the first 15 minutes of indoor/ out door gross motor free time. Yoga, dancing and exercise may be used to assist child with obtain active movement throughout the day.
- A balance of quiet and active activities will be offered daily. Inactive times will be limited as much as possible,
- Two Physical Activities training will be offered to parent yearly. Attendance will be greatly appreciated.

Health & Illness Wellness Policies:

Wellness Policy on Illness: NO SICK CHILDREN POLICY

X _____ initial

- Under disease control guidelines, Loving Arms FCC Learning Home is unable to care for sick children. **Immediate removal of child will be needed if they exhibit the following: fever of 99.9F, COVID-19, Persistent diarrhea, Persistent / Severe coughing, Ringworm, Difficult or rapid breathing, Conjunctivitis, Unusual rashes, Persistent vomiting, Jaundice or Difficulty in swallowing.** The sick child will be isolated from the other children and a **doctor's statement will be needed** if it is a communicable disease.
- **The sick child may return to care 24 hours AFTER symptoms of illness end & no medication needed. (COVID-19, 14 DAYS WITH DOCTORS NOTE TO RETURN)**

Example: If @ 2:45 pm, your child is sent home for an illness, they cannot return to care until after 2:45 pm the next day and/or until they have been symptom free for 24 hours without the aid of any medications.

FYI: IF YOUR CHILD IS SICK, EVEN IF YOU MEDICATE THEM BEFORE DROP OFF, AS SOON AS YOUR CHILD GOES TO SLEEP, THERE BODIES DEFENSES WILL TRY TO REPAIR ITSELF BY ATTACKING THE INVADING GERMS. THEIR FEVER WILL SPIKE AGAIN IN AIDE OF THIS GERM FIGHTING PROCESS. **IF CHILD IS SENT HOME A SECOND TIME FOR SAME ILLNESS, A DOCTOR NOTE WILL BE NEEDED. (NO COPIES ACCEPTED)**

- **However, A Child with Communicable Disease Will Not Be Remitted Into Care Until the Period of Contamination Has Passed. You may check posted chart for length of contamination period AND A DOCTORS NOTE WITH ILLNESS & RETURN DATE WILL BE NEEDED.**

Wellness Policy on Doctor's Statement:

X _____ initial

- **Doctor's signature cannot be copied or stamped;** the note must state what the child was treated for and when the child can return to Learning Home. **If any part is missing, the child cannot be remitted until the period of contamination has passed and is showing no symptoms. However tuition will still be due.**
- **If child is still enrolled, tuition is still due regardless to period of illness. However, if statement is dated on or before first day of absence and time out ends with last day absent, half tuition is due regardless to the number of days out with illness. Free days may be used for days out but can not be divided for half days.**



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator

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Wellness Policy on Administration of Medications & Adverse Reactions to Medications:

X _____ *initial*

Medication will only be given if prescribed by a physician (prescription or over-the-counter). Parent must sign the **Permission to Administer Medication form** for each medicine. Medication must be in its original container with the prescription number still attached and in the name of the child who is to receive dosage.

- Parents will be notified immediately of any adverse reactions to medication.
- First aid will only be given by Early Childhood Educator when necessary and by Early Childhood Educators who are trained in basic first aid.
- An injury report must be completed and left in child's file with parent's signature.

Wellness Policy on Immunization Records:

X _____ *initial*

- A copy of your child's immunizations will be needed before child starts care. Record must be kept up-to date with each physical examination.
- Immunizations records must include the signature of nurse or doctor who administered medications
- Only **Form 3231/** Certificate of Immunization Can Be Accepted By Early Childhood Educator Before children ages 6wks-5yrs can Be Left at Learning Home.
Form 3300/ Vision, Dental, Hearing screening for all children ages 3 and above within 90 days of enrollment.

Wellness Policy on Fighting Germs:

X _____ *initial*

- Because little people crawl throughout the Learning Home and to cut down on the spread of hand to mouth germs, a **"No out Door Shoes"** inside the Learning Home policy is strictly enforced. Each shall provide for each child a pair of soft sole shoes for inside Learning Home use only.
- Equipment will be disinfected after each child use and at the end of the day. Toys will be disinfected after use. Sheets will be laundered weekly or when soiled.
- No outside shoes on circle time carpets or mats. Please cover your shoes or remove them if going past black rug in front of cubbies..

Health & Safety Wellness Policies:

Wellness Policy on Health Checks:

X _____ *initial*

- Early Childhood Educators are mandated reporters. We are required by law to make sure the children in their care are in good health when brought to Learning Home. Any incident will be documented on the care childcare.com daily report.
- Please keep in mind, caregivers are required by law to report any suspected case of child abuse or neglect.

Wellness Policy on Sudden Infant Death Syndrome:

X _____ *initial*

PLEASE SEE SLEEP SAFE PRACTICES STATEMENT FOR INFANTS ON PAGE 18

- Your child will be placed on back to sleep per SIDS rules unless written doctor's statement is provided. (Safe Sleep contract required for any child 12mo & under)

Wellness Policy on Behavior Management:

X _____ *initial*

- Due to children need for understanding, guidance and structure, we have established three simple rules: (1) you may not hurt yourself. (2) You may not hurt others. (3) You may not break things, furniture, toys, etc.
- We will help your child by establishing these clear limits, explaining those limits in a positive way when necessary for a child to understand why the limits are in place, and redirecting inappropriate behavior.
- When the behavior continues to worsen, the time-out/ safe place/ breathing/ calming method will be used assist child with self regulations when necessary.
- We believe one minute per the child's age is a sufficient time-out period. However, if child goes to the safe place area the child may remain in area as long as they choose to seek respite. If a child is put into time-out or go to safe place, he or she will never leave the Early Childhood Educators sight.



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator

Last Revised 05/23/2020

Wellness Policy on Releasing A Child From Care:

X _____ *initial*

- Unless we are instructed in writing to do otherwise, staff will only release a child to the child's custodial parent or emergency contact. The parent will be contacted before the child is released to anyone without written authorization. If no contact is made, the child will not leave the facility. State id must be shown & kept on file for all pick-up persons.
- Who ever picks up a child should have the proper child restraint seats in their vehicle and must allow a copy of id to be place in child's file.
- Your child must be signed into the center and out of the center each day of attendance. Early Childhood Educator can not sign you in or out.

Notification of changes in Composition of Learning Home or Household:

X _____ *initial*

- The people listed below are on file for both household members and Learning Home substitute workers . Each one. Has submitted to the required GBI/ FBI Live scan finger print background checks and has receive authorization from Bright From the Start: Georgia licensing and Early Learning, to be on site during Learning Home Open Hours.
- Ms. Shawn Brown** (my self/ may be in home or have child interaction), **Miss. Shawna Edwards** (my daughter/ may be in home or have child interaction), **Miss. Dericka Edwards** (my daughter/ may be in home or have child interaction), and **Mr. Derrick Edwards** (my son, is in military, however he will be home on leave from time to time and may be in home during Learning Home Hours without any notice to or permission from parents.

Wellness Policy on Emergencies:

X _____ *initial*

- In the event of serious accident or illness, the parent will be contacted immediately. If parent is not available, we will notify the emergency contact person of the problem. Parents must keep Child Medical Report and Emergency Medical Care Permission Form up to date and on file at all times. Child will be release to your emergency contact or Emergency contact will need to meet ambulance and child at hospital.
- Emergency, fire and sever weather evacuations plans will be drilled weekly for a month when a new child is brought into care and once a month there after.

Wellness Policy on Emergency Procedures:

X _____ *initial*

- In Case of Fire:** evacuate the house with all children, telephone and emergency file. Get the children out of the house and meet at the mailbox one house to the left. Call 911. Call Parents and guardian of each child. Call Bright from the Start at (404) 657-5562 or my local consultant.
- In Case Of Severe Weather:** Remain calm. Move children into the hall way away from windows. In case of tornado the children will place their heads between their knees with their backs to the wall. Listen to weather radio for updates.
- In Case Of Loss of Electrical Power:** Remain calm. Call Georgia Power at 1(888) 660-5890 to report the power outage. If hot, open the window. If cooler weather, put on warm clothes or get blankets out for the children. Notify Parents and Guardians of the situation.
- In Case Of Loss of Water:** Call the water dept at (404) 378-4475. Notify Parents and Guardians of the situation.
- In Case of Serious Injury to a Child:** call 911 Keep the child calm and comfortable until Emergency Services arrives. Call the child's parent. Call Parents and guardian to report the injury. Call Bright From The Start at (404) 657-5562 or my local consultant.
- In Case Of Loss Of A Child:** Call 911. Call Parents and guardian to report the loss. Call neighbor to help assist with the search. Search entire home, yard and surrounding areas. Call Bright From The Start at (404)657-5562 or my local consultant.
- In Case Of The Death Of A Child:** call 911. Call the child's parent. Keep the other child calm and comfortable until Emergency Services arrives. Call Parents and guardian to report the injury. Call Bright From The Start at (404)657-5562 or my local consultant.
- In Case Of Armed Gun Man In the Area:** Lockdown Loving Arms, Call 911. Keep the other child calm and comfortable until Police arrives/ clear the area. Call Parents and guardian to report the situation. Call Bright From The Start at (404)657-5562 or my local consultant.

Wellness Policy on Notification of the Existence of firearms in the home:

- Children do not have assess to family living area; thus no current firearms are in children reach at Learning Home.

Wellness Policy on Household Pets:

X _____ *initial*

- Pets in the home shall be vaccinated in accordance with the requirements of the local county board of health.



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator



Last Revised 05/23/2020

.....This Document Contains Important Policies Procedures and Fee schedule Rule by Which Loving Arms Family Childcare Operates. I Understand By Initialing Each Section And Signing This Form I Am Stating That I Have Read And Understand All Information Contained In This Policy And Agree To Abide By It. I Hereby Declare That The Information Given In These Forms Are True And Complete. Your Primary Early Childhood Educator is: Ms. Shawn Brown, CDA

X _____
Parent Signature Date

X _____
Parent Signature Date

X _____ Owner/ Registered Provider (Shawn Brown, CDA) Date _____

- Please make sure all sections are read before initialing or signing. This is a Legal Contract and by signing it you are stating that you acknowledge all policies, rules and regulation.
- If you sign with out reading it in its entirety, you will still be responsible for any infraction and any monetary consequence the infraction may carry.
- Stating "Not Knowing" the policies, rules and regulation or their consequence is no excuse when you have initialed each section and signed at the end. If you need help understanding any part of the policies, rules and regulation, please do not hesitate to ask questions.
- Remember, by knowing policy, making timely pick-ups & tuition payments you are the main controller of what fees are added to your invoice.

THE 39 MONTH AUTOMATIC DIAPER DUTY FEE

•By signing this section, I fully acknowledge and understand I am being informed in writing; Loving Arms FCC Learning Home potty training rule

•All children over 39 months, who are not fully potty trained, will be charged \$35.00 Diaper Duty Fee. This will be regardless to sex, abilities/ disabilities, full-time/ part-time/ drop-in hours in care or if child is being trained or not being trained when he/she turns 39 months. (3yrs: \$35; 4yrs: \$45; 5yrs: \$55)

[Potty Training Fee: 18- 24mo FREE, 24- 36mo \$25, 36mo & up \$35 @start of potty training.]

[Potty Training Penalty : \$5- per notice. When process is hindered by not training at home & especially over the weekends/ breaks.

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

IRREVOCABLE PHOTO RELEASE FORM:

Child #1_____, Child #2_____, Child #3_____

I hereby grant Loving Arms FCC Learning Home & the governing bodies listed below, irrevocable permission to take pictures/ videos of my child(ren) while enrolled at Loving Arms. These picture/ videos may be used for documentation during their learning process, to post in classroom, to make gifts for parents, documentation during BFTS GA State Licensing / documentation during HealthMPowers Model Lessons/ documentation during BFTS Quality Rated Assessments/ documentation during CDA Recertification/ documentation during NAFCC Accreditation visits or in any legally published promotion/ advertisement of Loving Arms FCC Learning Home.

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date



CAPS ASSISTANCE:

•By signing this section, I fully acknowledge and understand I am being informed in writing; Any and all unpaid tuition not covered under CAPS, for what ever reason, will be the families sole responsibility to render the tuition balance on due date by 5:00 pm. (late fee automatically added to all open account at 5:00 pm regardless of reason or payment arrangement. Please be mindful, CAPS DO NOT back pay),

- **FAMILIES RECEIVING ANY FORM OF SUBSITIES (ex: CAPS) THAT DO NOT HAVE CERTIFICATE, IN HAND, WILL BE EXPECTED TO PAY THEIR FULL TUITION & REGISTRATION FEE UNTIL THE NEEDED PAPERWORK IS RECEIVED IN HAND OR THE CAPS CERTIFICATE SHOW UP ON MY CAPS SERVICE PAGE AS OPEN.**
- **CAPS WILL ONLY PAY ONE REGISTRATION FEE PER YEAR. IF TRANSFERRING CARE PARENTS WILL NEED TO PAY FULL REGISRATION FEE.**

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

PARENT / GUARDIAN NOTICE OF INSUFFICIENT FUNDS CHARGES:

•By signing this section, I fully acknowledge and understand I am being informed in writing; **any fee that may occur from an insufficient funds payment will be THE PAYERS responsibility. Navy Federal, fee is \$37.00, and a Late payment fee of \$30.00 will also be added to your invoice. Thus, a total of \$67 will be added for any returned invoice. LATE TUITION/ INSUFFICIENT FUNDS INVOICES CAN NOT BE PAID ONLINE & CAN ONLY BE PAID IN CASH OR CASHIERS CHECK PAYABLE TO Early Childhood Educator: SHAWN BROWN.**

A second insufficient funds charge will result in online payments being revoked for that family. All further payments will be due by 5:00 at the Learning Home.

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

VIDEO RECORDING SECURITY SYSTEM

•By signing this section, I fully acknowledge and understand I am being informed in writing; that Loving Arms has an videio recording system **THAT IS MONITORED OUTSIDE OF LOVING ARMS 24/7** HOWEVER, I will only have access during daycare hours from 4:30am – 5:00pm, Monday - Friday.

- by signing up for care with Loving Arms, I am aware that I will be recorded both indoor & outside upon my arrival.
- I will receive a link to log on and watch my child during daycare hours.
- I am aware that ALL the other families will also view my families actions while on premises .
- I understand that I DO NOT have permission to release the link or any codes given to me of Loving Arms Security system.

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date



FRONT DOOR SAFETY

•By signing this section, I fully acknowledge and understand I am being informed in writing; **At Loving Arms, Exit doors are to be open by adults only.**

- DO NOT allow a child to open/ play/ lock & or unlock Loving Arms front doors. it is a very serious Safety/ Liability Issue to my License & Freedom.
- FAMILIES WILL BE TERMINATED THE SAME DAY THEIR CHILD UNLOCK/ OPEN & OR WALK OUT OF LOVING ARMS FRONT DOOR.

X _____ Mom/ Guardian Sign Name Date	X _____ Dad/ Guardian Sign Name Date
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COVID-19 SAFETY

•By signing this section, I fully acknowledge and understand I am being informed in writing; **Loving Arms, DO NOT ALLOW ONE SICK CHILD TO COMPROMISE THE HEALTH & SAFETY OF OTHERS CHILDREN IN CARE. NO SICK CHILDREN IS STRICTLY ENFORCED DURING THESE TIME OF COVID-19.**

- To keep facility, staff, children and Loving Arms community safe, please do not enter building if: you have tested positive, been around someone who has tested positive or someone in your household has tested positive for covid-19 OR been around someone who has tested positive for COVID-19.
- STAFF will conduct daily health check on every child & adult dropping off. ANY PERSONS WITH A TEMPERATURE 99.9 & ABOVE WILL NOT BE ALLOWED TO ENTER LOVING ARMS.

IF A CHILD IS SHOWING SIGNS OF SICKNESS, UNABLE TO PARTICIPATE IN NORMAL ACTIVITIES, NEED MORE CARE THAN NORMAL OR RUNS A FEVER WHILE AT CARE, THE CHILD WILL BE ISOLATED AND MUST BE PICKED UP WITHIN THE HOUR.

NO EXCEPTIONS

X _____ Mom/ Guardian Sign Name Date	X _____ Dad/ Guardian Sign Name Date
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PARENT / GUARDIAN NOTICE OF TWO WEEKS NEEDED TO TERMINATE CARE:

•By signing this section, I fully acknowledge and understand I am being informed in writing; Loving Arms FCC Learning Home **Requires Two Weeks Notice To Terminate Child Care.**(required form is on web site) **Once Notice Has Been Given, Tuition Must Be Paid In Hand To Early Childhood Educator On Friday, By 5:00.** A Parent May Opt Out Of Two Weeks Notice By Paying its Monetary Value (Two Weeks Tuition). If Parent Should Leave Without Giving Two Weeks Notice, That Parent Will Receive An Final Invoice That Will Include Two weeks Tuition And Any Pasted Due Amount. Any Account That Do Not Have a Zero Balance Will be Reported to the Child Care Bureau and / or DFACS To Stop all Learning Home Assistance received by that agency. Legal Remedies Will Be Sought If Balance Remains Unpaid After Two Weeks Of Termination.

X _____ Mom/ Guardian Sign Name Date	X _____ Dad/ Guardian Sign Name Date
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Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator



Last Revised 05/23/2020

ATTENDANCE POLICY

- By signing this section, I fully acknowledge and understand I am being informed in writing;
- As long as a slot is being held for a child, full tuition will always need to be paid. Regardless if a child is in care 5 day or zero days, the full contracted tuition is still due. There will be no returns, roll-overs or credits if child is kept out or dropped off late, by parent, for any reasons.
- Exceptions to this policy will only apply to inpatient hospital stay, communicable diseases (only Loving Arms Doctor Statement Form will be accepted) or bereavement for an immediate family member.
- Once Loving Arms Doctor Statement Form or Program is received, with all condition of the doctor's statement (see pg 6) being fully met, the child's account will receive a credit. Tuition will still be subject to late fee if not receive on time. If all conditions/ requirement of doctor's statement are not met, no tuition reduction will be made.
- When a family is running late may it be 5 minutes or 5 hours, the pick-up time will remain the same as in contract. Early Childhood Educator will try to accommodate life's situation and emergencies, however, any time outside of the contracted days & hours, an additional fee will be applied to the invoice.
- Families are allotted 2 hrs from contracted drop-off time to bring child to care or inform Loving Arms of a late arrival. If no show/ no contact with in 2 hours child will be considered not to be coming that day. Loving Arms will be free to close the learning home or leave if no other children are expected that day. Because we are considerate of our parents time, we ask the same in return. A no show/ no contact fee of \$10 Will be added to the account.
- No drop-offs after 9 am. Our lesson will start at 9 sharp! When teaching young toddlers, distraction is easy. Interruptions can cause their whole learning process to be thrown off course. to avoid that, I do not answer the phone or door after the learning process has begun. I will ask that family to try again the next day Before 8:59.

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

PARENT / GUARDIAN NOTICE OF NO LIABILITY INSURANCE & ACKNOWLEDGMENT

●By signing this section, I fully acknowledge and understand I am being informed in writing; Loving Arms FCC Learning Home **Does Not Carry Liability Insurance Sufficient to Protect My Child (ren) In The Event Of an Injury. (Signature required to attend Loving Arms)**

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

Per SB 24 (2004) requiring Learning Home facility owners who are not covered by liability insurance to provide and retain written notice regarding no coverage to the parents/ or guardians.



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Last Revised 05/23/2020

NO PAYMENT, NO SERVICE FOR THE WEEK:

•By signing this section, I fully acknowledge and understand I am being informed in writing; Full tuition is due in advance, each billing cycle in order to drop-off for the upcoming week. Early Childhood Educator understand things do happen. However, as of 08-20-2018, I must stand firm on advance payment for care. To many arrangement being made & not kept have left Loving Arms no longer willing to take the chance of a possible loss. Thus if account is not at zero balance at drop-off, the family will be turned away.

•If payment is not received by Next Due date, the family will no longer occupy a slot and will receive a final bill for past due tuition, all late fees and an addition two week tuition fee to cover the exit clause "two weeks notice or two weeks pay" no exceptions to the rule

• **ADVANCE PAYMENT ONLY. IF ACCOUNT IS NOT AT ZERO. NO CARE WILL BE PROVIDED.**

(Termination Clause: That Parent Will Receive A Final Invoice That Will Include Two weeks Tuition And Any Pasted Due Amount. Any Account That Do Not Have a Zero Balance Will be Reported to the Child Care Bureau and / or DFACS To Stop all Learning Home Assistance received by that agency. Small Claims Court Legal Remedies Will Be Sought If Balance Remains Unpaid After Two Weeks Of Termination.)

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

CHANGING SCHEDULES / NO CALL / NO SHOW:

•By signing this section, I fully acknowledge and understand I am being informed in writing; It is the parents total responsibility to keep Early Childhood Educator inform of changing schedules. (under attendance policy)

•If a family is running late, such family has two hour from drop off time to inform Early Childhood Educator of a late arrival. If no show/ no contact with in 2 hours child will be considered not to be coming that day. Early Childhood Educator will be free to close the Learning Home or leave if no other child is expected that day.

•Because we are considerate of our parents time, we ask the same in return. A no show/ no contact fee of \$10. Will be added to the account.

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

MEDICAL EMERGENCY STATEMENT:

Child #1 _____, Child #2 _____, Child #3 _____,

I hereby give Loving Arms FCC Learning Home permission to secure for the above name child (ran) hospital care/ medical treatment in the event that neither parent nor our emergency contact cannot be reached in a timely manner. **I/We agree to accept financial responsibly for all medical expenses incurred. (Including Emergency Service fee for their escort to hospital.)**

X _____
Mom/ Guardian Sign Name Date

X _____
Dad/ Guardian Sign Name Date

Note: Many emergency services personnel often require notarized authorization in order to proceed with care. Please request from your Early Childhood Educator and complete a MEDICAL CARE AND EMERGENCY CONTACT INFORMATION form in order to provide this detailed information.



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Last Revised 05/23/2020

PERMISSION TO TAKE THE CHILD OFF THE PREMISES			
Child #1 _____, Child #2 _____, Child #3 _____,			
I hereby give Loving Arms FCC Learning Home permission to take my above named child(ren), on excursions from Loving Arms FCC Learning Home that might include the following types of activities:			
<ul style="list-style-type: none"> • For a Field Trip to Redan or Panola Mountain Park • For a Field Trip to Story Time/ At Redan, Salem or Stone Crest Public Library • Walk around neighborhood or to drop- off/ pick-up a child at bus stop/ school. 			
<ul style="list-style-type: none"> • In case of a medical emergency (pick up @ hospital may be needed) • In case of an emergency with my own child(ren)/ grandchild(ren) • In case of an supply emergency and trip to Wal-Mart, Kroger's or Publix is needed 			
<p>I understand that I will receive a mass text / sms from cake child care or a call alerting need to leave, upon exit from Loving Arms & arrival back to Loving Arms. However, if signature is left blank, the same call/ text/ sms will serve as my "ALERT" to pick up my child(ren) within 30 min, of said call/ text/ sms, for each occurrence. In all other cases, parent will receive a field trips permission slip.</p>			
X _____ Mom/ Guardian Sign Name	_____ Date	X _____ Dad/ Guardian Sign Name	_____ Date

AUTHORIZATION TO DISPENSE EXTERNAL PREPARATIONS:			
Family Learning Home Rule: 290-2-3.11(1) (e)			
<p>Except for first aid, personnel shall not hand out prescription or nonprescription medication to a child without specific written authorization from the child's physician or parent. All medication shall be stored in accordance with the prescription or label instruction and kept in places that are inaccessible to children. Each dose of medication given to a child shall be documented showing the child's name, name of medication, date and time given, and the person giving the medication.</p>			
Child #1 _____, Child #2 _____, Child #3 _____,			
<p><i>I hereby give A Loving Arms FCC Learning Home permission and to apply/ administer, to the above name children the following checked products, in accordance with direction on the container (check all that apply)</i></p>			
• Baby Wipes <input type="checkbox"/>	• Band-aids <input type="checkbox"/>	• Sunscreen <input type="checkbox"/>	• Insect Repellent <input type="checkbox"/>
• Neosporin, Bacitrin or similar ointment <input type="checkbox"/>	• Non-Prescription ointment (A&D, Desitin, Vaseline, etc.) <input type="checkbox"/>		
• OTC Eczema cream <input type="checkbox"/>	• lip balm <input type="checkbox"/>	• other _____ <input type="checkbox"/>	• other _____ <input type="checkbox"/>
X _____ Mom/ Guardian	_____ Date	X _____ Dad/ Guardian	_____ Date



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator



Last Revised 05/23/2020

Loving Arms FCC Learning Home
SLEEP SAFE PRACTICES STATEMENT FOR INFANTS :

Child #1 _____, DOB _____ Child #2 _____, DOB _____

- 1) Infants will be placed on their backs to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall be in compliance with CPCS & ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumpers, pads, sheepskins, stuffed toys, or other soft items.
- 4) No objects will be places in or on the crib with an infant. This includes, but is not limited to, crib gyms, toys, mirrors and mobiles
- 5) Only sleepers, sleep sacks and wearable blankets provided by the parents/ guardian and that fit according to the commercial manufacture's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules, Bedding for cots/ mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/ covers must be laundered weekly or more frequently if needed. This facility adhere to the individual use practices
- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and time frame for swaddling the infant.
- 9) Wedges, other infant positioning device and monitors will not be permitted unless a physician's written statement authoring its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the director or designee has advised me of the safe practices followed by Loving Arms FCC Learning Home

X _____
Mom/ Guardian Print Name Date

X _____
Dad/ Guardian Print Name Date

X _____ Owner/ Registered Provider (Shawn Brown, CDA) Date



Thank You For Choosing **Loving Arms FCC Learning Home** An Equal-Opportunity Educator



Last Revised 05/23/2020

I have received My Loving Arms Handbook. I Understand The Handbook contains important Policies, Procedures, Tuition Fee Schedule And Licensing Rules By Which Loving Arms Family Child Care Operates. It Is My Sole Responsibilities too Read & Know the Policy & Procedures of the Learning Home.

I Understand I Will Still Be Responsible For Any Infraction And Any Monetary Consequences The Infraction May Carry

Your Primary Early Childhood Educator is: Ms. Shawn Brown, CDA 678-668-6996 If you need help understanding any part of the policies, rules and regulation, please do not hesitate to ask questions.

X _____
Parent Signature Date

X _____
Parent Signature Date

X _____ Owner/ Registered Provider (Shawn Brown, CDA) Date _____

Main Points To Keep In Mind In Order To Control What Fees Are Added To Your Account By Knowing Policy, Making Timely Pick-Ups & On Time Tuition Payments:

- **NO PAYMENT ARRANGEMENT** (NO PAY, NO DROP-OFF POLICY ADDED 08-20-18).
- **TUITION IS DUE IN ADVANCE, ON MY CONTRACTED DUE DATE AND BY PICK-UP.** CAKE WILL AUTOMATICALLY ADD 5:00 PM \$30 LATE FEE @ MIDNIGHT. (EVEN IF PAYMENT IS MADE BETWEEN 5:31 PM - 11:59 PM.)
- **TWO WEEKS NOTICE OR TWO WEEKS CONTRACTED TUITION PAYMENT IS NEEDED FOR EXIT CLAUSE.** IF YOU LEAVE WITHOUT GIVEN TWO WEEKS NOTICES, YOU WILL STILL RECEIVE A FINAL BILL FOR TWO WEEKS.
- **I DO UNDERSTAND THAT AS LONG AS A SLOT** (FULL-TIME, PART-TIME, BEFORE &/or AFTER SCHOOL & WEEKLY CONTRACTED DROP-INS) IS HELD FOR MY CHILD(REN), **THE FULL CONTRACTED WEEKLY TUITION IS ALWAYS DUE. THIS IS REGARDLESS IF MY CHILD IS IN CARE 5 DAYS OR ZERO DAYS. THERE IS NO REFUNDS, ROLL-OVERS OR CREDITS IF CHILD IS KEPT OUT OR DROPPED OFF LATE FOR ANY REASON.**
- **No drop-offs after 9 am. Our lesson will start at 9 sharp! When teaching young toddlers, distraction is easy. Interruptions can cause their whole learning process to be thrown off course. to avoid that, I do not answer the phone or door after the learning process has begun. I will ask that family to try again the next day Before 8:59.**



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X _____
Parent Signature Date

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Parent Signature Date

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Last Revised 05/23/2020

2020 -2021 DAYS CLOSED

AB = AFTER BUSINESS

JULY 03, (FRI)	*INDEPENDENCE DAY (CLOSE AB 07/02 RE-OPEN 07/06)
AUGUST 19 (WED)	VACATION DAY(CLOSED AB 08/18 - RE-OPEN 09/20)
SEPTEMBER 07, (MON)	*LABOR DAY(CLOSED AB 09/04 - RE-OPEN 09/08)
OCTOBER 12, (MON)	COLUMBUS DAY (CLOSED AB 10/09 - RE-OPEN 10/13)
NOVEMBER 11, (SUN)	FEDERAL VETERANS DAY OBSERVATION DAY (CLOSED AB 11/12)
NOVEMBER 25, (WED) - 27 (FRI)	*THANKSGIVING HOLIDAY (CLOSED AB 11/24 - RE-OPEN 11/30)
DECEMBER 24 – 30 (THUR- WED)	*CHRISTMAS VACATION WEEK 2020 (CLOSED AB 12/23 & RE-OPEN 01/02)
DECEMBER 31, 2020 (THUR) & JANUARY 1, 2021 (FRI)	NEW YEAR'S EVE & *NEW YEAR'S DAY (RE-OPEN 01/02)
JANUARY 1, 2021 (FRI)	*FEDERAL NEW YEARS OBSERVATION DAY (RE-OPEN 01/04/2021)
JANUARY 18, (MON)	*BIRTHDAY: MARTIN LUTHER KING, JR. (CLOSE AB 01/15 RE-OPEN 02/19)
<u>FEBRUARY 15 (MON)</u>	PRESIDENTS DAY (CLOSE AB 02/12 & RE-OPEN 02/16)
MAY 31 (MON)	*MEMORIAL DAY (CLOSE AB 05/28 RE-OPEN 06/01)
JULY 04, (SUN & MON)	*INDEPENDENCE DAY (CLOSE AB 07/02 RE-OPEN 07/06)
SEPTEMBER 06, (MON)	*LABOR DAY(CLOSED AB 09/03 - RE-OPEN 09/07)
OCTOBER 11, (MON)	COLUMBUS DAY(CLOSED AB 10/08 - RE-OPEN 10/12)
NOVEMBER 11, (MON)	FEDERAL VETERANS DAY OBSERVATION DAY (RE-OPEN 11/12)
NOVEMBER 25, (THUR) & 26 (FRI)	*THANKSGIVING HOLIDAY (CLOSED AB 11/24 - RE-OPEN 11/29))
DECEMBER 25, (SAT)	*CHRISTMAS DAY (CLOSED AB 12/23 - RE-OPEN 01/02/21)
DECEMBER 23 – 30 (THUR -THUR)	*CHRISTMAS VACATION WEEK 2017 (CLOSED AB 12/23 & RE-OPEN 01/02/21)
DECEMBER 31, 2020 (FRI) & JANUARY 1, 2021 (SAT)	NEW YEAR'S EVE & *NEW YEAR'S DAY (RE-OPEN 01/02/21)

Holiday/ Holiday Pay:

HOLIDAYS DROP-INS ARE TIME & 1/2 THE SHIFTS DROP-IN RATE (NO CHRISTMAS, THANKSGIVING OR NEW YEARS)

•We Are **CLOSED** on All Federal Holidays.

•A listed of all closures are posted on website @ www.LovingArmsFamilyChildcare.com, As well as, given with welcome packet.

•Please mark these day on calendar or keep list posted they will serve as your **only** reminder to these closures.

•These closures will not subtract from weekly tuition. **The full tuition is still due.**