



TERMS & CONDITIONS

Welcome to **Laurels & Garland School!**

Please find below the conditions and policies under which we operate. This form is mandatory and enrollment may not be complete until this form is signed and submitted together with all relevant documents to the school. A copy of this document will be kept in our records and a copy on your ward's file for references.

REGISTRATION & ENROLLMENT FEES:

A non-refundable set-up fee is charged upon registration of each child with a uniform pack of issued on the first day of school. All enrollment payments and processes should be concluded within 14 days of registration to avoid losing your spot to another parent. All charges are subject to change according to economic price changes.

A one-month notice with full-term balance (if payment for the term has not been completed) must be given if parent decides to terminate their contract. Failure to provide this will result in legal action being taken against the parents for default of payment of fees and breach of contract.

a) Payment Schedule:

Fees are payable in advance and are due no later than first day of the week the child is contracted for care. No exceptions are made for absences due to illness, vacation, or other reasons. You can always pay early. Payment is still due within the first week of the month. A fee of **₱10.00** per week will be charged on late payments.

b) Over-time fee:

A late fee will be charged for late pickups. This will be strictly enforced. If one-day (meaning 24 hours) prior notice of late pick up or early drop off was arranged late fee would be waived, but regular overtime charges will apply.

c) Returned cheques:

In the event of a "**bounced cheque**" you will be responsible for all bank charges incurred and will be required to pay in cash from that time on.

Extra fees: *From time-to-time parents may be requested to pay extra fees for Field Trips and/or other special projects, programs and activities.*

HOURS

School begins from **7.00 a.m. to 4.00 p.m.**

To ensure your child's safety, only you or a person authorized on your enrollment form may pick up your child. Please pick up your child on time each day. If you expect to be late, kindly call us in advance. Overtime service is available at a fee of **₱20.00** per hour from 5pm.

GENERAL

You are welcome to visit while your child is in our care. However, our open-door policy does not mean the doors stay unlocked. If we are unable to answer the phone immediately, please do not worry—we may be assisting the children. Please leave us a message and we will call you as soon as we are able. Our Rating Page at our website is the best place to give us information and to tell us how we are doing. Parents are required to rate us 3 times in a year or as often as you feel like it.

- Parents are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information.
- Parents are required to inform us if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- Parents are urged to bring their "older" potty-trained children in clothing and shoes that the children can handle mostly on their own without getting very frustrated. Children take pride in being able to care for themselves.
- No smoking is allowed on premises.
- Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.
- Parent/Provider conferences are held twice a year, in January and in July.
- A newsletter is shared with parents each month. Please read it for updates on daycare activities, provider days off, and other important information.

ARRIVAL AND DEPARTURE

Children are to arrive clean and fed.

It is normal for children to be hesitant and sometimes even cry when dropping them off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all you need to do.

Please be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and the provider) and the child will test to see if the rules still apply. It is important that you back up our rules at this time, but if you do not, we will remind your child of inappropriate behaviors being displayed and take action to correct them if needed. Please be in control of your child during pick up times!

Do not allow your child to run out of, or to your car while you are still inside or while you are in our yard!! The safety rule is "No one goes outside without their parent with them." Drop-off and pickup times are not the times to discuss problems. Parental communication is vital; it is the key to a successful childcare arrangement. If there are any problems or concerns, please call us or send us an email.

BEHAVIORAL GOALS

We believe the most effective ways of encouraging positive behaviors are through; Praise, Respect, Re-Direction, and Positive re-enforcement. We try to get children involved in their own problem solving.

During conflict it is important for children to feel respected, secure, loved, important and special. They need to know we are always available to listen and help, not to judge.

Our goal is to coach the children so they can negotiate compromise, brainstorm and work it out together. We will only place a child in time out if we feel that they are a threat to the safety and well-being of themselves or others. When this becomes necessary, we make sure everyone is all right, and then we stay with the child.

a) HOUSE RULES

The following rules are reinforced for the safety and well-being of everyone.

- There is no running in the house.
- There is no hitting, pushing, biting, grabbing, kicking, pinching the other children.
- Obscene language is not allowed.
- Children are not allowed to walk around the house with cups or bottles.
- Respectful treatment of other children and all property, toys, and furniture is expected.
- Willful destruction of property will be charged to the parent at the cost to replace the item.

b) DISCIPLINE

Our philosophy is that you use discipline to teach a child. We achieve this through love, consistency, and firmness. The children are explained the rules of the daycare home frequently so that all know the guidelines.

Once a child understands the rules and disobeys them, Redirection - Time Out - Removal of Privilege - Last Resort – will be used. When a child's behavior is continually upsetting or dangerous to himself or others, a Conference will be called with the parents.

If a child's behavior goes beyond what our discipline measures can address, we will send you a report and work with you to help the child follow our rules. If the issue cannot be resolved, alternative care arrangements may be required.

HEALTH

Sick Children

In line with Department of Social Welfare requirements, sick children must remain at home. If you are unsure whether your child is well enough to attend childcare, please call and speak with us. If your child becomes ill while at school, you or an authorized contact must pick them up promptly.

We are responsible for the health of many children so we must follow Health Department regulations when it comes to sickness. For more information, visit our website on www.laurelsandgarland.com.

Medication

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to childcare until this period has passed. We cannot give a child medication unless we have a signed permission from the parent. An illness report will be sent to you when we have cause to believe the child may need medical attention.

a) Medical Emergencies

We make every effort to keep our children safe through supervision and childproofing. Minor injuries will receive first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact you, we will contact the emergency contact person you have provided.

MEALS

We provide nutritious meals that follow the Food Guidelines at a fee payable in advance every Friday without fail. Fee paid is not refundable if we are not pre-informed that the child will not be in attendance. Fees will not be accepted after the Friday deadline. The menu plan is posted on the parent bulletin board. You may speak with the administrator if you would like to join the school feeding program.

TOYS/ SUPPLIES

We provide a wide variety of playthings. We ask that no toys be brought to daycare from home. Often children have a hard time sharing the toys they bring from home. Parents are responsible for supplying: Bottles, Formula, Baby Food, Diapers & Wipes, A full change of clothing and any other supplies your child may need.

PROVIDER HOLIDAYS

We are closed on all Statutory Holidays. If you require childcare during our yearly vacation time, we will provide the service at an additional cost. Such special services should be pre-arranged.

COMMUNICATION

Communication is very important to us. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. You will receive special occasional notes about your child's day.

RELEASE OF CHILD PERMISSION

I understand that if the Provider has not met the above-named person(s), a photo ID must be shown before release is made and I must inform the Provider in advance that alternate arrangements for pickup have been planned.

TERMINATION

Management of **Laurels & Garland** reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to **late payment, misbehavior** and or **unruliness** of the child. Management will make every effort to give reasonable notice to allow parents time to obtain alternate childcare arrangements. You also have the right to withdraw your child from Laurels & Garland at any time, for any reason. However, you must give us one-**month notice** when canceling service **with full payment of the fees.**

IMPORTANT:

Kindly sign below if you have read, understood and agree to the policies under which we operate. We reserve the right to terminate this contract if any parts of these policies are broken.

******We shall require a 1-month notice should you wish to terminate your contract with us with full payment of balance on termly charges irrespective of attendance.***

By signing this form, you agree that this is a legally binding document. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any benefits, or both. This policy agreement is subject to change with two weeks' written notice.

- 1. _____
Father/Guardian's Signature Date
- 2. _____
Mother/Guardian's Signature Date
- 3. _____
Provider's Signature 20TH MAY 2008
Date