

My Child & Me Fun Center
704-291-2323
www.mchildandmefuncenter.com

Dear Parents:

Welcome to My Child & Me Fun Center. We have an awesome curriculum in place, which we are very excited about! We look forward to your involvement in this session. Periodically we may ask the children to bring things in from home that relate to the theme we are working on. We will also be sending home homework for children ages 3 years and older. Although it is not mandatory to complete, we feel that this will help the children to apply what they learned in the classroom to their home lives.

We will be selecting a letter, number, color, and shape to focus on each week. Our lesson plans will incorporate them into our art projects, the songs we teach, the books we read, and the activities which we plan for the children.

We will be reviewing the calendar (including month, week, and year) daily. We will also be discussing the day's weather and how it relates to our lives (for example: what we wear if it is raining).

We will sort by colors, numbers, letters and shapes to help in developing math skills. We will teach basic math concepts such as patterns (taught through "what comes next" lessons via pictures, colors, numbers, letters and shapes); bigger/smaller comparisons, and less/more comparisons. Basic addition and subtraction will be introduced as well. Sequencing will be taught on a daily basis through song and with visuals.

We will focus on letter sounds (and upper and lower case letters) through our own zoo phonics, such as "Ally the alligator says ah, ah, ah." Letter sequencing will also be taught.

We will be introducing some basic science concepts with hands-on activities (for example: showing the children how things grow in water, watching an egg in vinegar for 3 days form in to rubber, and taking different objects and trying to have the kids predict if it will sink or float in a bowl of water). Push/ pull concepts will also be covered.

We will continue to focus on character building and work habits by asking the children to follow directions, respect one another, follow rules, cooperate, and share. They will be encouraged to work on their own so they can take pride in their work and learn how to work independently. We will, as always, maintain a positive, playful learning environment.

We take pride in the fact that you have chosen our center for your child to attend. We appreciate your trust in our ability and encourage you to keep open communication with us so we can help you and your child throughout the year. On a daily basis please check the cubbies labeled with your child's name as this will be our means of communication with you. We look forward to working with you and your child.

Kind Regards,
Debbie Votta
Owner

Policies for Drop-off Services, Pre School, and Mom's Morning Out

Daily Drop off Program:

In an effort to staff appropriately for daily drop off care 24 hour notice is required to hold a place for your child. You may try to get your child in to the class on the day that you need services however, without pre-registering your child; My Child & Me Fun Center (the center) cannot guarantee that services can be provided on that day.

When dropping your child off a major credit card must also be submitted upon drop off. This is to ensure payment for your child. **The credit card will NOT be charged.** Alternative payment must be received upon pick up. We accept Cash, Checks and Money Orders made payable to My Child & Me Fun Center, due upon pick up. Any returned checks will result in a \$40.00 fee.

Please note: if you give permission for another person to pick up your child up they will be required to provide ID to ensure your child's safety. A child will not be released to any persons without being on the "permission for pick up" sheet or if the person cannot produce ID.

Drop off Fees: 1 child is \$9.00 an hour ~ 2 Children is \$16.00 an hour ~ 3 children \$18.00 an hour

Pre-school/ MMO Fees:

Payment must be received no later than Tuesday by 6pm for that week; a \$50.00 fee will be applied for any payments paid after Tuesday at 6pm.

If a child is continuously picked up later than their scheduled hours a fee of \$1.00 a minute will be applied if the person picking up has not contacted the center. If this happens on a recurring basis, the child may be exempt from receiving care in the future.

Any returned checks will result in a \$40.00 fee.

There is a \$50.00 annual non refundable registration fee.

We offer a 20% discount on the second child. Please inquire about other discounts if you have more than 2 children attending.

Currently we accept checks, cash and money orders.

PLEASE NOTE: You ARE obligated to pay even when child(ren) are NOT in attendance.

Two week's notice is needed, in writing, if you are withdrawing your child, you will be responsible for the two weeks of payment whether your child attends during that time or not.

If you choose to change your child's schedule ALL payments MUST be up to date, or we may not be able to accommodate the change.

In addition, all class schedules are on a first come first serve basis and we cannot guarantee availability if you should decide to change your child's schedule.

If you would like your child to come on a day they are NOT normally enrolled and that will extend your hours above the amount you originally enrolled, the fee will be \$7.00 an hour.

Hours/Schedule:

We are opened MWF from 8am – 6pm and Tu & Th from 8am- 4:30pm. Our first Pre school session is from 9am-1pm , our afternoon session is from 2pm-6pm. You can select 2, 3 or 5 days a week. Preschool is for 10 month olds- 5 year olds. All classes begin at 9am and end no later than 1pm. We also offer another session from 2pm-6pm, please let the staff know what hours you are enrolling for.

For the AM session, please do not arrive earlier than 9am, as staff is preparing for the day's activities. We have lunch daily from 11:30am-12pm. For drop off services **we will extend our hours if needed.** When registering for drop off, please specify if you require different hours. If you are going to be late for pick up, or drop off, please contact the center.

We are opened when traditional schools are closed; please think of us for your older kids when they are out of school for teacher workdays.

Toys:

Children are not allowed to bring in any toys from home, unless it is requested by staff for a project.

Sick Policy

If your child has a fever (greater than 100.4) or has any known contagious sickness, they will NOT be permitted to stay for services. If a child becomes sick during care hours the parent MUST pick the child up IMMEDIATELY!

Parents who do not respond in a quick manner (within 1hour of call) may be exempt from returning for services in the future. All children who are sick, run a fever, or have diarrhea will need to be symptom free without the use of medication, for 24 hours before returning to school.

Each parent is required to give signed consent to My Child & Me Fun Center to care for their child in the way that is seen fit, in the case of an emergency, which may include, but not limited to, performing CPR, first aid and/or contacting 911. We also require your child's doctor's contact information. Please contact the center if your child will be out for any reason.

Behaviors

My Child and Me Fun Center would like to provide a pleasant and safe atmosphere for all the children in our care. At times when children become angry with each other, we will try our best to de-escalate the situation and separate the children, if needed. Time out is utilized when a child has difficulty being in the same room with another child, or to give a child the opportunity to calm down.

If a child strikes, kicks, bites, spits or harms another child in any way, they will be placed in time out and if needed the parent will be contacted to pick the child up. If this occurs excessively with a child when in our care, they may be exempt from returning in the future. This decision will be at the director's discretion. If a child hits another child, each child's parent will be informed in writing and required to sign the form indicating their knowledge of the situation. We appreciate your understanding and cooperation in our on- going effort to keep My Child & Me Fun Center an enjoyable experience for all.

Registration

All paperwork provided by My Child & Me Fun Center, must be submitted upon registering your child. My Child & Me Fun Center wants to ensure your child's safety regardless of how long your child is in our care. For this reason we **MUST** be provided with any allergy information regarding your child. This list is to include, medications, food and environmental allergies. This information must be updated upon any changes. Staff will ask parents for annual updates to ensure information is correct.

There is an annual \$50.00 non refundable registration fee to secure a spot for your child.

Children who attend the center must be between the ages of 10 months-5 years old. For children that are not potty trained, wipes and diapers labeled with child's name must be provided. Parents will be informed when their child's supplies (ie: wipes, diapers etc..) are getting low before they run out. At which time parents are required to provide additional items to the center to ensure the care of their child is kept at an optimal level. A change of clothes, including socks, are also required for all age groups.

Immunization records are required to be obtained by the center within 30 days of your child's enrollment for Pre-school and the Mom's Morning Out program. If the records are not submitted within that time frame, you're child will not be able to attend until such information is submitted. Parents will still be required **to** pay tuition during the time they are collecting this information.

Meals & Snacks:

Meals are **not** provided by My Child & Me Fun Center; however, you can purchase lunch from the deli next door, or send your child with lunch.

The deli's fee is \$2.00 for a cold cut sandwich or cold cut platter **OR** for \$3.00 you can have a sandwich or cold cut platter, a juice box and a bag of chips. Just leave the money with our staff and we'll get it for your child for lunch. Lunch is from 11:30am-12pm daily.

From time to time we have children with allergies attending our center, we will inform you when this occurs, which may result in asking you to refrain from sending your child with peanut butter sandwiches, strawberries etc.. We feel because we offer small class sizes we are better able to handle these situations by avoiding such foods. We appreciate your cooperation and are hopeful that you too would want the same outcome for your child if they were in a similar situation.

Please label your child's name on all cups, lunch boxes and clothing.

Inclement Weather:

My Child & Me Fun Center will follow the inclement weather closings and delays of Union County Schools, as close as possible. My Child & Me Fun Centers' closings and delays will be displayed on WBTV Channel 3. There will also be a recorded message on our voicemail prior to the start of the day which will provide information regarding delays and closings. If there is a need for drop off care and our facility will be opened, we will try our best to be accommodating. We will provide care to older children on these days if Union County Public Schools are closed. Please be prepared for a back-up plan in the event we cannot assist you.

NOTE: As agreed, parents/guardians will still be financially responsible for tuition during days of inclement weather. There will be NO prorated tuition based on absenteeism associated with inclement weather.

Holidays:

The center will be closed in observance of the following holidays each year. You may obtain a copy of the schedule of holiday dates for the current year from My Child & Me Fun Center.

New Year's Day	2 Days
Easter	1 Day
Memorial Day	1 Day
Independence Day	1 Day
Labor Day	1 Day
Thanksgiving	2 days
Christmas	3 Days

Attendance/Absences:

If your child will be absent please contact the center and let us know. Unfortunately we are not able to offer monetary reimbursement for days missed. Children WILL NOT be able to make up classes missed.

When children arrive late it becomes disruptive to others so we ask that you arrive no later than 9:00am for pre-school hours. If you arrive prior to 9am the doors will be locked. No one will be able to enter the premises prior to 9am, unless previously scheduled to, so the room can be properly prepared for your child's day.

Please arrive on time when picking your child up. Additional fees may be applied if you are late for pick up. We understand that sometimes people are delayed we ask that you call us so we know you're in route to get your child. If someone other than the person who dropped your child off is picking them up, they must be on the permission for pick up or we cannot release your child to them, in addition they should be prepared to provide ID.

Parties:

We know how special it is when your child's birthday is approaching. We encourage you to bring in prepared store bought items to celebrate, please coordinate this with the staff prior to the celebration so we can help make it successful. We have holiday parties from time to time and ask for parent participation, we will place a signup sheet by the front door and ask you to volunteer to bring in party items that are needed.

MY CHILD & ME Fun Center
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Financial Agreement

1. Payment is due no later than Tuesday by 2pm for the week of care being provided. If tuition is not paid on or before 2pm on Tuesday, there is a late fee of \$50.00. *****Note:*****
2. There will be **NO Exceptions** about submission of tuition payment on Tuesdays unless the facility is closed, in these cases payment should be made prior to holidays.
3. If your account becomes past due by 2 days, your child will be unable to attend class until the balance has been paid in full or payment arrangements have been made with the management of My Child & Me Fun Center. A charge of \$40.00 will be charged for any payment returned by the bank (NSF-Non Sufficient Funds Fees).
4. During your child's enrollment, if there are two (2) occasions' payments have been returned from the bank due to NSF, all further transactions will need to be done in cash, money order or cashier's check. A two (2) week notice in writing (form provided) will be required when removing your child from the facility permanently. If you should choose to withdraw your child prior to the two week requirement, you will still be responsible to pay the 2 week tuition balance.
5. Any belongings left on premises for more than 2 weeks after a child withdraws, becomes the property of My Child & Me Fun Center. Although registration fees are in place to secure your child's space, these fees are non-refundable.
6. Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism and inclement weather.
7. In addition, if immunization records are not submitted within the 30 day grace period, parents will still be responsible for tuition even if their child is not in attendance during the time the immunization records are being collected.

My Child _____ will attend My Child & Me Fun Center for _____ days a week, equaling _____ hours per week. I agree to pay _____ per month.

Weekly payments **ARE** accepted to fulfill the monthly amount. Minimum is 2 days a week at 6 hours a week (for pre/wee school).

Drop off Services: I agree to pay _____ per hour and will pay upon picking up my child.

Payments are accepted in cash, check, money order or cashier's check only.

By signing this form, I acknowledge that I have read, understand and agree to abide by this policy as stated above. I also agree to accept responsibility for my child's financial account as indicated above.

Parent/Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____

MY CHILD & ME Fun Center

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Handbook Receipt

If a parent does not cooperate with any of the policies, it is the determination of the management of My Child & Me Fun Center to decide if a child can return for services. By signing below you understand the terms of policies set forth by My Child & Me Fun Center. In addition, you have read and understand the handbook and agree to abide by these terms.

Please note: the term parent in the above stated information is to imply any care giver and/or guardian.

Parent/Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____

My Child & Me Fun Center
704-291-2323
Special Needs Information

Child's Name: _____ Date: _____

DOB: _____ Age: _____

Is your child's immunization shots up to date? _____

My Child has no known medical conditions at this time: (details) _____

Please check all that apply to your child:

Vision Problems: _____ ADD/ADHD: _____

(Glasses, etc...) _____ Allergies: (Specify) _____

Hearing Problems: _____ Epilepsy: _____

(Hearing aid, etc...) _____ Bone Disorder: _____

Diabetes: _____ Sickle-Cell Anemia: _____

Scoliosis: _____ Asthma: _____

Heart Problems: _____ Multiple Sclerosis: _____

Blood Disorders: _____ Muscular Dystrophy: _____

Cystic Fibrosis: _____ Cerebral Palsy: _____

Please explain any items checked above: _____

List any medications your child takes regularly (either at home or at school)

Please list any other condition that may affect your child's performance:

I agree to update this information if my child's medical condition changes. This information is correct at this time.

Parent/Guardian Signature: _____ Date: _____

My Child & Me Fun Center

704-291-2323

Information Sheet

Child's Name: _____

(Last)

(First)

(Middle)

Child's full address: _____

Phone Number: _____ DOB: _____ Sex: _____ Race: _____

Name of Person(s) with whom child resides: _____

Relationship to child: _____

Mother/Stepmother/Guardian Name: _____ Phone: _____

Place of Employment: _____

Business Phone: _____ Ext _____

Business Address: _____

E-mail: _____ Cellphone: _____

Father/Stepfather/Guardian Name: _____ Phone: _____

Place of Employment: _____ Business Phone: _____ Ext _____

Business Address: _____

E-mail: _____ Cell Phone: _____

My Child & Me Fun Center

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Information Sheet

Emergency Information

Must Be Completed-

Different from above-If Parent/Guardian cannot be reached, please call:

Name: _____

Tel: _____

Name: _____

Tel: _____

Name: _____

Tel: _____

Doctor's Name: _____

Address: _____

Telephone: _____

Hospital Preference: _____

Medical Conditions: _____

I agree that the staff of My Child & Me Fun Center may authorize the physician of his/her choice to provide emergency care, including contacting 911, in the event that neither the family physician nor I can be contacted immediately.

Parent/Guardian Signature

Date

MY CHILD & ME Fun Center
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Medical Waiver form

I _____ give **My Child & Me Fun Center** located at 1310B Wesley Chapel Rd. Indian Trail, NC 28079, staff permission to make medical decisions for my child, _____ in my absence. I understand that this may include performing CPR, AED, first aid, and/or contacting 911, and supervise my child to the emergency room.

Please list all medications your child(ren) takes regularly and any allergies they have:

Child's DOB: _____

Is your child's immunization shots up to date? _____

Parents please note that we will make every effort to contact you and your emergency contact person; however these means may be used if you are not in attendance or you are unable to respond to an emergency immediately. We appreciate your understanding so we can best serve your child's needs while in our care.

Please note: this form will accompany your child in an emergency therefore the accuracy of information is crucial so your child can be cared appropriately.

By signing below you agree and understand to the above stated terms.

Parent/Guardian Signature

Date

Witness

Date

MY CHILD & ME Fun Center

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Permission for Pick Up

My Child & Me Fun Center, Inc. MUST have on file, the names, addresses and phone numbers of individuals permitted to drop off and pick up your child from the center. Anyone who picks up your child(ren) from the center MUST be 18 years of age or older, and provide proper identification.(This is for your child's safety).

If someone arrives to pick up your child(ren) and we have not been made aware of the person or changes to the list prior to pickup, WE WILL NOT ALLOW YOUR CHILD TO LEAVE WITH THEM.

Please list below any person's name, complete physical address and telephone numbers who may arrive to pick up your child(ren).

Child's Name(s)

- 1. _____
- 2. _____
- 3. _____

Name

Address (City/State)

Phone (Physical/Cell)

- 1. _____
- 2. _____
- 3. _____

My child has permission to be picked up from My Child & Fun Center by the above listed adults.

Parent/Guardian Signature

Date

Witness Signature

Date

MY CHILD & ME Fun Center
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Children's Medical Report

Name of Child: _____ DOB: _____

Name of Parent or Guardian: _____

Address of Parent or Guardian: _____

A. Medical History (May be completed by Parent)

1. Is child allergic to anything? No _____ Yes _____ If yes, what? _____

2. Is child currently under a doctor's care? No _____ Yes _____ If yes, for what reason? _____

3. Is child on any continuous medication? No _____ Yes _____ If yes, what? _____

4. Any previous operations or hospitalizations? No _____ Yes _____ If yes, when and for what? _____

5. Any history of significant previous disease or recurrent illness? No _____ Yes _____

Diabetes No _____ Yes _____; Convulsions No _____ Yes _____ Heart Trouble No _____ Yes _____

If others, what and when? _____

6. Does the child have any physical disabilities? No _____ Yes _____

If yes, please describe: _____

Any mental health diagnosis? No / Yes

If yes, please describe: _____

By signing below, parent/guardian agrees to submit updated information as needed, so our center can best care for your child. In addition parent/guardian agrees to submit a copy of their child's most current immunization shot record within 30 days of the child beginning school. If this information is not submitted within the 30 days, the child cannot return to the center until information is submitted.

Parent/Guardian Signature

Date

MY CHILD & ME Fun Center
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Permission for video

I, _____ give My Child & Me Fun Center (the center) permission to video and take pictures of my child _____. I understand that the pictures or video used will be for projects and/or promotions for My Child & Me Fun Center. I understand once these pictures and /or video are taken they become the property of the center. By signing below I am releasing any photos of my child taken by My Child & Me Fun Center to the center.

Signature: _____ Date: _____

MY CHILD & ME Fun Center

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Permission to Transport for After School Care

I, _____ give the staff of My Child & Me Fun Center permission to transport my child, _____ in their vehicles for the purpose of picking my child up from elementary school and transporting them back to the center for after school care.

Signature: _____ Date: _____

MY CHILD & ME Fun Center
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Permission to Transport for Field Trips

I, _____ give the staff of My Child & Me Fun Center permission to transport my child _____ in their vehicles for the purpose of my child attending field trips.

Signature: _____ Date: _____

KEEP FOR YOUR RECORDS

My Child & Me Fun Center

704-291-2323

Notice of Withdrawal

Child's Name _____ DOB _____

Address _____

Date of Notice Given: _____

Effective Date (should be 2 weeks from notice): _____

Comments: _____

Parent/Guardian Signature

Date

Witness

Date

For use by My Child & Me Fun Center Staff Only

2 weeks notice given? _____ Personal Property on Site: _____

List Items: _____

Additional comments/concerns: _____

Please save this if needed for future

KEEP FOR YOUR RECORDS



To be completed by physician/parent

Name of Child _____ Age: _____

Name of Medication: _____

Purpose of Medication: _____

Dosage Amount: _____ Route of Administration: _____

Time to be given: _____ AM _____ PM

Frequency: _____

Possible side effects: _____

I hereby give permission for my child (named above) to receive medication during the hours he/she is in the care of My Child & Me Fun Center. I hereby release My Child & Me Fun Center Inc. agents and employees from any and all liability that may result from my child taking the above medication.

Parent/Guardian Signature

Date

NOTE: Physician's signature is REQUIRED for medication lasting longer than 10 days.

Physician's Signature

Date