

Leave of absence

Unemployment, lay offs, summer vacation or any leave of longer than 2 weeks will be charged at half the weekly fee for no longer than 10 weeks. Your child may of course attend care for paid hours. This fee is due each monday morning. After 10 weeks fees will adjust to the regular rate and will continue to be due on monday mornings. Late payment policies will apply to fees not received as described above.

Referrals

Referrals from a current client are one of the biggest compliments I can receive. As a special thank you, Merri's Home Daycare offers families a free day of care for each referral that enrolls. Your free day will be deducted from your weekly fee after the referred child has attended for 3 weeks. Rate of free day will be figured based on your contracted hours of care.

Child abuse and neglect

As a child care provider, I am obligated by the state of Illinois to report all known or suspected cases of child abuse and/or neglect. As your child's well being is my first and foremost concern, I can assure you that I will not turn my head the other way if I see, hear of or suspect your child is being abused or neglected.

General

- * Please notify me by 8:00am if your child will not be attending for the day. please also notify me by 8:00am if your child will arrive later than normal contracted time.**
- * If you will not be reachable at your normal telephone number listed on your enrollment form please let me know and give me an alternate phone number if possible so that you may be contacted promptly in the event of an emergency.**
- * Transportation to and from school is now offered with a fee of \$5 week**
- * Parents are required to keep me informed of any change in address, telephone numbers and other pertinent information.**
- * The daycare home will have fire and tornado drills at least once per month.**
- * Parents are encouraged to call me at any time during the day or evening. lots of time I will not be available to answer the phone as I am quite busy with the children. Please leave a message and I'll return your call as soon as possible.**
- * I will give a minimum of 2 weeks written notice of any increase in fees or significant changes to this agreement. notification will require signature.**
- * I maintain liability insurance on both my operation and premises, including vehicles used in transportation.**
- * I retain the right to enforce these policies at will. lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.**