

Roseville Lutheran Childcare Enrollment Contract



1200 Ryan Avenue
Roseville, Minnesota 55113
(651) 488-7991
www.rosevillelutheran.org

This contract is made between the parent(s)/guardian(s) and Roseville Lutheran Child Care for the care of _____ (Name of Child), at the home located at 1200 Ryan Avenue, Roseville, Minnesota. Care shall begin on _____ (Date). The payment fee shall be \$ _____ per week, regardless of sick days, vacation, snow days, and holidays. Payment shall be on Monday morning prior to the week of care.

This contract may be terminated by either parent(s)/guardian(s) or Roseville Lutheran Child Care by giving a two-week notice in advance of the ending date.

Roseville Lutheran Child Care may immediately terminate the contract without giving any notice if the parent(s)/guardian(s) do not make payments when due or if the parents/guardian or child do not abide by the written policies.

The signature of the parent(s)/guardian(s) to this contract also indicates that they agree to abide by the written policies of Roseville Lutheran Child Care.

Mother/Guardian

Father/Guardian

Home Address

Home Address

Home Phone

Home Phone

Business Phone

Business Phone

Director _____ Date _____

Roseville Lutheran Church Childcare Policy



Roseville Lutheran Childcare Goals & Philosophy

The goals of the child care are to provide a supportive, nurturing environment in a Christian home setting with a balance on the emotional, spiritual, physical and cognitive development of each child.

We believe that every child is special and unique! We recognize that each child has individual needs as well. We will strive to work with you and your child to provide an atmosphere that is conducive to the growth of your child.

We are excited about our new ministry at Roseville Lutheran and we hope to offer nothing but the highest quality in child care to each and every child enrolled in our care.

A Personal Note From Sue:

I extend to you as parents a warm welcome and hope that your decision in placing your child in my care is always met with positive response.

I pride myself on more than 30 years of child care experience along with a natural talent and God-given blessing of caring for and working with young children. I will strive to make your child's early experiences happy and successful ones.

Please always feel free to discuss with me any concerns on your part.

I look forward to being able to share with you the excitement of watching your child grow, physically, spiritually, and emotionally at this very special time in their life!

Sincerely,

Sue Menier, Director

NOTE: References will be given upon request.

cell phone: 651-249-5260

Setting Age Appropriate Limits

Simple behavioral expectations need to be established while attending child care.

Caregivers will:

- 1) Tell children what is expected of them in a positive but firm manner.
- 2) Make sure that children understand what the expectations mean.
- 3) Apply the expectations consistently and appropriately.

Children are expected to (age appropriate);

- 1) Respect self, other children and caregivers.
- 2) Accept others' individual differences.
- 3) Accept the consequences of their behavior.
- 4) Let caregivers know of their needs.
- 5) Respect the home and its property.
- 6) Be considerate.

Behavior Considered Harmful or Inappropriate and Discipline Procedures

The following are examples of behaviors which are considered inappropriate and harmful: Any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, and inappropriate touching of a person's body. Children who demonstrate such actions will be warned once and if the behavior continues, a time-out will be used. (A child will be removed from the group and asked to sit alone for approximately 2-10 minutes, depending on age.) If a very young child needs direction, a very gentle but firm "NO" will be used. If any further action is needed, we will discuss it with the parent and work on a plan of action to remedy the situation. **ALL CHILDREN HAVE A RIGHT TO BE SAFE!**

Behavior Guidelines

Our discipline procedures are tailored to the developmental level of the children in our care. Caregivers are expected to model acceptable behavior, redirect children to use acceptable alternatives and to ensure that all safety measures are taken. Our primary goal as caregivers is to foster the self esteem of each child in our care.



Withdraw From Childcare

Before withdrawing your child from the child care program, a two-week written notice is required.



Days and Hours Of Operation

Your weekly rate provides for care Monday through Friday from 7:00 a.m. through 4:30 p.m. Parents are welcome to visit with us at any time during these hours.

NOTE: Children should not arrive before 7:00 a.m. and need to be picked up by 4:30 p.m. A late fee of \$5.00 per family for every 15 minutes or portion thereof will be charged and made payable at time of pick-up. If you are in an emergency situation and must be late, please notify us at 488-7991.

License Capacity

We hold a Group Family Day Care License through Ramsey County. Our license capacity is 14 children with two caregivers. Of the total children under school age, a combined total of no more than four shall be infants and toddlers. Of this total, no more than three shall be infants.

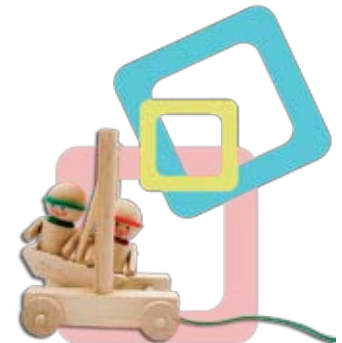
NOTE: A helper (age 13-18) may be used in place of a second adult caregiver when there is no more than one infant or toddler present.

Registration Fee

A \$40.00 non-refundable fee for each child enrolling for care will be charged at the time of enrollment.

Weekly Rates

Childcare fees are automatically withdrawn from your checking account on a weekly basis.



Vacation, Sick Days, Holidays, Snow Days

Roseville Lutheran Child Care is a non-profit organization which operates primarily on the tuition fees from each child. Therefore, it is essential that your fees be paid promptly and regularly. ALL DAYS ARE PAID REGARDLESS OF SICK DAYS, SNOW DAYS, HOLIDAYS, VACATION TIME, ETC.

Meals Provided

Family style meals and snacks will be provided. Caregivers will encourage conversation and appropriate table manners. Meals will be prepared in our kitchen. Special needs for medical and religious reasons will be supplied by the parent. Infant formula and baby food will be supplied by the parent.

Roseville Lutheran Childcare is accredited through the Wilder Food Program.

NOTE: We feel that your child's birthday is a special event! Please feel free to bring a special treat for the celebration.

Sleeping Arrangements

Children will use beds, cribs, mats or cots according to age appropriateness. Sleeping arrangements will be discussed with parents prior to enrollment. We ask that each child bring their own blanket from home for rest time.

Field Trips

Field trips offer children opportunities to visit new places and learn about the world around them. Parents will be notified in advance when a field trip has been planned. Parents will be responsible for any additional cost involved. Field trips are for children ages three years and older.

Diapers

Parents will provide diapers and wipes for their child. These can be brought on an "as needed" basis. For sanitary reasons, we will use disposable diapers only.

Toilet Training

Our toilet training procedures stress cooperation with the parents. We will not initiate toilet training, but will respond to your child's interest in such training. Parents are asked to share toilet training expectations with our caregivers to ensure consistency for the child.



Sharing Time

Children are welcome to bring items from home to share with the other children. We ask that you do not bring any items that depict that of a violent nature. These may include toys that resemble guns, knives, swords, or action figures. DVDs brought from home must be rated appropriately for the children in care.

Parent Communication

Please feel free to communicate any concerns you may have with our director. Parents are also responsible for notifying us if the child is to be picked up by anyone other than themselves. Children will not be released to anyone other than their parents without prior consent.



Challenge of Separation

Many children enter new situations with none or very little difficulty. For some, however, separation from the parent is more difficult. New situations are hard for many people, even adults, with all their experience and knowledge. Our caregivers will be sensitive and quick to give whatever help your child needs while making their new adjustment.

Outdoor Policy

Children will play outside every day, weather permitting. A guideline we follow in winter months is that the outside temperature must be 20 degrees or higher for outside playtime.

Learning Education

Roseville Lutheran Child Care follows the “High Reach Learning” Program which is geared for children ages two through five years of age. Our Caterpillars Program is designed to encourage exploration of basic concepts such as number, color and shape recognition. Age appropriate, fun-filled, hands-on activities help create a strong foundation upon which your child can build a world of knowledge.

We believe that learning is best facilitated in an environment which is challenging, hands-on, and, of course, FUN!!!

Holidays

Roseville Lutheran Child Care will be closed twelve days of the year. See insert.

Transportation

Roseville Lutheran Child Care has access to using the RLC van for special outings. Parents are responsible for leaving at the home age-appropriate car seats for their child, when such outings are planned.

Medical Records and Forms

All forms necessary for enrollment need to be completed before your child’s first day. No medications will be given without permission from the parent.

Parking

To ensure the safety of all children, we ask that you park in the church parking lot adjacent to the home when dropping off and picking up the children. Also, please use the back door when entering or leaving the home.

Severe Weather

Roseville Lutheran Child Care will follow the same method of closings as Roseville Area Schools. Listen to WCCO Radio AM 8-3-0 for closings, delays or early dismissals. If tornado sirens are sounding, we will use the lower level of the home.

No Smoking

We are a smoke-free environment. Smoking in the home or on the property is not permitted.

Insurance

Roseville Lutheran Childcare is covered by an insurance policy.



Illness

Roseville Lutheran Child Care and the Minnesota Department of Human Services have established guidelines to protect your child, the other children and the caregivers. If your child needs to be excluded from care, it is your responsibility to find alternative care.

Parents will be contacted to pick up any child who appears to be ill. This includes severe diarrhea, temperature of 100 degrees or higher, vomiting and/or rash not associated with diaper rash. Until the parent arrives, the child will be provided a quiet area excluded from activities with other children. Parents will also notify the director in the event that your child has a diagnosis of a serious or contagious illness.

Parent Notification of Illness or Accident

In the event that your child becomes ill while at day care, we will attempt to reach a parent to pick up the child. If the parent cannot be reached, we will contact one of your authorized persons to do so.

Our caregivers have been trained in first aid and C.P.R. In the event of an accident creating a need for medical attention, we will proceed as follows:

- If the accident indicates immediate emergency treatment, we will proceed by calling 911 and then contact the parents.
- If less serious, we will administer the necessary first aid.

Absences

Parents must notify us if their child will be absent for any reason.

It's The Law

As a licensed provider with Ramsey County, we must report to the agency any suspected physical or sexual abuse or neglect of a child.