

BANBURY CORNER CHILDREN'S CENTER—PARENTS / CHILDREN ON STATE CHILDCARE PROGRAMS

1. All monthly co-pays must be paid the 1st of each month your child attends. NO CASH POLICY.
2. If your check is returned NSF, you will need to pay the amount owed plus an NSF fee of \$40.00 with a money order before your child may return to childcare.
3. Bring a coat labeled with your child's name—no matter the weather.
4. Supply and maintain 2 changes of clothes labeled with your child's name.
5. Supply and maintain 2 small blankets with your child's name. No pillows or sleeping bags. Take home Friday to wash.
6. Extra fee will be charged for no shows, late pickups after closing, NSF checks, and posted field trips. In the summer, we will bill for field trip fees for all attended field trips.
7. If you wish for your child to be in any extra programs such as 3-5 year old Preschool Class, extra fees apply—get information from management.
8. The next week's schedule is due by each Thursday. Call 24 hours in advance if your child was scheduled, but will not be attending. Allow us to reorganize staffing if necessary. Not calling ahead is a No Show. More than 5 No Shows without 24 hour notice will result in termination of childcare at the center.
9. Keep your child's shot records up to date. Record new shot dates with management after seeing the doctor.
10. All changes to addresses and phone numbers need to be given to management.
11. Always have a box of Kleenex available for your child at the center.
12. Children are never to be left unattended in car. Bring them inside with you. Cars are never to be left running on the premises.

WE NEED COMPLETED COPIES OF THE REGISTRATION FORM, SHOT RECORD, FIELD TRIP SHEET, PAYMENT VERIFICATION BY EMAIL FROM STATE SUBSIDY PROGRAM, AND FOOD FORM WITH YOUR CLIENT ID# BEFORE SCHEDULING AND STARTING.

Version 11/2015

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