

SUGAR & SPICE CHILDREN'S ACADEMY

311 East Court Street

Seguin, Texas 78155

ph. 830-379-5437

Fax 830-379-5417

And

SUGAR & SPICE Children's Academy #2

3569 N. State Highway 123 By-Pass

Seguin, Texas 78155

ph.830-386-0694

Fax 830-386-0246

SUGAR & SPICE EARLY BIRDS

1360 C.H. Matthies Jr. Unit #1202

Seguin, Texas 78155

830-379-3433

PRE-ACCEPTANCE REQUIREMENTS

Prior to the first day of care, the following documents must be returned to Sugar & Spice signed, dated and correctly filled out by the child's parent, guardian, or responsible party:

- _____ Enrollment Information**
- _____ Physician's Health Statement (unless child attends school)**
- _____ Sugar & Spice Policy Guide**
- _____ Sugar & Spice Contract for Services**
- _____ Current Copy of Shot Record (must be up to date)**
- _____ Child Nutrition Program Application**
- _____ First week's payment and Collections Acknowledgment**
- _____ Discipline and Guidance Policy**
- _____ Copy of driver license of person signing Contract for Service**

POLICY GUIDE

1. Our hours of operation ;

(A) At 311 E. Court Street are 5:30 AM to midnight, M--F and 6:30 am to midnight on Saturday.

(B) At 3569 N. State Highway 123 By-Pass we are open 24hrs---7 days a week.

(C) At 1360 C.H. Matthies Jr. Unit 1202 hours of operation are 6:00 am to 6:30 pm M-F.

All three centers are open year round.

2. A full time payment includes up to 10 hours a day of care. A part time payment includes up to 5 hours a day of care. If additional time is needed, it will be \$3.00 for each additional hour. No discounts or reduction is allowed for holidays or absences.

3. There is an enrollment fee of \$15.00 per child or \$25.00 for a family of children. This fee is NON-REFUNDABLE.

4. A \$10.00 weekly discount will be given to full time multiple sibling families if the account is paid up to date. You will be charged full price for the youngest child enrolled.

5. All payments are to be made in advance on the beginning of each scheduled pay period. A payment policy will need to be signed and dated at the time of enrollment. Advanced payments may be scheduled to be paid weekly, BI-weekly, or monthly, . The payment policy that you designate will be your scheduled pay period. The responsible party will be required to pay the contracted amount that is listed on the "Contract for Services" whether your child attends on the scheduled days or not. You pay for what you contract for. If you would like to change your payment schedule or contract at any time a new payment policy contract must be filled out.

6. After each week of non-payment an automatic late payment fee of \$10.00 will be assessed to your account.

7. There will be a \$25.00 service charge for all returned checks.

8. A two-week prior notification of withdrawing your child from the facility is required. If no withdrawal notice is given you will be responsible for payment for those two weeks whether your child is in attendance or not.

9. After 12 months of full time continuous enrollment each family will have one week of vacation, sick leave, etc. that will be free of charge. Children will not be in attendance during this free week , but their spot will be saved. A 2-week notice must be given prior to vacation time to avoid charges to your account. You may choose when you would like for that week to be as long as Sugar & Spice has two weeks prior notification. The week that you request will be noted on your "Contract for Services" along with a parent signature.

10. If someone (HAS TO BE AN ADULT) other than the parent/guardian will be picking the child up we must see a photo id. of that person. The id. must match a name on the list of people who may pick the child up, otherwise we will not release the child to that person.

11. You will need to provide your child with a pillow and blanket for nap time. Children under two will also need a cup that has a lid and is spill-proof. Sugar & Spice will not be responsible for any items that are brought to the facility such as: jewelry, toys, etc. Please, label everything that your child does bring to the center to help prevent misplaced items.

12. Sugar & Spice cannot care for ill children. We must provide for the safety and well being of every child. Our sick policy is as follows:

a. If your child has an oral temperature of or greater than 100.4 and/or is accompanied by any signs or symptoms of illness we will ask that he/she not return until medical evaluation indicates that the child can be included in the facility's activities.

b. If your child has any signs and or symptoms of possible severe illness (2 or more episodes in 24 hours). Such as: uncontrolled diarrhea, vomiting, or a rash with fever, or any other we will ask that he/she not return until medical evaluation indicates that the child can be included in the facility's activities.

c. If your child should become ill or have an accident, which requires removal from the center, you will have one hour at the time of notification to pick up your child. If parent cannot be reached, staff will transport to an

emergency facility or call EMS or local emergency care unit.

13. Any medications brought to the facility must:

- a. be in the original container
- b. be labeled with the child's name on it
- c. be labeled with the date (if prescription medicine)
- d. include directions to administer the medication
- e. if prescribed, include the name of the physician prescribing the medication

14. In order for Sugar & Spice staff members to dispense any medications to your child the medication chart must be correctly filled out daily with a parent signature. Parents are responsible for keeping children's immunizations up to date providing Sugar and Spice with the most current shot records.

15. Sugar & Spice will offer breakfast (8:00 – 9:00), lunch (11:00 to 1:00), and PM snack (2:30 to 4:30). Children attending during the evening will receive supper between 6:30 and 7:30.

15a. Amendment: Parents that choose to bring their child's own food for meals and snacks have to follow the same USDA standards that the center is required to follow. Each child is required to have a specific portion of protein, bread, vegetables, fruit, milk and 100% juice according to age. Meal standards are available upon request.

16. All staff at Sugar & Spice are required to have 15 hours annual training in addition to maintaining current certifications in First Aid and Child/Infant/Adult CPR.

17. Sugar & Spice will not discriminate against anyone in regards to race, sex, age, religion, or color. Sugar & Spice is an equal opportunity employer and provider.

18. There is no services on certain holidays There is no discount or reduction in rates for these holidays. These holidays vary in each of the three centers. A list of holiday is available at each center.

19. Parents are welcome to visit their child's day care center to observe their child, facility operations and activities anytime during regular operational hours. Prior notice would be appreciated.

20. Parents may review licensing rules and reports by requesting them from office staff. Parents may also call the Texas Department of Family and Regulatory Services at 1-800-862-5252 or by visiting their web site at www.tdprs.state.tx.us. Melissa Hild is the current "Licensing Representative" for the Seguin area, and may be phoned at 830-401-5748 .

21. The child abuse hotline is 1-800-252-5400 or the local intake number for licensing is 210-337-3399.

22. All children that are 4 yrs of age by Sept 1st and are not enrolled in public school for the coming year will have a vision and hearing test within 120 days of enrollment.

23. During the summer months, your children will have opportunity to play in the sprinklers at the facility. Please, sign on the enrollment form whether or not your child is allowed to participate in this activity.

Any occurrences, which are contrary to this policy, will invalidate the policy & contract for services, and be cause for dismissal of the child/children from the program.

I will not hold Sugar & Spice, its employees, and/or owners liable for accidents or injuries on or away from the facility. I understand that Sugar & Spice is a child care facility and is upheld as a safe environment for my child. Sugar & Spice and their employees will do the best job possible to ensure the safety and well being of each child, while the child is in their care. I also understand that accidents and injuries can occur even under the closest supervision possible.

I understand I will be notified of any behavioral problem or discrepancy that my child may have while in care at Sugar & Spice. I will adhere in helping the staff with my child following the rules and regulations. Parents will be notified by posters about : communicable diseases, field trips, or any other pertinent information. Sugar and Spice provides transportation to and from Seguin ISD and Navarro Schools. During the summer months our facility also offers scheduled field trips when we transport children.

I understand that should I have any questions or concerns with policies or procedures that I may set up an appointment with the director/owner or person in charge at any time. Parents will be notified about any changes made to this policy in a timely manner.

I, _____, the parent/guardian of the below named child acknowledge receipt of the information above, have read and agree with Sugar & Spice's Policies.

In accordance with federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.
To file a complaint of discrimination, write the USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Please sign and return this page only.

CHILDREN'S

NAMES: _____

PARENT'S SIGNATURE: _____

FATHER'S SOCIAL SECURITY #: _____

FATHER'S LICENSE #: _____

MOTHER'S SOCIAL SECURITY #: _____

MOTHER'S LICENSE #: _____ **DATE:** _____

COPY OF Person's Driver's License Who Signed Contract For Service