



PARENT HANDBOOK

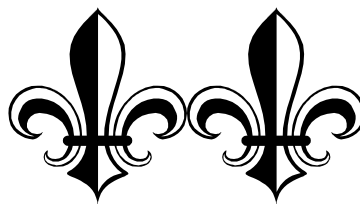
Effective June 4, 2001

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***Stacey Anderson, Executive Director
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“Establishing a Solid Foundation”





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Section I

Mission Statement of Cornerstone Christian Child Development Center:

The mission statement of the CCCDC is to nurture the “whole child” in areas of physical, intellectual, emotional, social and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and life-long learners.

PARENT HANDBOOK

Effective April 2001

Purpose and Goals

The Cornerstone Christian Child Development Center has a tri-fold purpose. The first purpose is to provide a ministry to the families of Cornerstone Missionary Baptist Church and the families in the surrounding communities. The center seeks to provide a spiritual environment with Christian leadership to help children grow and develop into mature Christian individuals.

Secondly, the center seeks to provide a facility where parents can leave their children while they embark upon endeavors in life. Parents can be assured that their children will receive excellent care in their surrogate home.

Thirdly, the center seeks to provide an environment for children that maybe conducive to learning. The teachers will provide an array of activities that will foster intellectual, social, emotional, and physical development. The activities include language development, creative arts, drama, construction with building blocks, supervised play, computers and field trips.

Times of Operation

Operating hours are Monday through Friday from 6:30 a.m. through 6:00 p.m.

Enrollment Procedures

- A. Parents may secure child care applications from the center during regular office hours. Regular office hours are 8:00 a.m. to 6:00 p.m.
- B. The application must be returned to the center a week in before the first day of attendance.
- C. Parents are required to submit a medical examination report and a current immunization report on their child no later than the first day of enrollment.
- D. Parents are encouraged to visit the center before their child is enrolled and should bring their child with them. This will give the child an opportunity to meet the teachers and other children before the first full day of attendance. All students are encouraged to attend the center at least one half day, for orientation purposes, before the first day of class. A 3 to 4 hour stay by the student on the first day is encouraged.
- E. Parents are required to have a pre-enrollment conference with the Executive Director prior to the child's first day of enrollment. During the pre-enrollment conference, parents are encouraged to share information about their child, voice their expectations of the program and ask questions.
- F. It is the responsibility of the parent to report to the Child Care office any change of address, telephone numbers (home or work), employment, emergency contact person and medical information.

We Provide care for:

Infants	6 weeks to 14 months
Toddlers	15 months to 23 months
Twos	24 months to 35 months
Threes	(Must be potty trained)
Fours	Pre-school
After School	Ages 5 to 14

Safe Arrival and Departure Policy

All parents must sign children in upon arrival and out upon departure. Each parent shall be assigned a code to access your child's account at the time of enrollment. This code is used to sign in and sign out your child. Parents are asked not to share codes with unauthorized users. CCCDC staff will not receive students before 6:30 a.m. Pick up time is 6:00 p.m. unless stated otherwise.

IF AN INDIVIDUAL OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD, THE PARENT MUST NOTIFY ADMINISTRATION AND THE CHILD'S TEACHER. THE INDIVIDUAL MUST SHOW IDENTIFICATION, SUCH AS DRIVER'S LICENSE, PRIOR TO DEPARTING WITH THE CHILD IF THE STAFF ARE NOT FAMILIAR WITH THE INDIVIDUAL.

To prevent unnecessary accidents, parents are asked to take your child/children directly to their class upon entering the building or to the designated class for students arriving before 7:30 a.m. Students leaving the building must be accompanied by parents or adults from the class to the vehicle. **DO NOT ALLOW** your child the freedom to run or roam the building, classrooms or hallway. CCCDC will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of CCCDC staff. When children are released from the class to parents/guardians, they are no longer under the care of CCCDC staff.

Safety Tips During Arrival and Departure

1. Please turn your car off and take the keys out of the ignition before entering the center in the morning and afternoon.
2. Please turn off or turn down loud music.
3. Please drive very slowly when approaching the building or driving under the shelter.
4. Please do not leave small children unattended. We know it's convenient not to have to bring in your small ones or infants while you take their older siblings to class or pick them up at the end of the day, but the following can happen:
 - The child or another child can jump into the driver's seat and change gears.
 - A lot of times little ones can lock themselves or the parent may lock them in by unintentionally.
 - The child or baby can choke.
 - Someone can abduct your child.
 - Children can climb out of the car and get hit by a moving car or wonder off.
 - Children can go into your purse and open medicine bottles.
 - Heat exhaustion or hypothermia may occur since your car should not be left running.
 - Heads, necks, and arms can get caught in power windows.
 - Children can sometimes lock parents out of the car or parents may accidentally lock themselves out of the car.

Sick Policy: Regulations Concerning Sick Children

According to the N.C. Dept. of Health & Human Services, Division of Child Development, we are¹ unable to accept at the child care center a child with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness. Therefore, please do not send your child to the center when he/she is sick or has signs of possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms have subsided and the child feels well enough participate in Center activities.

In order for the staff to administer medication it must be prescribed by a doctor unless it is an over-the-counter medication, which can be given only as recommended by the label. Please help us by:

- A. Signing and dating a medical consent form, which can be picked up from the class.
- B. Making sure all medication be in the original container and the date, child's name, Doctor's name, and the dosage plainly stated is present on prescribed medications.

Motrin, Tempra, and other analgesics of that nature can be given if the child's temperature reaches 101 and if there is a written parental consent on file. If a child has a temperature of 101 degrees or greater, diarrhea, contagious illness, or an injury occurs during the day, the parent or next of kin will be contacted immediately. If there is a serious injury and/or medical problem, the parent and/or the local rescue squad may be contacted for assistance. If the nature of the illness is not life threatening, the director will transport the child to the hospital or local physician. If this action is taken parents/guardians will immediately be contacted.

Nutrition Policy: Meals and Snacks

The center will provide nourishments three times each day. Breakfast, lunch, and an afternoon snack will be distributed. All meals and snacks are prepared based on the Recommended Dietary Allowances contained in the Food Pyramid. Menus are posted and sent home weekly. This center participates in the Child and Adult Care Food Program of N.C. Dept. of Health & Human Services, which meet all federal recommended daily nutritional standards. All parents/guardians are requested to fill out annually a Child Food Program Eligibility Application in order for the Center to maintain state compliance.

Parents must provide formula, and baby food for their infants. However, CCCDC does offer Similac and some baby foods. Parents must sign a form indicating if CCCDC is to provide infant meals. Parents desiring the center to provide infant meals purchased and prepared by the center must fill out a meal permission slip. Parents who provide their own formula, must prepared it at home and bring it in ready to serve. Parents are required to fill out an infant feeding schedule before the first day of care if the Center provides the food or not.

Parents must provide food for children who are on special diets that are prescribed by the child's physician. Parents must have a Physician or Dietitian to substantiate the need for a special diet in writing. Notes from Physicians are needed to substantiate food allergies.

Extra snacks, other foods and /or beverages are not permitted in the Center. The Center provides a balanced snack, which meets nutritional guidelines. Soft drinks are discouraged.

Breakfast will be served between 8:00 a.m. 9:00 a.m. In the event that your child will not be present for breakfast, please notify the center. If students are not here before 10:00 a.m., they will not be included in the lunch count. Please call to inform us of their late arrival before 10:00 a.m. If you fail to call, please provide lunch for your child. Lunch is served between 11:00 & 12:00; snacks are served from 3:00 to 4:00 p.m. Food will not be allowed in the class after meal times.

Daily Rest Periods:

Provisions will be made each day for each child to rest. A minimum of 2 hours per day and maximum of 2 ½ hours rest time will be available for each child. Please provide a crib sheet and a small blanket to cover cots at nap-time. The linen should be picked up every Friday afternoon to be laundered and brought back to the center on Monday mornings. Please label your child's linen and all personal items with his/her name or initials.

Personal Belongings

- Toys and money should not be brought to the center unless it is requested for a special occasion.
- Bottles and pacifiers are not allowed in the preschool area.
- All parents are asked to bring an extra set of seasonal clothing for your child to be left in the cubby. The extra clothes should include top clothes, socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants should be brought to the center on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by the child & the teacher.
- Please put your child's name or initials in all items left at the Center.

Items Needed by Parents to Ensure Quality Care

We want to assure your child is properly cared for while in our center. Parents are responsible for providing the following items:

Infants: 6 weeks to 14 months

Diapers – weekly

Wipes – weekly

Clean Bottles with caps and nipples-daily

*Breast milk or formula (up to 12 months)

2 Complete changes of clothes (seasonal) – at all times

2 Sets of clean crib linen – at all times

*(Similac, baby cereal, baby juice & jar foods are provided by the center. All parents must sign a consent form giving CCCDC approval to serve the brands we provide.)

Toddlers: 15 months to 24 months

Diapers – weekly

Wipes – weekly

One change of clothes (seasonal) – at all times

One clean set of linen – at all times

2 sippy cups- cleaned at home daily

Twos: 24 months to 36 months

Diapers/Training Underwear (if child isn't potty trained)

Change of clothes – at all times

One clean set of linen – at all times

(Pacifiers are not allowed)

Note: When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid: overalls, onesies undershirts, jumpers, & body shirts.

Threes

Change of clothes – at all times

One set of clean linen – at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning

Fours

Change of clothes – at all times

One set of clean linen – at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning

All students are required to have on file a current annual physical and updated shot record.

Discipline & Behavior Management Policy

The guidelines for discipline at CCCDC are to foster and teach children to be independent self-monitors of their behavior that walk in Christian Love. This will be achieved through behavior guidelines provided by teachers and staff.

Children attending Cornerstone Christian Child Development Center will not be subjected to any form of corporal punishment, by the director or any other staff of the facility. The definition of “staff,” includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might come into contact with the children while providing services for CCCDC.

CCCDC instructors and other staff will provide Verbal Guidance by:

- Speaking kindly to children.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions.
- Avoiding making comparisons between children.
- Giving positive directions and suggestions.
- Modeling Christian values.
- Promoting positive self-esteem.

CCCDC instructors and staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor, outdoor, and field trips)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.

- Providing consistency in discipline practices.
- Ensuring that teachers and staff will be positive role models.
- Giving children choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using “Time Out” immediately following physical aggression, hitting with objects, kicking, or biting. (See explanation of time out).

CCCCDC complies with General Statutes of the State of North Carolina; which are:

- No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- No child shall ever be disciplined for not sleeping during rest period.
- No child shall ever be placed in a locked room, closet or box.
- No child shall be disciplined for toileting accidents or any other accidents.
- No child shall be delegated to providing discipline of another child.
- Foods shall not be withheld as a means of discipline.

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will also practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide the alternatives for in-appropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor behaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of “time-out”: (“Time-out” is described on following this section)
12. DO stay consistent in our behavior

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.

management program.

“Time Out”

“Time-out” is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other behavior management techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight or in the administrative office. During “time-out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

(Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College)

Reporting Child Abuse and Neglect

We understand the importance of family unity, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the Pitt County Department of Social Services. This center will abide by this law.

Inclement Weather

During periods of inclement weather, the center will close or will not open if travel is extremely hazardous. Late openings and closings will be announced on WNCT channel 9. You may also call 252-752-7501, for updated instructional messages on the centers message line.

Parent-Teacher Fellowship (P.T.F.)

The P.T.F is made up of concerned parents, guardians, and staff of CCCDC, whose children attend the center as well as the staff who are employed by the center. Parents are asked to pay an annual fee of \$10.00 per family. The funds used are to help fund dinner on the night of the meeting, and to also assist with the cost of the P.T.F. recognition of staff during Teacher Appreciation Week. Parent Teacher Fellowship meetings are held 3 times a year (September, January, & April). The dates are listed on the Center calendar; which is made available for every parent. By no means are these the only times you are welcomed. P.T.F. Officers, Board of Directors, the Director, and the Instructors solicit your participation in this organization by being active and involved in your child’s educational life during their most formative years. We encourage parents and significant others to attend field trips or visit during class time. Joining the P.T.F. is vital to improving the quality of care for your child care and your child. We believe in the old African proverb, ***“It takes a village to raise a child.”*** We want to partner with you while your child experiences the wonders of preschool and after school care. Please check the information board in the hallway or the door entering the center for posted information.

Field Trips

Field trips and nature walks will be taken periodically to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for those

excursions as are available to the children while in attendance at the center. Parents will be notified in advance of all field trips away from the center and a separate permission slip must be signed prior to the trip. In the event your child will not be attending a class field trip, the child must be picked up prior to the scheduled time of the field trip. The entire class staff is needed on the trip to ensure proper supervision and safety of the class during the trip. Students are strongly encouraged to wear sneakers on all field trips. Toys, electronic devices, games, and other such items should not be taken on trips; unless, special permission is given by staff. CCCDC will not be held liable for any lost, damaged, or stolen items on field trips.

Closings

The center will be closed on following days:

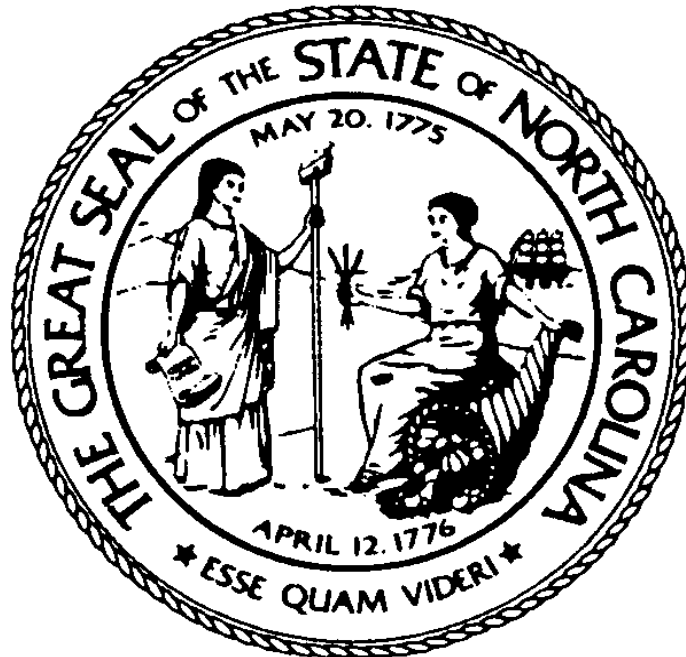
New Years Day	1-day
Dr. Martin Luther King Day	1-day
Memorial Day	1-day
Independence Day	1-day
Labor Day	1-day
Thanksgiving	2-days
Christmas	3-days
Resurrection Day	1day
Staff Training Day	1-day

Please look for posted dates on all main entrances and bullitine board. Please add them to your personal calendar as soon as possible.

Nondiscriminatory Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, religion, political party, national origin, sex, age, or disability.

Summary:
**North Carolina Child Day Care
Law and Rules**



C. Robin Britt, Secretary
North Carolina Department of Human Resources
101 Blair Drive
Raleigh, NC 27603

August 1, 1995

(Copied directly form the NCCHR pamphlet)

What is Child Day Care?

The law defines Child Day Care as:

- three or more unrelated children under 13 years of age.
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day, but less than 24 hours.

It is only when all of these conditions exist that regulation is required.

The North Carolina Department of Human Resource is responsible for regulating Child Day Care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining Child Day Care can be found in North Carolina General Statutes, Article 7, Chapter 10.

The North Carolina Child Day Care Commission is responsible for adopting rules to carry out the law. In addition some counties and cities have local zoning requirements for Child Day Care programs.

There are two categories of regulatory permits: registration certificates and licenses. The type of permit depends upon the number of children in care.

Registration

Registration is required for individuals who offer Child Day Care in their own homes to five or fewer pre-school-age children, including preschoolers living in that home. (Individuals caring for one or two children are exempt from registration.) In addition, three school-age children may be enrolled. The provider's own school-age children are not counted for purposes of regulation.

Registration certificates are issued to small day care homes that meet requirements which include that:

- The provider must be at least 18 years old, literate and mentally and emotionally capable of caring for children.
- He or she must never have been convicted of a serious crime, or one involving child abuse or neglect.
- The small day care home must meet basis health and safety standards.

Registration certificates must be renewed every two years.

Licensing

Licensing is required for any Child Day Care Center or Child Care arrangement that provides day care for more than 5 pre-school-age children. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Large day care homes are Child Day Care homes that meet more standards in order to provide care for more children than a registered home. Child Care Centers and large day care homes may voluntarily meet higher standards and receive an “AA” license rather than an “A” license.

Licensed homes and centers meet requirements in the following areas:

Staff

The same requirements described for registered homes apply to staff working in licensed care. In addition, the director must be at least 21, and staff less than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must meet minimum education, experience, and training requirements.

Records

Programs must keep accurate records such as children’s attendance, immunizations, and emergency phone numbers.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for the “A” license are:

AGE	STAFF: CHILD RATIO	MAXIMUM GROUP
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

To meet the requirements there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor and outdoor equipment must be clean, safe, well-maintained, and age-appropriate.

Curriculum

Activities must be planned and appropriate based on the ages of the children in care. Activity plans must be available to parents. There must be a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Transportation

Programs providing transportation for children must use seat belts and restraint devices as required by law. Children may never be left alone in a vehicle.

Health and Safety

Children must be immunized on schedule. Each licensed home or center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portion large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. There must be monthly fire drills, with safe evacuations of children practiced. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

Discipline

Corporal punishment (spanking, slapping or other physical discipline) is prohibited in all day care homes and centers. Each licensed center or large day care home must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from this part of the law.

Parental Rights

- Parents have the right to enter a day care home or center at anytime while their child is present.
- Parents have the right to see the license or registration certificate displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

In addition to the rights under the law, parents have the responsibility for choosing the best care for their children. The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child Care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a Child Care provider to see if there is a Child Care resource and referral agency in your community. For more information about quality Child Care, parents can also contact the National Association for the Education of Young Children at 1-800-424-2460 and the North Carolina Child Care Resource and Referral Network at 1-800-246-6731. For more information on the law and rules, contact the Division of Child Development at 919-662-4499.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a registered home or licensed Child Care center or home when there has been a complaint. Child Day Care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses or registration certificates suspended or revoked. If you believe that a Child Care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development at (919) 662-4499 or 1-800-CARELINE.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development at 919-662-4527 and make a report of suspected child abuse or neglect in a Child Day Care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Our Staff

The Center Staff consists of: Director, two Administrative Assistants, Lead Teachers, Teachers, After-School Counselors, Floaters, Van Drivers and Student Volunteers. All members of our staff are qualified and are experienced in child development. All Lead Teachers must have North Carolina Early Childhood Credentials, and After School Counselors are BSAC certified. Pre-employment background and drug screenings are conducted on every member of our staff. In addition, they participate in various training opportunities each year in the areas of child development, nutrition, age appropriate activities and discipline. These qualifications enable us to offer the highest quality programs.

Suggestions and /or Complaints

Parents are encouraged to discuss any suggestions and/or concerns with the classroom lead teacher on a regular basis. Parents are also welcomed to schedule a conference with the Center director if so desired.

Section III

**CORNERSTONE CHRISTIAN CHILD DEVELOPMENT CENTER, INC.
TUITION AGREEMENT**

REVISED January 5, 2004

ENROLLMENT PROCESS

At the time of enrollment, parents are required to sign a tuition agreement, pay a registration fee of **\$35.00** and one week tuition in advance. **THE REGISTRATION FEE AND 1ST WEEK OF TUITION IS NONREFUNDABLE.** The registration fee/tuition will also serve as a security deposit to secure a child's space in a classroom for minimum of one (1) week. At the end of the week, the child will need to have started the program, or another week of tuition due. The space is forfeited when the financial obligation is not met.

A **\$10.00** activity fee is due annually and at the time of enrollment. This fee will be automatically bill to all accounts in January of each year. Please refer to page 8 for and explanation of this charge.

TUITION

Each child's tuition is an ongoing fee, which may be separated into weekly, biweekly, or monthly payments. **ALL TUITION MUST BE PAID ON MONDAY OR TUESDAY OF THE WEEK IT IS DUE.** NOTE: Tuition is required if your child attends the Center or does not attend, as long as the child is enrolled in the program.

<u>Class</u>	<u>Weekly Rate</u>	<u>Monthly Rate (4 wks/5 wks)</u>
Infants	\$150.00	\$600.00/&750.00
Toddlers	\$150.00	\$600.00/\$750.00
Twos	\$140.00	\$560.00/\$700.00
Threes`	\$130.00	\$520.00/\$650.00
Fours	\$125.00	\$500.00/\$625.00
After School	\$82.00	\$328.00/\$410.00
After School & AM Drop Off	\$94.00	\$376.00/\$470.00
Summer Camp	\$115.00	\$460.00/\$575.00
Drop In (when available)	\$35.00 (daily)	
Drop In (pm school age only)	\$25.00 (daily)	
AM drop off (school age only)	\$12.00 (weekly)	

DISCOUNTS:

A \$5.00/week discount is given for one additional child in the same family. A \$10.00 discount will be given when accounts are paid four weeks in advance. Forms of Payment: Clients are encouraged to make payments in the form a check or money order. Administration may not always have the proper change for your payment if cash is used. Checks only, may be dropped in the box on the wall near the Assistant Directors office.

DISCOUNTS Continued:

Cornerstone Christian Child Development Center, Inc. extends to all of our parents the opportunity to pay one half their weekly tuition twice per year. Those weeks will need to be scheduled with the office a week in advance and cannot be credited retroactively. The client must use half the weeks before December 31 of the current year or the client will forfeit the two weeks.

PENALTY CHARGES

Re-enrollment fee of \$40.00 is charged when a child is dropped from the program by the parent or center and re-enrolled at any given time within the same year. If a client wishes to continue services, and if the slot is still available, the \$40.00 re-enrollment will be requested upon entering the program.

Late Payment Penalty of \$15.00 will be charged to all accounts on Wednesday with a balance of \$40.00 or greater, and every Wednesday thereafter as long as the account is delinquent. **The center may discontinue services if tuition is two weeks or more delinquent.**

LATE PICKUP FEES will be charged if a student is picked up after Center operating hours. The operating hours for Cornerstone Christian Child Development Center, Inc. are from 6:30 a.m. until 6:00 p.m., Monday through Friday.

If you pick your child up after 6:00 p.m. the following fees will be imposed:

<u>TIME</u>	<u>SURCHARGE</u>
6:01-6:15	\$8.00
6:16-6:30	\$18.00
6:30-until	\$18.00 plus \$3.00 per minute

****Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.**

RETURNED CHECK FEES

There will be a \$28.00 service charge for all returned checks, in addition to a \$18.00 late payment fee. If the client takes care of the check before it is returned to the center; the account will not be billed a \$15.00 late payment fee. When the Center receives three or more returned checks from a client, we will no longer accept checks as a method of payment from that client. Returned checks must be paid out before another check is taken.

DELINQUENT ACCOUNTS

If accounts are two weeks or more delinquent, the Center Director has the right to discontinue services. All unpaid accounts will be turned over to a collection agency. Parents will be notified prior to this procedure. Any balances left unsettled will be sent to On Line Collections after 30 days.

WITHDRAWAL POLICY

If a parent decides to withdraw from the program, a two weeks notice is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks. All balances will be sent to On Line Collections after 30 days of the last day the child attends the program.

AGREEMENT PAGE

I have read and understand the Parent Handbook and agree to abide by the policies and procedures as stated. I have also participated in the parent conference with the Director.

Signature of Parent/Guardian

Date

I have given the above parent an opportunity to ask questions and discuss the policies of CCCDC and the N.C. Dept. Of Health and Human Resources Child Care program and any other items of concern during the parent conference.

Directors Signature

Date

A PHOTO COPY OF THIS PAGE MUST BE PLACED IN THE STUDENT'S FILE.
STUDENT'S NAME _____ DATE OF ENTRY _____