



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



Tuition Contract

Name of Child: _____ Date: _____

Fee

Your Weekly Rate

Registration Fee: _____

Materials Fee: _____

Full Time/Part Time

Deposit: _____

M T W TH F

Parents are responsible for the prompt payment of tuition fees. Payments are due on Monday of the week that you are receiving services. A **late fee** of \$10.00 will be added to the account if payment is not made on **Monday**. **Student illness, with notification, is the only exception!** If the account remains behind on Wednesday morning, then the child (ren) will not be allowed to return to the center until payment has been made.

A **Registration fee** of **\$30.00** per family is required at the time of enrollment. This fee is paid once and is nonrefundable.

A yearly **Materials Fee** of **\$35.00** is required for all children and this fee is nonrefundable. This fee will be used to purchase items used by your child throughout the year. Families' accounts will be billed annually for the materials fee.

A **Deposit of one week's tuition** is required at the time of enrollment. This deposit will be used for the last week of care in our facility. If the center retains your deposit to keep your child's enrollment active and you elect later not to use our services, and then you forfeit that deposit. If there are any concerns on this issue, then please feel free to contact the Administrator or the director of the facility.

A **two-week notice** must be given for withdrawal. The deposit will go into effect the last week of your enrollment or until your deposit is used. Lack of a two-week notice will result in a **forfeit** of your deposit. If a family reduces from full-time to part-time the original deposit will go into effect only after the family has given notice that they will no longer need our services.

If a family leaves the center without a written withdrawal notice, their account will be charged for tuition until formal notice has been made. After 60 days the account will be turned over to a collection service. Any cost incurred from the collection service, court cost and/or attorney fees will be the responsibility of the family.



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



A nutritious breakfast is served from 7:00 am to 8:00 am at the cost of \$1.00 per day. Breakfast fees will be collected at the end of the month. (A bill will be sent to the family.) It is the families' responsibility to make sure that the account is paid.

Tuition is due on all legal holidays, the day after Thanksgiving and when the center is closed in March for the IAEYC conference every year, no exceptions.

Each family is given 10 days in a physical year at ½ the cost of the weekly tuition. A family must be a permanent student in attendance for 90 days prior to using vacation time and the account must be current. The manner in which a family decides to use the time is up to each individual family. A two-week written notice is required for any use of vacation time. In the case of sick days, notice must be given on the first day of return. Please make note that the cut off day for notification is two weeks before vacation is to begin. Failure to notify the office in that time frame will result in denial of the vacation request.

Part-time families will receive the number of days they are present in 2 weeks. You may not use vacation time after you have given your two-week notice. Your unused vacation time may not roll over into the next year. If a family tuition is not current vacation time will be denied.

If a family is experiencing financial difficulties they will need to set up a time to speak with the Administrator before the account falls behind. Family's services may be terminated due to lack of payment.

If a check is returned for non-sufficient funds, the families account will be assessed and additional \$20.00. The check must be made good within one week either by cash or money order, or the child care services will be suspended. At the time Cradles to Crayons may ask that future payments may be made in cash or money order. Legal action will be taken if necessary.

A family will be charged \$1.00 per minute after 6:00 PM by the clock in the main entrance. You are responsible to pay at the time of late pick up. This policy will change when a SNOW EMERGENCY in Hendricks County is issued. In the case of a snow emergency the policy will start at 6:15pm.

I HAVE READ THE TUITION CONTACT OF CRADLES TO CRAYONS AND AGREE TO ADHERE TO THE ABOVE-MENTIONED POLICIES.

_____/_____
 Parent or Custodian Signature / Date

Parent Check List



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



- _____ Check for Availability
- _____ Tour Facility
- _____ Tuition Contract
- _____ Intake Agreement
- _____ Physical Form
- _____ Swipe in/Swipe out
- _____ Child's Mail Folder
- _____ Cubbie Information
- _____ Field Trip Information
- _____ Lesson Plans
- _____ School Breaks and Holidays
- _____ Items Marked with Child's Name
- _____ Medication
- _____ Payments Due on Monday



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



LICENSED CHILD CARE CENTER AND HOMES

State Form # _____

CONSENT FORM

Instructions: To be completed for each child enrolled

Parent, Guardian, or custodian permission:

I give my permission for _____ to report the
(NAME OF CENTER OR HOME)

name and birth date of my child or children to the Division of family and

Children pursuant to IC 12-17.2-2-1.5.

NAME OF CHILD _____

BIRTH DATE _____

Signature of Parent, guardian, or custodian

Date

Verification of birth date may be completed by a documented copy of the birth certificate or a duly attested transcript of a birth certificate.



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



EMERGENCY CONTACT

Name of person who should be called first to come for you child (ren) in case of illness or other emergency *if parents cannot be reached:*

Name _____ Phone # _____

Address _____
Street City/State Zip

Relationship _____

AUTHORIZATION FOR PICK UP

(The Center will not release your child to anyone without the parent's authorization)

The individuals named here have my authorization to pick up _____ for the center:

_____ Phone # _____

_____ Phone # _____

_____ Phone # _____

The following individuals are specifically **denied** permission by the court to pick up my child:

*Parents must make sure that a staff member is aware of the child's arrival and departure.

TRANSPORTATION PERMISSION

I give my permission to transport _____ between Cradles to Crayons
(name of child)

ChildCare Center and _____
(name of school)

I understand that my child will be seat belted and child-staff ratios are always maintained.

Hour for child to be dropped off: _____

Hour for child to be picked up: _____



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



MEAL PLAN

Breakfast is offered to the children whom are in attendance before 8:00 a.m. at an additional charge of \$1.00 per child, per day. The additional fee will be tallied once a month and will be invoiced to your account. You will find a copy of the invoice in your family file. You may add this payment to your next tuition check or pay with another check.

PARENT CONFERENCES

Parent conferences will be scheduled twice a year, caregivers are always available for ongoing communications, and parents are always welcome at any and all times to observe our program. As well, we maintain an open door policy for any parent who would like to speak with the Administrator or the director any time, about any issue as it relates to the care their child receives in our facility.

SIGNIFICANT OCCURRENCES OR PROBLEMS

The parent will be notified of any significant occurrences or problems, which effect your child, including exposure to communicable diseases. It is Center policy to handle problems as they occur within the Center, meaning the staff will handle unacceptable behavior at the time of the occurrence. Parents will be notified of the most problematic occurrences, however, a daily reporting on behavior, unless deemed significant, will not be given. Parent conferences will be held if situation is necessary or if parent requests one.

HEALTH EXAMINATION

A health examination, including immunizations, is required for each child within 3 months prior to admission to the Center or within one month after admission. A physician's signature on State mandated health forms is required. A copy of the child's shot record is acceptable, but must be current.

Your child will be excluded if a health form is not returned within the required time limit. This is not negotiable.

BIRTH CERTIFICATE

The Center will be provided with a copy of the child's Birth Certificate. This form will remain in the child's file and is required by the State of Indiana as proof of age. Your child will be excluded from care if this form is not returned in the required time limit.

DISCIPLINE POLICY

I have read and discussed the discipline policies of the Child Care Center and understand that any disciplinary action taken will be reported to the parents and noted in my child's record. By my signature below, I agree to abide by the discipline policy outlined in the Admission Policy Handbook.

Signature of Parent(s) or Guardian(s)

Date



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



GETTING ACQUAINTED WITH YOUR CHILD

Name _____ Birth Date _____

*By what name is your child called at home _____

SIBILINGS

Name: _____ Age _____

Name: _____ Age _____

Name: _____ Age _____

Favorite play materials _____

Special interest _____

Pets: _____

What opportunities does your child have to play with others same age? _____

EATING

Does you child have a good appetite? _____

Does you child feed him/herself? _____

Any food dislikes _____

Food allergies _____

Difficulties eating/swallowing _____

Does your child have a quiet/nap time? _____

SLEEPING

What time does your child usually go to bed? _____

Get up? _____

Does he/she have a rest period to take naps? _____

How long? _____ How often? _____

Does your child have a special toy/blanket to nap with? _____ If so, what? _____

My special talents are: _____

Is this my first experience with organized child care? _____ explain _____

Additional information about me that you need to know to take good care of me: (please complete on back)

PHYSICAL NEEDS

Is your child toilet trained? _____

What terms does he/she use? _____

Does your child need to reminded? _____

At what time intervals? _____

DRESSING

Child may need help with:

_____ underwear _____ shirt _____ pants/dress _____ socks

_____ coat/hat _____ gloves _____ shoes

FEARS

Does your child fear: _____ storms _____ dark

_____ bathroom _____ animals _____ being alone

Others: _____

SCHOOL AGE

Subjects interested in _____

Hobbies, extracurricular activities _____

Help with homework _____

FAMILY CHARACTERISTICS

I live with: _____

My religion is: _____

My cultural heritage is: _____

The language I speak at home is: _____

My second language is: _____

The language I want spoken to me at school _____

Are you opposed to learning about other cultures? _____



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



PARENT ACKNOWLEDGEMENT FORM

I have **read** the Admission Policy Handbook and the Tuition Contract of Cradles to Crayons, LLC. I/we **understand** the policies that are contained within the Handbook and Contract. I/we have been giving the opportunity to **ask questions** pertaining to the information that I/we was supplied with by the facility. By signing this form, I/we am agreeing to **abide** by the written policies and procedures of the facility. I/we recognize that the Center is State Licensed and as such is required to follow all the State Regulations for a Licensed Child Care Center. If at any time I/we have a question or an issue arises concerning these policies, I/we know that I/we can ask question and I/we receive and answer in a timely manner. I/we also know, that the policies and procedures are not negotiable and the administration has the final decision.

Parent Signature*

Date

Parent Signature*

Date

**This form must be signed by each parent/guardian that is living with the child. In the cases of divorce, each parent will have their own, individual form for sign.*



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



Dear Parents,

We are happy to know that you are interested in our QUALITY childcare program for you child(ren). As a staff, we strive to provide a warm and loving environment consistent with your personal goals and efforts at home. Through constant communication we collaborate with you to make your child's experience a positive one that you will trust and believe in. We would like to make your child's program as personal as possible, with planned learning activities that meet your child's needs at his or her level. Please make us aware of any specific issues that you would like us to work on with your child, i.e. potty training, tying shoes, buttoning, or please and thank you. As a team we ask you to participate with us as much as you can...call us to see how your child's day is going...discuss with us an idea or a thought about your child's development...drop by for a lunch date...join us on a fieldtrip or special event...attend parent meetings. The staff wants your involvement and we are anxious to get to know your family.

We would like to make these first few days as comfortable and inviting as possible for your family. On the first day, you may want to plan some extra time in your schedule to spend with your child(ren) to make for an easier adjustment. The amount of time you need is a personal choice. Once your child is comfortable with our environment, the transition usually goes much more smoothly. You should be prepared for a few tears, both yours and your child's, but always know that your child is the most important thing that we do all day. Feel free to bring a special toy or "lovey" from home, these items provide a source of comfort when all seems new and unfamiliar. Another option is to bring something that belongs to Mom, Dad, or whomever is special in their life, to keep close to them throughout those first days. Our staff has other great ideas to help with transition, so do not hesitate to ask for some of these hints. Your child's teacher will make your child's first day as fun as possible.

You will need to bring the following item on your child's first day:

- Application/Intake Agreement and Getting Acquainted with Your Child Form
- Signed copy of the Tuition Contract Form
- A copy of your child's birth certificate
- Two (2) changes of clothing in an enclosed container, such as a tote bag
- Diaper in the original packaging (unopened) and diaper wiped (unopened), if necessary

The Health Record form that must be signed by you Physician and the shot record must be returned in 30 days after enrollment or services will be terminated, per State guidelines.

The staff of Cradles to Crayons, LLC looks forward to welcoming your family as part of our family, and we are confident that the days ahead will be filled with happiness and security. If you have any question, then please feel free to give the office a call or Me at home, 402-9828

Thanks for the Little Ones!
Sincerely,
Melinda A. Wardle, Member Manager
Mary Jo Kern, Administrator



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



CRADLES TO CRAYONS MISSION STATEMENT

The Center's mission is to provide an environment that is positive, comforting, safe and warm, accepting children for whom they are. To bring our families and community together to support the future for our children. We want our children to experience learning that will encourage their creativeness and support their dreams. Each child is to feel an individual bond of security that will build their self-esteem and ambitions to learn. To be advocates for the children and the issues that concern them, protecting their rights to be individuals.

EDUCATIONAL PROGRAM & PHILOSOPHY

Our Center allows children to grow individually at his or her own pace and keeping in mind their own background. Center's curriculum will be planned appropriately for the age span of the children within the group. The program will be implemented with an attention to the differences in each child's need, interests and developmental level. The Center's environment will be learning center based with a variety of activities, materials and equipment from which to choose. The Center's goal is to provide individual attention to each child to insure that their own unique needs and developmental stages are met using a child-initiated approach.

PRINCIPLES OF THE PROGRAM

- Offers a loving environment, with a structured schedule that promotes a well-rounded program for children to learn and feel comfortable with their unique abilities.
- The Center supplements the family by giving more options and tangible assistance in child rearing.
- In addition to academic readiness, the children will learn by exploring and manipulating their environment. The well-designed program provided many opportunities for development: Large and small gross motor skills, cognitive skills, self-help skills, logical sequence and social skills.
- The program offers a richness of environment to stimulate each child's development.
- The program effectively monitors each child's development.
- The program accepts and appreciates each child's culture and customs.
- The program develops communication between staff and parents.

CENTER INFORMATION

Hours of Operation – 6:00a.m. to 6:00p.m. Monday through Friday



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



Address: Cradles to Crayons, LLC
160 South Cross Street
Danville, IN 46122

Phone: (317)745-1456

Fax: (317)745-7271

Email: cradles2crayons@comcast.net

Tax ID #: 35-2100246

Member Manager: Melinda Wardle
Home Phone: (317)892-3940

Administrator: Mary Jo Kern
Home Phone: (317)745-6007

Pittsboro Director: Angie Bowles
Office Phone: (317)892-5887

Danville Director: Debbie Spurlock
Home Phone: (317)892-4194

Cradles To Crayons, LLC requires each employee a minimum of 12 hours of training per year, and CDA(Child Development Associate) or be in an Associate Degree program within 2 years for all teachers.

NAEYC – The National Academy of Early Childhood Programs

NAEYC, The National Academy of Early Childhood Programs administers a national, voluntary, professionally sponsored accreditation system for all preschools, and kindergartens, and childcare centers. The Academy is a division of the National Association for the Education of Young Children, the nation's largest organization of early childhood educators.

What is Accreditation?

A Process in which a program's administrators, staff and parents join with representatives of the Academy to determine whether a program meets nationally recognized criterion for high quality. The process includes a self-study phase, an application phase, a candidacy phase, and an assessment phase.

What are the benefits of accreditation?

Nationwide accreditation of early childhood programs benefits parents, children, program personal and society at large.

Accreditation:

- Assists parents in their search for high quality programs for their children.
- Improves the quality of group programs available for young children and their families.
- Provides a valuable professional development experience for teachers and directors.
- Assures contributors to early childhood programs of sound investments.
- Provides professional and public recognition for high quality early childhood programs.

What is a high quality early childhood program?

The Academy defines a high quality early childhood program as one that meets the needs of and promotes the physical, social, emotional, and cognitive development of the children, adults, and parents, staff and administrators, who are involved in the program. Each day a child's life is viewed as leading towards the growth and development of a healthy, intelligent, and contributing member of society.

What are the Criteria for high quality early childhood programs?



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



The criteria addressed all aspects of an early childhood program:

- Interactions among staff and children
- Curriculum
- Interactions among staff and families
- Administration
- Staff qualifications and professional development
- Staffing patterns
- Physical environment
- Health and safety
- Nutrition and food service
- Program evaluation

How does a program become accredited?

The accreditation process involves five steps:

Step 1 – The Self Study Process

Program personnel and parents conduct a self-study to determine how well the program meets the Academy's criteria, make needed improvements, and report the compliance with the criteria on Program Description materials provided by the Academy.

Step 2 – Becoming an Applicant

- The program must meet certain eligibility requirements.
 - Center based program serving children birth through school age
 - Serves a minimum of 10 children
 - Must be in operation for at least one year
 - Located in the United States or its territories, unless affiliated with the United States government
 - Is able to meet NAEYC Program Standards
- Demonstrates an understanding of the NAEYC accreditation process by key program staff/leadership
- Has established a collaborative process for completing program assessment that involves the program administrator, teaching staff, families and representatives for the program's governance

Step 3 – Becoming a Candidate

- Maintain a good standing in its regulatory status by having unrepeated or serious issues of noncompliance within the last year
- Operates with teacher/child ratios within group size



CRADLES TO CRAYONS, LLC

CHILD CARE & LEARNING CENTER



- Demonstrates necessary early childhood and management/leadership expertise among its teaching, supervisory and leadership staff
- Demonstrates sound fiscal practices and program viability
- Used a collaborative process to complete a Program self Assessment report, actively engaging the program administrator, teaching staff, and families
- Believes that it can meet each of the 10 NAEYC Early Childhood Program Standards and can document satisfactory performance on at least 80% of each standard's associated accreditation performance criteria in its Program Self Assessment report

Step 4 – Meeting the Program Standards

- The program must meet all required criteria.
 - Supervision of the children at all times
 - No use of physical punishment or other forms of physical or psychological abuse or coercion
 - Infants placed to sleep on their back unless otherwise ordered by a physician
 - Verification of application and candidacy requirements

Meet each of the 10 NAEYC Early Childhood Program Standards by demonstration a satisfactory performance on at least 80% of each standard's associated accreditation performance criteria upon which the program is assessed.

Step 5 – The Decision-Making Process

Academy staff reviews all materials to ensure procedural accuracy. Decisions are affirmed by the subgroup of the council for NAEYC Accreditation, a governance structure appointed by the NAEYC governing Board and delegated responsibility for policies governing the Academy's operations. Programs must meet each of the 10 programs Standards by a compliance rate of 80%. The NAEYC Assessor who makes the on-site visit makes a recommendation to the academy regarding the level of compliance to the 10 Program Standards.

For more information about NAEYC, or to find other accredited facilities you may call 1-800-424-2460

Write to:
NAEYC
1509 16th Street, N.W.
Washington, DC 20036-1426

Or visit the website at: www.naeyc.org