

DAY CARE POLICY STATEMENT
of
A Mother's Touch Early Education and Childcare Services, LLC
4300 Raeford Rd
Fayetteville, North Carolina 28314
910339.3553

Philosophy/Mission Statement

The purpose of A Mother's Touch Early Education and Childcare Services, LLC's facility is to vision is to illuminate the path of early learning excellence while nurturing a profound commitment to civil responsibility. We envision a dynamic educational haven where learning is not just an academic pursuit but a transformative journey that cultivates both knowledge and civic consciousness. Our goal is to inspire young minds to explore, question, and learn, all while fostering a deep sense of empathy and social responsibility. Through innovative and immersive learning experiences, we strive to equip our students with the tools and values necessary to become not only academically proficient but also compassionate and responsible members of society. A Mother's Touch is dedicated to crafting a learning environment that not only shapes bright minds but also cultivates hearts dedicated to positive community impact and lifelong learning.

Personal Background/Qualifications

Child care will be provided by the following individual(s) with the following qualifications:

Brook Fletcher: 17+ Years of childcare experience.
Associates in Early Childhood Education
Bachelors in Early Childhood Administration
Masters in Early Childhood Educational Studies
Education Specialist Degree in Early Childhood Education Lesson and Learning Implamentation

Age and Number of Children Accepted

A Mother's Touch Early Education and Childcare Services, LLC will care for a maximum of 20 children.

A Mother's Touch Early Education and Childcare Services, LLC provides care for children between the ages of Infant and 5 years. In order to provide quality child care services, A Mother's Touch Early Education and Childcare Services, LLC has established limits on the number of children in each age group as follows: Twenty children aged 1.5 to 5
10 in the 1 to 2 age group
10 in the 3 to 5 age group.

Hours of Operation

A Mother's Touch Early Education and Childcare Services, LLC will accept children from 0900 to 1300, Monday through Friday. Weekends per the need of parent (Will require an extra fee).

Drop in care is available from 0900 to 1800, Monday through Sunday.

Evening and weekend child care may be available on occasion through special arrangements.

Fees

Child care fees are strictly based on the scheduled hours of contracted child care services. A Mother's Touch Early Education and Childcare Services, LLC will not adjust child care fees for late arrival, early pickup, or missed days.

Fees for Full-Time Child Care:

Child care fees for full-time prescheduled child care are \$150.00 per week. Full-time child care is defined to be 20 or more hours per week.

Registration Fee:

A Mother's Touch Early Education and Childcare Services, LLC charges \$100.00 per child as an initial registration fee. This fee must be paid at the time the Day Care Contract is signed. The registration fee is nonrefundable and is not applied to any child care fees.

Fees for Unscheduled Child Care:

Child care fees for any unscheduled hours are \$0.00 per week, or if less than 1 week, are \$0.00 per day, or if less than 1 day, are \$15.00 per hour.

Past Due Payments:

Parents must pay child care fees on or before the 1st day of each week. Payments may be made by cash and credit card. Credit cards which will be accepted are: Master Card and Visa. If fees are not paid in full and on time, parents must pay a \$30.00 per day late fee. If fees are not paid within 2 days of their due date, the child will not be allowed to attend the facility until all amounts due are received in full.

Overtime Fees:

A Mother's Touch Early Education and Childcare Services, LLC will charge an overtime fee of \$5.00 per minute if a child is not picked up by the scheduled time. If a child is not picked up within 5 minutes of the scheduled time, the per minute late fee will start accruing from the scheduled pickup time. This overtime fee must be paid when the parent picks up the child.

Collection Fees:

If any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

Trial Period and Termination of Child Care Services

Trial Period:

The first two weeks of enrollment in A Mother's Touch Early Education and Childcare Services, LLC is considered a "trial period." Child care may be terminated by either the provider or the parent during this trial period without advance notice.

Termination of Child Care Services:

After the trial period has passed, child care may be terminated by the provider or the parent only by providing the other party with 2 weeks advance written notice. If the parent fails to provide 2 weeks advance written notice, payment for the 2 weeks or portion of such 2 weeks after such notice is still required.

A Mother's Touch Early Education and Childcare Services, LLC retains the right to terminate a child's enrollment without notice for the following reasons:

- A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
- A parent's behavior is threatening or abusive to the other children or providers at the care facility.
- Child care fees are 2 days or more delinquent.
- A child is absent for 2 days or more without reasonable explanation or payment from the parent.
- Giving child medication to hide illness that would require exclusion.

All terminations of this type can be made effective immediately.

Holidays, Vacations, Miscellaneous Closings

A Mother's Touch Early Education and Childcare Services, LLC will not provide child care on any federal holidays. The child care fees will not be adjusted for the holidays during which A Mother's Touch Early Education and Childcare Services, LLC is closed. In addition, A Mother's

Touch Early Education and Childcare Services, LLC will not provide child care on the following days: The day after Thanksgiving

Christmas Break - The week of Christmas until day after New Years

Spring Break (5 days) in April (1st or 2nd week of April)

Summer Break (5 days) in July whatever the week that falls on Independence day.

Fall Break (5 days) in October -will always be the week in which the 8th falls.

2 Professional Days a year (2 week notice will be given)

10 sick days a year that are paid closings.. The child care fees will be reduced proportionately for the days during which A Mother's Touch Early Education and Childcare Services, LLC is closed.

The parent is responsible for arranging for alternate child care for closings when the provider is attending training classes and for emergency closings due to severe weather. The child care fees will not be adjusted for such closings.

The parent must provide A Mother's Touch Early Education and Childcare Services, LLC with 4 weeks advance written notice of expected family vacations. The child care fees will be adjusted for the time period that a child does not attend because of a family vacation.

Program Activities

A Mother's Touch Early Education and Childcare Services, LLC will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

A child should not bring toys from home. Toy weapons, such as guns or knives, are absolutely prohibited. A Mother's Touch Early Education and Childcare Services, LLC is not responsible for lost or broken toys brought from home.

A Mother's Touch Early Education and Childcare Services, LLC will post a weekly activity chart, which will detail the activities for the upcoming week.

A Mother's Touch Early Education and Childcare Services, LLC may occasionally take the children on field trips. A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent in order to reimburse A Mother's Touch Early Education and Childcare Services, LLC for admission prices, transportation costs, and/or meal costs in connection with the field trip. If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care. The child care fees will not be reduced for the time period of the field trip for nonparticipating children.

At various times, A Mother's Touch Early Education and Childcare Services, LLC may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing A Mother's Touch Early Education and Childcare Services, LLC to engage in such activities with the child.

Meals

Meal times are as follows:

Lunch: 12 P.M.
Mid-afternoon snack: 3 P.M.

These meals will be served by A Mother's Touch Early Education and Childcare Services, LLC and are included in the child care fees.

Parents should inform A Mother's Touch Early Education and Childcare Services, LLC of their child's favorite foods. A Mother's Touch Early Education and Childcare Services, LLC may incorporate these foods into its menu.

Parents are not to send gum or candy.

A Mother's Touch Early Education and Childcare Services, LLC does not provide meals for children with special dietary needs.

All meals provided by A Mother's Touch Early Education and Childcare Services, LLC will comply with the United States Department of Agriculture's nutritional guidelines.

Toilet Training

A Mother's Touch Early Education and Childcare Services, LLC will assist with toilet training. However, the parent should first initiate the training at home. When training has started, the parent must supply training pants, pull-ups, or underwear with rubber pants.

Supplies

The parent is responsible for providing the following items to A Mother's Touch Early Education and Childcare Services, LLC for the benefit of the child whenever reasonably requested by A Mother's Touch Early Education and Childcare Services, LLC: Change of clothes, diapers, pull ups, and more.

In addition, A Mother's Touch Early Education and Childcare Services, LLC may request that the parent supply a specific item for the benefit of the child from time to time. If the parent has failed to supply the item within a reasonable period of time, then A Mother's Touch Early Education and Childcare Services, LLC may purchase the item and charge the parent for the reasonable cost of the item.

A Mother's Touch Early Education and Childcare Services, LLC will be responsible for providing the following items: All supplies needed for the morning preschool.

Medical Care Information

The parent must provide A Mother's Touch Early Education and Childcare Services, LLC with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to A Mother's Touch Early Education and Childcare Services, LLC prior to the child's first day of care.

If a child becomes ill, A Mother's Touch Early Education and Childcare Services, LLC will first try to reach the parent. If the parent cannot be reached, A Mother's Touch Early Education and Childcare Services, LLC may contact the child's physician.

In case of a medical emergency, A Mother's Touch Early Education and Childcare Services, LLC will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

Sick Child Policy

The goal of A Mother's Touch Early Education and Childcare Services, LLC is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made in the sole discretion of the provider.

This policy applies to the following symptoms:

- a. Fever of 101.1 degrees F
- b. Persistent diarrhea
- c. Continuous coughing
- d. Irregular breathing
- e. Unusual rashes
- f. Vomiting
- g. Yellowish color to the eyes or skin
- h. Swallowing difficulty
- i. Persistent and/or excessive crying
- j. Discharge from eyes or ears
- k. Excessive drowsiness
- l. Lice
- m. Communicable diseases
- n. Earache

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives.

A Mother's Touch Early Education and Childcare Services, LLC will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the child care facility.

The parent is expected to inform A Mother's Touch Early Education and Childcare Services, LLC of any illness or problem of a child that might affect other children at the child care facility.

The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the child care facility. Child care fees will not be adjusted for the days that a sick child does not attend the child care facility.

A Mother's Touch Early Education and Childcare Services, LLC will not administer prescription or over-the-counter medication to a sick child. All medications must be in the original container with the child's name on it.

Emergencies

Emergency telephone numbers are posted at each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans.

In case of an emergency, A Mother's Touch Early Education and Childcare Services, LLC will first try to reach the parent. If the parent cannot be reached, A Mother's Touch Early Education and Childcare Services, LLC will then contact the child's emergency contact person(s) as listed in the Day Care Contract.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by A Mother's Touch Early Education and Childcare Services, LLC with antiseptic and a bandage. A Mother's Touch Early Education and Childcare Services, LLC will inform the parent of the minor injury and the treatment provided.

Discipline

A Mother's Touch Early Education and Childcare Services, LLC will explain the rules of the child care facility to all children under its care, as appropriate. When a child understands the rules but chooses not to follow the rules, then A Mother's Touch Early Education and Childcare Services, LLC may discipline the child using age-appropriate techniques, which consist of the following: Time Out, Redirection, setting and defining limits and re-directing a child's attention. If necessary, A Mother's Touch Early Education and Childcare Services, LLC will discuss other options with the parent.

Substitute Child Care Providers

If A Mother's Touch Early Education and Childcare Services, LLC is temporarily unable to provide child care services due to circumstances beyond its reasonable control, A Mother's Touch Early Education and Childcare Services, LLC may, but has no obligation to, arrange for a substitute child care provider with qualifications similar to the provider's. A Mother's Touch Early Education and Childcare Services, LLC will use its best efforts to provide parents with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care.

Pickup of a Child

To ensure the safety of the children attending the child care facility, A Mother's Touch Early Education and Childcare Services, LLC has established the following procedures for the pickup of a child from its facility: Unless there is a court order a child will be released to anyone who is a biological parent. Anyone who is not a biological parent must present ID and be on the child's pick up list.

The parent must inform A Mother's Touch Early Education and Childcare Services, LLC in advance if someone other than the parent will pick up the child. If the parent has not provided A Mother's Touch Early Education and Childcare Services, LLC with such information, the child will not be released to the individual(s), and the parent will be notified.

Parent Participation

Parents are welcome to visit the child care facility at any time during which child care is provided and participate in any of the activities. Communication between parents and the provider is important in maintaining high quality child care. All comments and suggestions regarding services are welcome.

Children with Special Needs

A Mother's Touch Early Education and Childcare Services, LLC is willing to provide care for children with special needs.

Provider qualifications include:

A Mother's Touch Early Education and Childcare Services, LLC: First Aid and CPR Certified
SIDS Certified

Medication Administration Training

Experience working with children on the Autism Spectrum (high functioning as well as low).

AA in Early Childhood Education

BS in Early Childhood Administration

Masters of Science in Early Childhood Education Studies

E.dS Education Specialist Degree in the Study of Early Childhood

Future Enrollment

Payment of the registration fee will hold a child care spot open. A Mother's Touch Early Education and Childcare Services, LLC will not hold a child care spot open unless the parent has signed the Day Care Contract, completed all required forms, and paid the registration fee. The registration fee is nonrefundable if enrollment is cancelled.

Day Care Contract

The parent must review and sign the Day Care Contract prior to the child's first day of care.

Equal Opportunity

No child will be denied care on the basis of race, color, sex, disability, age, national origin, or religion of either the parent or the child.

Confidentiality

A Mother's Touch Early Education and Childcare Services, LLC will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

Child Abuse and Neglect

A Mother's Touch Early Education and Childcare Services, LLC will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

Child Care Regulations

A Mother's Touch Early Education and Childcare Services, LLC operates in full compliance with all state and local child care regulations.