

Description of Facilities

We are a non-profit organization; therefore, our financial operation depends entirely upon the weekly tuition. Our purpose is to serve the community by providing a safe, informative, educational and happy environment for your child. The center is open to all children who may benefit from our type of program. The children must be at least 2 years old and must be toilet trained. Children cannot be over 12 years of age. You are welcome to visit our facilities at any time.

Saint Anthony's Day Care Center is run and operated by the Saint Anthony's Maronite Catholic Church. It is exempt from Licensure. However, religious freedom of every child is respected. We do not teach religion. However, children are expected to say some form of blessing before each snack or meal. The major religious holidays and holy days are celebrated in a non-denominational atmosphere. No child will be discriminated against because of religion, race, creed, nationality etc...

I. Programs Available

A. Pre-School Program (ages 2-5)

This program consists of

1. Concept Development Experiences: sorting, sizing, memory and matching games, following directions, recognition of numbers, counting and alphabet with the ability to write name, numbers, etc.
2. Communication Experiences: ability to speak distinctly, understand good and bad behavior, recognition of animal sounds, singing, etc.
3. Fine Motor Skills: using scissors, coloring within lines, buttoning, zipping, etc.
4. Gross Motor Skills: balancing on beams, skipping rope, catching and throwing a ball, etc.

After-Kindergarten Care

This program provides continuing development of skills and safe, supervised play.

B. After-School Care

This program provides a quiet area and help in completion of homework and safe, supervised play.

II. Enrollment

Saint Anthony's Day Care Center does not offer part time-time enrollment. Please note that if your child is enrolled with us, he/she is considered full time even though he/she may attend one or two days a week Full time tuition is due.

III. Registration

The following five forms will be given to you:

- A. Parent's Guide: Please read and keep as this will answer most questions you may have. Attached to the Parent's Guide is a Tuition Schedule and a form you must sign and return.
- B. Medical Form: Must be completed and signed by your physician before the child can be enrolled. Dates of immunizations must be filled in and not just checked off. Please note that this form has a place for your signature also.
- C. Personal History of the Child: This form is confidential and is used as an aid in helping your child adjust to his new surroundings.

- D. Parent's Agreement: Read carefully, sign and return.
- E. Application for Enrollment: All telephone numbers must be exact. Any errors could mean a delay in contacting you should your child need immediate medical care.

NOTE: *All forms, excluding the Parent's Guide, must be returned before your child can be admitted. An interview with either the Administrator or the Director, before your child can be admitted is required.*

IV. Financial Arrangements

- A. All weekly tuition is due and payable each Monday or Tuesday in advance. If the tuition is not paid on Wednesday by 9:00 a.m., a late charge of \$10.00 will be due. If by Thursday, we still have not received the tuition including the late charge, we will not accept your child. If the parents or guardians of an afterschool child fail to notify the Center (by no later than 10:00 A.M.) That there child will not be attending Day Care that day and he/she does not need to be picked up from school **There will be a \$25 charge**
- B. All tuition is paid weekly, there is no monthly tuition. Financial arrangements are made with the administrator only.
- C. When enrolled with us, you are responsible for tuition in full even though your child may only attend 2 days that week due to illness, or circumstances beyond our control (inclement weather, snow etc.
- D. All children enrolled in the Kindergarten and after-school programs will be required to pay extra for care with us if their school is closed for holidays, spring vacation, Christmas vacation etc. Please inquire in advance about the fees charged if your child will be with us on those days. If during these holidays your child does not attend and vacation time has not been approved then you are still responsible for regular tuition.
- E. Special arrangements require the approval of the Administrator. Please call 270-7234 for an appointment with him.

V. Registration Fee

- A. **Pre-school:** The fee is \$50.00 upon enrollment and annually thereafter. This fee is due each year on or before the first of September. (Registration fee is not refundable).
- B. **After-school or Summer Camp:** The registration fee is \$150 for Summer Camp and annually thereafter, due the first of June. This registration fee will not be charged again in September if your child remains in the Kindergarten or After-School program. (Registration fee is not refundable). Summer Camp Registration will be determined annually based on the program. After School registration for the duration of the school year is \$ 50.00 payable annually in September. This registration is only for those who do not attend our Summer Camp Program.

VI. Tuition:

- Pre-school: \$150.00 per week
- After-school: \$ 80.00 per week
- Extra days: \$ 10.00 for a day or half day. If your child attends 3 or more days a week due to school holidays or closure, then full time tuition applies.
- Summer Camp: \$150.00 per week

These tuitions are due in full even if a child attends **One Day a week**. We do not offer part-time enrollment.

VII. Hours of operation and Holidays:

The Center is open from 7:15 a.m. to 6:00 p.m. Monday through Friday. For more information, please, call 270-7234 or 346-1162.

We observe the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas day and day after Christmas. We close at 2:00 pm on Christmas Eve and at 2:00 o'clock on New Year's Eve. **There is no reduction in fees for these holidays.**

Pre-School schedule

7:15 - 9:00:	Arrival
9:00 - 9:30	Music/Outside play
9:30 -10:00	Morning Snack
10:00 -11:15	Circle/Project time
11:15 -11:45	Outside play
11:45 - 12:30	Lunch/prepare for nap
12:30-2:30	Nap
2:30 - 3:00	Afternoon snack
3:00 - 4:00	Class room play
4:00 - 6:00	Outside time/prepare for dismissal

After School Schedule

2:30 -3:00	Arrival/ outside play
3:00 -3:20	Snack
3:20 -4:15	Home work time (free play)
4:15 -6:00	play time (inside/outside)

VIII. Vacation Days

Each family is allowed one week of vacation each year which will be tuition free. The year is from September 1, to August, 31. For the After School program the year is from September 1 to the last day of the school year in June. Before your child takes vacation, written notice must be given at least two weeks in advance. If written notice is not given, tuition will be due. Please note that vacation is to be taken in increments of one week. Tuition is still due if vacation is not approved or already used even though your child may not attend.

IX. Emergency Care And Accident Insurance:

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will call an ambulance. It is in your child's best interest that you keep us up to date on emergency phone numbers. Please note that licensing regulations require at least 2 emergency contact persons.

Saint Anthony's Day Care Center carries a supplemental Insurance on all children enrolled. If your child is injured while under our care and needs medical attention our insurance policy will pay whatever your insurance company does not pay. All insurance forms must be obtained from the Administrator's office. It is your responsibility to make sure all unpaid invoices and medical charges are in order. For more information, please call the Administrator at 270-7234.

Plan of action:

Minor injury:

The supervising teacher is to make sure that first aid is administered and that no further harm is present. The Supervising teacher is to fill out the accident report and give it to the Program Director or the Assistant Director. A copy of the Accident report will be given to the parent or legal guardian of the child and the original will be kept in our files after the parent or legal guardian signs it.

More Serious Injuries:

If the Injury is not too critical:

1. First aid is administered first and then the following steps are taken:

The parents or legal guardian are called.

If we can not locate any of the parents, the emergency contact people will be called.

If we cannot locate the emergency contact people, we will attempt to call the child physician waiting for his/her instructions.

If the physician cannot be located, then the Program Director and or the Administrator will either take the child to St. Mary's Emergency Room or call the Rescue Squad.

2. If the Injury is too critical: (*Blood is visible*)

In case of a critical injury, the Program Director and or the Administrator will call 911 (or Emergency Rescue Squad) and the child will be taken to St. Mary's Emergency Room. (First aid will be given as much as possible while waiting for the Emergency Medical Squad)

Once the Child is at the Emergency Room, the Parents or Legal Guardians will be called.

X. Health

Please notify us as soon as possible if your child will be absent due to illness, etc. Also, we must be notified at once if your child has a communicable disease. If your child becomes ill during any part of the day with the following: fever, vomiting, diarrhea, unidentified rash, swollen glands or contagious conditions, we must send your child home. If you cannot be reached, we will contact your emergency contact persons or physician.

These conditions also apply when bringing your child, as we cannot accept any child that is ill.

After-schoolers who remain home from school due to illness, must not be brought to the Center. We cannot provide baby-sitting services for sick children.

All children and staff are required to wash their hands after or before the following:

- Before Meals (Snacks and Lunch)
- When they return inside from playground
- After using the restroom
- After contact with nasal or oral secretions, etc.

Sick Policy:

Children may not be at the center on any day that they have had a:

Fever of over 100 degrees axillary or 101 rectally within the past 24 hours. Children who have had Tylenol within the past 2 hours and whose temperature is 99 degrees axillary or 100 rectally should not attend the Day Care Center.

Generalized Rash which is not a result of a food allergy or a contact dermatitis.

Diarrhea (3 stools in several hours, which is not a result of the child's normal pattern or a result of food/drug reactions)

Vomiting which is not a result of a mucous triggering the gag reflex.

Nasal Discharge with a yellow or green color.

Children with **Ear Infections** may attend the Day Care Center after receiving **Antibiotic** therapy for 24 hours.

Children with bacterial **Conjunctivitis** may attend the Day Care center when there is no longer **drainage** from the affected eye after treatment with antibiotics. Children with Conjunctivitis due to viral organisms should remain at home until the conjunctival redness has subsided.

Please report to the Office if your child has been exposed to or shows signs of any **Communicable disease.**

Our Sick Policy is designed to protect **All** of the children enrolled in the Day Care Center and to promote the highest level of health possible. Your adherence to these policies will benefit everyone. Your children, others' children, you as parents, our staff and your employers will all benefit if we can reduce the incidence of illnesses in the Center; and **we can with your help and cooperation.**

Remember: Any child who is sent home from the Day Care Center with an illness cannot return for a full 24 hours after resolution of symptoms. Any Child who is sent home from school with an illness cannot attend the Day Care for a full 24 hours after resolution of symptoms.

Lice Policy

No child will be admitted to Center if knits are found. Parents must notify the Center if their child has lice (knits). If a child at Center has lice the following steps will be taken:

- 1) Every child will be checked will be checked on a daily basis. Child with knits will not be admitted
- 2) All nap belongings must go home and be washed each night
- 3) If knits are found on an afterschooler after being picked up from school, the Center will notify parents and they must pick child up and be treated.

XI. Arrival and Departure

- A. We are open daily from 7:15 am until 6:00 pm. If you arrive before 7:15 am you may have to wait in the parking lot until the doors open at 7:15 am.
- B. If the Child is not picked up before or at 6: 00 p.m. there will be a late charge of \$10.00 for the first 5 minutes or any fraction and \$2.00 for every minute thereafter. Please note that after 20 minutes (6:20 p.m.) The emergency contacts persons will be called. After 30 minutes (6:30 p.m.) we will call the Police or Henrico County department of Social Services.
- C. No child will be admitted or released between the hours of 12:30 and 2:30 p.m. any day as this is nap time.
- D. For the safety of your child, please park around the circle in front of the Social Hall, hold your child's hand to and from the Center. In case of extreme weather (Snow, Ice, Etc...) you may use the entrance between the Church and the Center. Child can only be released to a responsible person and must be signed in and out each time. **DO NOT ALLOW YOUR CHILD TO LEAVE YOUR VEHICLE OR THE DAY CARE WITHOUT YOU.**

XII. Authorization to pick up child

No child will be released to a person not authorized by a parent to pick the child up. We must have written authorization for changes in this respect. We reserve the right to ID every person

Report of Child Abuse:

The Staff of Saint Anthony's Day Care Center are required to report any suspected signs of child abuse. If there are any signs of suspected child abuse, the Administrator, after being informed by the Program Director, will contact the Department of Social Services.

Missing Child:

In case of a missing child, staff members will report it immediately to the Director who in turn will inform the Administrator. The Director and/or Administrator will check the building and area around the Center (playground, walkways etc...) If the child is not found, the Director or Administrator will call Henrico County Police Department. Once the Police has been notified, the Administrator will call the child's parents. The staff member involved in the incident is to document what happened immediately and a complete report is to be on the Administrator desk before the staff member leaves for the day.

XIII Speed Limit

Please maintain a speed limit of no more than 15 miles per hour while on the premises. Portions of our grounds will be blocked off for the safety of your child.

XIV. Nutrition

- A. We serve a mid-morning and afternoon snack of juice and crackers or fruit.
- B. Lunch menus are posted on the bulletin board in the kitchen area and on the parents board. You may request a copy from the Program Director if you wish.
- C. Snacks and lunches comply with State regulations.

XV. Food Brought From Home

Under normal circumstances no food is to be brought from home. On special occasions the administrator alone can make exceptions. In case of an exception the following procedures will apply:

- 1. The food must be store bought (the same day, a clear proof should be provided)) and brought in the original container.
- 2. At least one week's notice must be given before food can be brought to the center. The note must include the type of food, quantity, and the reason.

XVI. Birthdays

We celebrate birthdays during morning snack period, the first Tuesday of every month, for all the children. No food or cake or etc.. Can be brought from home. We supply the baked goods and juice.

XVII. Safety Rules For Clothing For All Children To Follow

- A. Long skirts should not be worn to the center because of the potential danger for the child to trip over or get caught on something with the skirt.
- B. Dress-up clothes such as high heels, frilly skirts, large hats and neckties should be worn only indoors, not on the playground.
- C. Open-toed sandals, flip flops, and slippery dress shoes should not be worn to the center because of the potential to slip, trip, or stub toes while playing.
- D. Please label all outer garments including hats and boots.
- E. Please have a complete set of extra clothing for your child in case of unforeseen accidents.
- F. Each pre-school child is assigned a cubby and all personal belongings need to be stored in the cubby upon arrival. Each afterschooler is assigned a desk and all personal belongings need to be stored upon arrival. All personal belongings need to go home before departure. Sleeping bags and sheets have to go home every Friday

(Dress Up clothes may be worn only on special occasions and always as approved by the Director)

VIII. Toys

- A. Toys may be brought from home only with written permission from the administrator.
- B. Toys which shoot projectile objects should not be brought to the center.
- C. Electrical toys that get hot or need to be plugged in should not be brought to the center.
- D. Toys that can cause any psychological harm to the concerned child or any other child in the center, such as war toys, mutilation toys or toys that give a distorted image of the human being should not and will not be accepted in the center. If such a toy appears in the center, a staff member will securely lock it in a designated area and return it to the family at the end of the day.
- E. Excessively noisy or dangerous toys should not be brought to the center.

XIX. Medications

- A. Both prescription and non-prescription drugs require written authorization from the parent before they can be given to the child in the center. (Please bear in mind, that without written authorization from the family, no medicine will be given at any time.) Non-prescriptions given over a longer period of time may also require a physician's authorization. (Written authorization, not a phone call.)
- B. All medicine shall be labeled by the family with the name of the child, the medicine, the dosage and time to be given.
- C. Any medicine to be given at the center should be in the original container with the label attached.
- D. Medicine will be stored in a special area.
- E. All medicine shall be returned to the parent at the end of the day. (Please remember that we can not and will not keep medicine over night.) If your child needs to have the medicine given over a longer period of time, you may have to either re-sign the same form or sign a new one. No medicine will be given without the proper authorization. It is your responsibility to make sure the proper authorization is given.
- F. Any medicine with fever reducer will Not be administered.

XX. Safety Rules Away From The Center

- A. Field Trips. Whether parents are driving or the children are going by van, the following procedures will be followed:
 - 1. A written authorization from the family must be turned in, so the child can go on a field trip. All permission slips must be returned before your child can accompany us on any field trip. While on field trip, all children will wear a name tag with the Center's name and phone number on it. Saint Anthony's Center provides car seats for Kindergarten children

2. For children under the age of 6, the family is to provide the center with a car seat, which will be returned at the end of the day. No authorization, no field trip. No car seat, no field trip. The Buddy system is used and roll is taken often. The staff member in charge of the field trip is to make sure, she has all pertinent emergency files, (children's emergency files, Center's phone numbers, first aid kit, and attendance sheet).
3. The children are not to bring any food items from home.
4. A field trip may require an additional charge.
5. In case of a missing child on a field trip, the same procedures (as in missing child at center) will apply.

B. School Pick Up:

If we pick up your child from school the following procedures will apply:

1. The driver is to make sure all children are safely secured in their seats and using the seat belts.
2. The driver is to make sure all doors are securely locked.
3. the Driver is to obey all traffic rules and speed limits. Please report any violations to the Administrator's office (270-7234)
4. Children are expected to remain in their seats at all times and don't become a distraction to the driver. You will be notified if your child does not respond to the directions of the driver. If, however, the problem is not resolved we reserve the right to refuse picking him up .

Communication while on Field Trips:

The vehicles are equipped with Cellular phone. In case of an emergency the staff can be in touch with Administrator and proper authorities if need be.

Play Ground Safety Guidelines

A. Outside Safety Guidelines

1. Climbers must use both hands to climb.
2. When using the slides, the children must go up the back and down the front with their feet first. Only one at a time on slide.
3. When using the swings, give a push but encourage the child to swing himself.
4. Sandbox: Sand must stay in sandbox.
5. Digging: To be done only at specified areas.
6. No shoving or pushing on slides, swings and in sandboxes.
7. Teachers are to position themselves in different parts of the playground where all children are within immediate reach (gate, slides, swings, monkey bars.. Etc.. For Afterschool playground teachers are to be present where the children are playing)
8. The Maintenance crew is to inspect the playground equipments weekly and any minor repairs to be done. Mulch is to be raked under equipment weekly. Sandbox to be checked weekly and sand will be added if needed.

B. Inside Safety Guidelines

1. Children should walk inside; no running.
2. Blocks should be built only as high as the child's head.
3. Toys are to remain in specified areas.
4. Help the children put toys and materials away at clean up time.
5. Make sure children do not misuse toys.
6. Help the child take good care of books.
7. While eating or snacking, if a child spills food or water on the floor, help him clean up.
8. No hanging on doorknobs.
9. Make sure the child does not have the opportunity to play with anything that might be hazardous to his health. These include electrical outlets, scissors, sharp edged paper cutters, etc.

XXI. Fire Safety

Each month the center is required to conduct an emergency evacuation drill with the staff and children. However, in case of a real fire, the main responsibility of the staff is to make sure all the children are out of the building immediately, and then call the fire department. The fire department, after assessing the situation, will decide whether the children should remain in the building for the rest of the day.

Fire and Disaster Evacuation Plan:

If a fire is spotted in the Center, the person who discovers the fire is to sound the local fire alarm.

The program Director is responsible for removing the sign-in sign-out sheet and all necessary documents containing the phone numbers and emergency instructions for all the children enrolled. In the Director's absence, the assistant program director is to take charge.

The teachers are responsible for getting all the children enrolled out to a safe location. Please note that this location is the Covered pavilion located at the eastern edge of our property.

Benefits of this location:

The pavilion is safe and away from fire even if the fire is to spread out of control. It is always open and available, and does not require a special key to open the door. Covered, it offers protection and shelter from any inclement weather.

Staff's role and responsibilities:

All staff and new staff will be made familiar and aware of the evacuation plan.

Staff and children will evacuate immediately upon hearing the alarm.

Precautions:

Keep the children as calm as possible.

Keep all the children together in a group.

Remind children to walk as they exit the building.

Close all classroom doors.

Make sure no children are in the bathrooms or hallways.

Reassure children of staff presence and their safety.

Take attendance sheet as the Director exits the building.

After the evacuation is completed, the Director or her assistant is to check the attendance sheet (Sign-in sheet) and count the children. Therefore it is imperative that you sign your child(ren) in and out everyday.

A staff member (preferably director or her assistant) is to call the fire department (911).

No one is to re-enter the building until the proper authority has deemed the building safe.

If the Fire Department deems the building unsafe, either you or your emergency contact person(s) will be called and asked to pick your child up as soon as possible.

In Case of Severe Weather (Tornado)

The Director is responsible for the emergency plan. In case of her absence the Assistant Program Director takes charge.

During the Tornado Season, the Director and her Assistant will serve as weather spotters and will be particularly alert to any drastic changes in weather. (dark, rolling clouds, hail, driving rain, a sudden increase in wind etc.)

During threatening weather, either the director or her assistant or any staff member designated by the director will monitor commercial Radio Stations for announcements of Tornado warnings.

In order not to confuse the children between a fire alarm and tornado alarm, the local alarm will not be used. Instead, the following procedure will apply:

The Director or her Assistant is to alert each classroom separately.

Children will be taken to shelter. The shelter for Tornado will be either in the hallway of the Center away from any windows, protected by two interior walls, or in case of a severe emergency, in the back hallways of the adjacent church. In addition to being very close and easy to get to, it also offers the protection of at least two brick walls with no windows. It is also spacious enough to accommodate all the children.

While in shelter during a storm warning, children will assume protective postures during imminent danger, facing the Interior walls with knees and elbows on the floor and/or hands over back of the head if necessary.

In addition to the monthly fire drill, we will also have a monthly tornado drill.

Children will remain in the shelter until the warning has been lifted.

Tornado procedures for St. Anthony's Day Care Center's Van:

Neither St. Anthony's Van nor any other car will be driven during tornado warnings and will not leave the Center if a Tornado watch has been issued.

If the Van has already left and a Tornado watch has been issued, Van's driver is to monitor commercial Radio stations for warnings.

In the event of an approaching Tornado, the children shall be face down, hands over heads in a nearby ditch.

Shelter in ditch shall be far enough away to prevent the Van or any other objects from falling onto the children.

If a Tornado warning has been issued and a parent arrives to pick up a child, he/she will be advised to remain in the Center until the warning is over.

Precautions to Observe:

Same as precautions for fire evacuations.

XXII. Communication with Parents

The center is open for parents to visit and observe their children; however, the parents are not to take that privilege and turn it into a social hour with the staff members.

METHODS FOR DISCIPLINE

A. Acceptable Methods

1. Always remember that the expected behavior shall be on the child's level; therefore, do not expect the child to act as if he was an adult person.
2. Limits and rules shall be appropriate and understandable to the children to whom they apply.
3. Discipline shall be fair. If a child misbehaves in a way that is not appropriate to his age and after explaining to him/her what he did wrong, will be asked to stay by himself for a short period of time. If the problem persists, the staff member is to raise the question with the administrator of the center (the pastor of the church), and he alone will decide how to inform the family and discuss the problem with them.

B. Unacceptable Methods

1. A staff member shall not shake the child at any time.
2. A staff member shall neither force nor withhold food from a child; however, the child will not be allowed to choose his own menu if he does not like the food offered. (in case of a medical necessity, the administrator will discuss the case with the family).
3. A staff member shall neither force a child to nap nor withhold naps from a child; however, the child is expected to be in the nap room and remain quiet while the other children are napping. (If he becomes a problem for the other children, refer to the acceptable methods of discipline).
4. A child shall not be punished for a toileting accident; however, if the problem persists, the staff member is to inform the administrator, and he will take up the matter with the family.
5. Verbal abuse of the child or a child's family shall not be used. This includes belittling remarks or gestures.
6. Physical punishment or disciplinary action to the child's body are prohibited.

XXIII: Termination Policy

A. Termination may become necessary if:

1. tuition is not paid. Only the administrator can make arrangements with you.
2. the child does not respond to any accepted discipline and the parents do not cooperate.
3. the parents continuously ignore all rules and policies set by the center.

- B.** In case of termination, the administrator is to give three day notice to the parents. However, if for some reason the parents, whether voluntary or involuntary, you decide to withdraw the child from

the center, a two weeks written notice is required. If you fail to notify us in writing, the normal tuition fee will be applied.

*****Any comments or questions regarding the care of your child or financial arrangements must be directed to the Reverend Pastor of St. Anthony's. Please not that neither the Director nor the teachers can make any special arrangements regarding this issue.*****

Organization Chart

Administrator

Director

Assistant Director (if any)

Teachers

Parents Agreement:

We will present a Health Certificate from our child's pediatrician on or before the first day the child attends school.

We will cooperate with the school in seeing that our child is in good health each day he/she attends school.

We will immediately report any known exposure to any contagious disease.

We will attend requested conferences to discuss the development of our child.

We understand that there will be a registration fee (\$50.00 for pre-school, \$12500 for summer camp. (Summer Camp registration is adjusted annually based on the program offered) in addition to weekly tuition. Registration is paid annually. We also understand that weekly tuition is paid each Monday morning in advance. If by Wednesday morning (before 9:00 a.m.) weekly tuition is still not paid then a late charge will be due. Late charge is \$5.00 per account per week.

We also understand that if tuition is not paid then St. Anthony's reserves the right to terminate the enrollment of our child as set forth in the parents guide concerning termination policy.

Tuition is due except for withdrawal (Withdrawal must be in writing at least Two Weeks in Advance) because of out of town transfer or extended illness (in case of an extended illness a physician's note to that effect is required). If the child is not withdrawn his/her tuition will be paid as scheduled. A Two Weeks written notice is required in advance for vacation as well as for withdrawal.

We understand that the Center is open between 7:15 a.m. and 6:00 p.m. Monday through Friday (save Holidays) and that no child will be admitted before 7:15 a.m. If the Child is not picked up before or at 6: 00 p.m. there will be a late charge of \$10.00 for the first 5 minutes or any fraction and \$2.00 for every minute thereafter.

We agree to comply with the rules regarding fees, health, clothing, opening and closing time and other items specified in the parents guide.

By signing this form we acknowledge receiving a copy of all the policies of St. Anthony's Center pertaining to our child. We further understand that no food, beverages, movies, toys.... etc. can be brought from home.

We grant our permission for the child to use all of the playground equipment and participate in all of the activities of the school.

We grant permission for the child to use the wading or swimming pool (according to age and ability) at the center. We also grant permission for the Child to accompany St Anthony's Day Care Center on Field trips as posted by the sign in sheets.

We grant permission to St Anthony's Day Care Center to take whatever steps, as outlined in the parents guide, may be necessary to obtain emergency medical care if warranted.

I, We, have fully read and understand the above terms and conditions and agree to them in their entirety.

Name of Parent or Legal Guardian: _____

Signature of Parent or Legal Guardian: _____

Date: