



LITTLE HEAVENLY ONES

# ***Rules and Regulations***

Office (404) 292-3551 Fax (404) 292-6991

Email ~ [Lilheavenly1@gmail.com](mailto:Lilheavenly1@gmail.com)

6:30 ~ 6:00 Monday ~Friday

1. *Please have your child/children Immunization records with enrollment.*
2. *All children must have a change of clothes here at the center a all times.*
3. *Children with 100 degree temperature will need to leave.*
4. *If your child is sent home from day care for being sick, you will need a doctor's note to return.*
5. *We do not allow children with communicable diseases in the center.*
6. *A two weeks written notice is to be given before removing your child out of day care.*
7. *FULL tuition is due each week if Little Heavenly Ones is open or closed. as well, if your child is out for any reason.*
8. *If your check is returned for any reason there is a \$35.00 dollar return check fee. And you will not be able to write another check.*
9. *After 6:00pm there is a one dollar a minute late charge. Calling saying you're going to be late is responsible, however it does not excuse the late charge owed.*
10. *Parents, home, work, and cell number and current address is required.*
11. *No post dated checks.*
12. *There will be no breakfast served after 8:00am.*
13. *There is a \$20.00 dollar a day late fee if tuition is not paid on Monday.*
14. *No leaving money in bags. Please place the money in my hand or in envelope and place under door.*
15. *Your child can only spend ten hours at the center, after ten hours one dollar a minute late fee is due.*
16. *Please bring your child fully dress to daycare.*
17. *If you or I go on on vacation, I would advise you to pay before you go, late charges will add up daily.*
18. *You will not receive your tax papers if you have any unpaid bill at the end of the year. Payment will need to be paid in full to receive your papers.*
19. *If you do NOT bank with Bank of America please do not make your checks payable to Little Heavenly Ones. Make them out to Lanoria Buttrum.*
20. *If you are call to pick up your child, you will be given one hour to arrive.*

21. *Hiding the fever, giving children fever reducer in the morning, and sending them to day care is not acceptable.*
22. *If you know you're going to be late on Monday to avoid a late charge, post dated check for Monday morning otherwise you will need to come in or send someone else to drop off your tuition. (**This will be the only time a post dated check is acceptable.**)*
23. *All children need to be at the center by 9:30am anytime after that you will need a doctors note.*
24. *No child is allowed to arrive at the center after 12 noon period.*
25. *All parents must keep contact information updated at all time. If we do not have accurate numbers we will be forced to do what the law requires us to do, and that is to call Department of family and children services.*
26. *Please slow down when entering the driveway.*
27. *Please be sure to sign In/out everyday. And sign your signature on each week.*
28. *Please send your child to day care with change of clothes especially during potty training.*
29. *It is your responsibility to check to see what your child need daily.*
30. *All tuition is due Monday mornings, if you must pay on **Monday afternoon**, **cash** will be accepted **only**.*
31. *Little Heavenly Ones will be closed two weeks out of the year for vacation. Summer break, and Christmas. FULL tuition is due for those weeks. Everyone will be given a 30 day notice.*
32. *All Federal holidays Little Heavenly Ones will be closed. If there is no holiday a personal day will taken.*
33. *Little Heavenly Ones have the right to withdraw a child who is not adjusting to the program. And to any parent who is not follow the rules.*

*I READ AND UNDERSTAND AND AGREE TO ALL RULES.*

*SIGN* \_\_\_\_\_ *DATE* \_\_\_\_\_