

Sunflower Child Care Policies

www.sunflowerchildcarecenter.com

www.nataliesunflower.com

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Sunflower opens at 8.00 A.M. and closes at 6 P.M.SHARP. Early bird drop off is at 7:45 A.M. We must be notified in advance. Departure from 6:00 P.M. incurs lateness charge. The late fee is \$10 every 15 minutes starting at 6:00 P.M. Late fees are payable directly to caregiver at pick-up.

We provide Part-time and Full-time schedules. Our Part time daily schedule is divided in two 5-hour blocks. First block is from 8 A.M. to 1 P.M., second block is from 1 P.M. to 6 P.M. Full time is considered to be at least 8 hrs.a day

CATEGORY FEES :

- AA. 10hrs/week – \$629 a month – \$14.5 per hour
- A. 15 hrs/week – \$865 a month – \$13.3 per hour
- B. 20 hrs/week – \$1153 a month – \$13.3 per hour
- C. 25 hrs/week – \$1310 a month – \$12.1 per hour
- D. 30 hrs/week – \$1494 a month – \$11.5 per hour
- E. 35 hrs/week – \$1652 a month – \$10.9 per hour
- F. 40 hrs/week – \$1782 a month – \$10.28 per hour
- G. 45 hrs/week – \$1888 a month – \$9.68 per hour
- H. 50 hrs/week – \$1966 a month – \$9.07 per hour

You must choose a category and commit to a category and to the hours you apply for. If you need another number of hrs. a week, different from given in the timetable, (for

example:16 or 37 and so on) please contact us for the monthly fee.

The monthly fee is a flat fee and will reflect 52 weeks a year divided by 12 months. In order to reduce your category or change the hours **Sunflower** must be notified one month in advance in written form. The form for request of schedule change can be found on our website.

You will be billed monthly. If you bring or pick up your child at time beyond your schedule you will be charged extra, 1.5 of your hourly rate. Extra hours/extra day: 1.5 hourly rate.

Invoices are due on the 29th of every month for the following month. Extra hours for the month will be added to your following month invoice. (For example: The extra hours for May will be added to July's invoice. A \$25 late fee charge will be added to invoice if payment is not on time. A \$25 fee is for bounced checks. After two bounced checks your payment will be accepted in cash only.

PROMPT PAYMENT IS GREATLY APPRECIATED!

Payments are non-refundable. One-month deposit (cash only) and first month payment are required upon enrolment. Deposit is refundable with 2 month written notice or can be applied to your last month payment (with two month notice).

Your deposit is forfeited with less than 2 month notice. Deposit will be refunded within a 3 month period after departure from **Sunflower**.

The fee remains the same regardless of absences, holidays or vacation.

Transition: **Sunflower** will schedule 1 or 2 transitional weeks before child starts his/her regular schedule. Transitional fee is **1.5 hourly rate**. As we request first month payment upon the registration, you will receive the prorated bill on the third month of care. (For example: If the first month in day care was in September, pro-rated fee will be for the month of November.)

Vacation: The fee remains the same.

Absence: The fee remains the same.

Summer Vacation: Sunflower must be notified by the beginning of May if you will be reducing the hours for July and August or taking summer off. If you are taking summer off you will be charged 50% of your monthly fee for July and August. Also September's fee will be added to July's statement.

Holidays:

Sunflower is closed: New Year's Day, Christmas Day, Martin Luther King's Day, Presidents Day, Columbus Day, Thanksgiving weekend, Memorial Day, Labor Day, and 4th of July. We will be close on Monday if holiday falls on weekend. Christmas Eve and New Years Eve we close at 4 P.M. The monthly fee remains the same.

Recess:

We will notify you in advance. It will be 2 days in August. During recess staff are required to attend trainings or complete administration tasks.

THE MONTHLY FEE REMAINS THE SAME.

Inclement Weather: In case of inclement weather, **Sunflower** will follow the Public School schedule. Please listen to the radio or TV in the early morning hours for announcements of School closing. If NYC schools are closed, so is **Sunflower**. If schools open late we too will follow suit.

If inclement weather occurs during NYC school break, please use your best judgment. Also you can check our website's announcements where we will keep you informed.

Parents must furnish diapers, wipes, ointments, and a full change of clothes, formula and baby food (for infant care). Please label all your child's belongings.

Sunflower provides meal for children eating solid foods. Most of the food is organic and /or natural.

We provide pre-k curriculum for toddlers. And additional classes: music and movement. Art is always present.

Our ratio is 3-4 adults for 10 children under 2 yr. and 2 adults for 12 children over 2 yr.

You will be allowed unlimited and on demand access to your child.

In accordance with the NYC health code all children must be current with their immunizations and a copy of these immunizations must be kept in our files at all times. All records will be kept confidential.

Medical forms must be updated yearly. Parents are responsible to update child's medical record every year during the doctor's appointment after child's birthday, and inform providers about any health changes.

PLEASE do not send your child with a contagious illness. Please refer to the sick policy on the home page of our website. We will not admit any child with fever, persistent cough, unexplained rash or other obvious contagious illness! Children with running nose, on antibiotic treatment may attend.

People chosen for your child's emergency contact list need to be notified. Always keep your child's emergency card information up to date.

Sunflower can not administrate any medicine.

At any time, we may add or change any term of the Policy. We will give you notice of any changes and tell you when and how the change will take effect.

By signing this Policy, I/We the Parent(s) of

hereby and agree to all of the terms, aspects of the above-stated contract.

Signature of

Parent(s) _____

Signature

Printed Name

Date

DAYS ATTENDING: MON / TUES / WED / THURS/ FRI (circle)

HOURS: FROM _____ TO _____

MONTHLY PAYMENT _____