

## Program Policies

1. Children must be between the ages of 18 months and five years old. (Except at Lemon City and Eaton Day Care where children must be 6 weeks to 5 years old.)
2. Hours of operation are from 6:45 a.m. to 6:00 p.m., Monday through Friday. Each child is expected to arrive at the center no later than 9am and should be picked up no later than 6:00 p.m. A late fee will be assessed if a child is left after hours. If a child is not picked up the staff will make every effort to contact the parent, if unsuccessful the person listed as the emergency contact will be contacted, if still unsuccessful Protective Services will be called to pick up the child.
  - A) Half-day service will be available as long as it does not preclude enrollment of a full-time child, and when slots are available. Children attending 20 hours or less will be considered part-time and will pay 50% of the stated fee in their income category.
  - B) Attendance of 21 hours or more per week shall be considered full time and will be charged the full time rate.
3. The Following holidays are observed by the City of Miami Child Care Centers:

New Years Day	Martin Luther King Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	
4. All fees are due the Monday or first day of each week. A \$10.00 late charge will be assessed for fees submitted on the second day or thereafter. **Payment should be made by cash or money order only before 12:00 noon.**
5. The weekly fee is based on the total family income. Verification will be handled by the social services worker at the time of enrollment and at any point a reassessment is deemed necessary. Should income change at any time during enrollment, the social services worker should be notified, applications will be reviewed every six months.
6. Income is considered salaries, wages, regular payments for public assistance, social security, unemployment and workman's compensation, strike benefits from union funds, veteran's benefits, training stipends, alimony, child support and military family allotments or other regular support from absent family members or from estates and trusts, royalties, and interest or dividends.
7. The city is self insured

8. There will be no refunds for absences
9. Absences of two weeks will result in a child being dropped from our enrollment unless the center supervisor is notified of an existing problem.
10. **Non-payment of fees for two weeks or more will result in the child being dropped from our enrollment sheets.** If the delinquent fees are not paid within 30 days after the child has been dropped, it will be reported to the City of Miami Finance and Law Departments for collection action.
11. In cases of serious illness, slots can be held, if the supervisor is notified.
12. No transportation is provided
13. **No child will be permitted to leave the center with anyone other than a parent unless we have been notified in advance, and the person must show a picture ID.**
14. Each parent will have a minimum of two conferences per year with the center supervisor regarding his or her child.
15. Children should wear comfortable clothing, as they will be allowed outside on the playground. **Please refrain from sending them to the day care with expensive items of clothing or jewelry. Each child must leave a change of clothing, toothbrush, sheet to be used for covering during nap time. ALL ITEMS SHOULD BE MARKED.**
16. Current immunization records, and physical examinations must be provided prior to enrollment in a day care program. There is a \$60.00 registration fee, payable upon enrollment.
17. Routine visits to a doctor, dentist, or clinic are the responsibility of the parent.
18. If a child becomes ill and the supervisor deems it necessary the parent will be called to remove the ill child and get proper medical attention.
19. Children have the opportunity to take various field trips throughout the year; a permission slip should be signed at time of enrollment.
20. No medication, other than prescribed by a licensed physician will be administered in the day care center. A medication slip should be completed and signed by the parents.
21. Each child will have the advantage of an afternoon nap, daily.

22. No foods may be brought into the center except those provided by our food service company. Exceptions will be made in the case of special diets approved by a physician. Breakfast is served from 8:00 to 8:30 am.
23. We offer a learn-to-swim component.
24. Children must be signed in, and signed out each day.