

## "What you need to know when starting Childcare"

**We are a uniform facility; kids must be in uniform at all times. Uniforms must be purchased within 45 days of enrollment.**

- If you are on Catholic Charities your payments are due by the 5<sup>th</sup> of each month. You will pay \$10.00 weekly until payment is made in full X 2 weeks, then un-enrolled.
- Private pay must pay Monday of each week NO EXCEPTION! Your child/ children will be automatically dropped after 1 week. \$10 late fee will be applied on Tuesday
- Weekly payments are due rather your child attend childcare or not to hold his/her spot.
- Un-enroll a student requires a 2 week written notice or message via BW**
- Challenging behaviors are handled case by case
- All school age children between the ages 2-5 years will need to be in a classroom setting before 9:00 a.m. **Breakfast end @ 8 am NO EXCEPTIONS!!! WOC Staff is not required to stay with student if you are running late!!!**
- NO child can be left in childcare more than 11 hours daily.
- New parent's children getting settled into a new daycare takes from a few days to weeks create a goodbye routine and be consistent
- Unnecessary clothing and items will be returned to parent before departure
- World of Color is not responsible for children's personal items left, stolen or broken. All valuables should be left at home, that includes cell phones, tablets, jewelry, etc.
- Students must be checked in daily on sign-in/sign-out sheet and Brightwheel app **REQUIRED** your childcare depends on it; **parent you must download app**
- If your child has a special diet this includes lactose-intolerant students or medication. The director must be notified in writing with a doctor's excuse.
- Your child will need 2 complete changes of weather appropriate clothing to include underwear and socks.
- No hair beads or personal jewelry
- No open toe shoes
- Label all your children items with their first and last name
- Check with the front office for your child's school supply list.
- Drop off cut-off time is **9:00 a.m.** NO EXCEPTIONS unless your child has a doctor's excuse.
- You will receive an invite to register for Brightwheel for general communication, announcements and billing once your child is enrolled.
- Earliest Afterschooler's can be dropped off is 2:30 pm for any reason

- Riding daycare transportation van/bus driver leave promptly @ 6:45 am
- Transportation fee \$ 15 weekly CCMS does not cover these fees
- BISD school emergencies you will be responsible for picking up your student from school
- We follow BISD inclement weather school closures
- WOC ½ days transportation will ONLY be provided in the am you will need to make arrangements to pick up your student/s in the pm.

X \_\_\_\_\_

Parent/ Guardian Signature

X \_\_\_\_\_

Date