



## **2026 Policies & Procedures**

**Happy New Year!!!**

Parents, please read the policy completely. Most changes have already been communicated both verbally and via email and they are also listed below. Also, there are several signatures required throughout the policy. Please sign each one. Thank you!

**\*\*\*\*\*We will be closed every 3rd Wednesday of each month, starting 1/21/26.**

**\*\*\*\*\*We will be closed 1/19/26 MLK**

**\*\*\*\*\*Closed Friday, May 8th**

\*\*\*\*\* Closed July 20th - 27th vacation, (no childcare fee due for this week ONLY) On 7/24/26, childcare fee will be due for the week of 7/27/26.

\*\*\*\*\* Closed Labor Day 9/7/26

\*\*\*\*\* Closed Friday, October 9th - Tuesday, 13th yearly

\*\*\*\*\* Closed Thanksgiving Holiday 11/26 -11/27

\*\*\*\*\* Closed Christmas Holiday 12/24 - 12/25

\*\*\*\*\* Closed New Year 12/31 - 1/1/27

\*\*\*\*\* Expansion of the daycare is currently on hold as I get clearances for operating a daycare center. There are many approvals from both state and city officials, therefore expansion is time consuming.

**Parent's Signature\_\_\_\_\_**

### **Tentative Operating Schedule\*\*\*\*\***

**5am - 6:45am Early care**

**(Note\*\*\* If you are not here by 6:45 am for early care, you will have to drop off after 9am. This is extremely enforced so that I can properly care for the children already in here).**

**6:45am - 8:59 am, no dropping off, this time is for getting early care / school age children to school and preparing for our 9am arrivals. Breakfast is served for children who attend**

**early care only. No outside food is allowed for any meals please finish all food before entering the daycare.**

**Regular drop - off time is 9am - 10am. No dropping off before 9am! 10am is the cut off time for dropping off, if parents arrive after 10am without consent (dr app / excuse required, occasionally running late, not every other day) you may not drop- off. The door will be locked at 10am for safety and arrival time ending.**

#### **Note\*\*\*\*\***

**If your child arrives with a soiled or wet diaper, you must change them before leaving. Please wash your hands, the child's hands, remove the trash bag, and clean the changing pad. Please place the trash bag in the outside trash cans. Thank You!**

**9am - 10am free play (Wash hands, parents please assist your child / children when they are handwashing. For a smoother drop -off, please do not linger inside the daycare. Departure can be tough for the child and may cause them to get upset if you stay at the daycare too long. Here's a suggestion: arrival, sign – in, wash hands, assist with coat / shoe removal if needed, hugs & kisses, have a great day. 😊**

#### **Discipline\*\*\*\*\***

**It is common for children to get minor scrapes & bruises, especially during outdoor play and music & movement. We minimize accidents by 1st setting rules and enforcing them, modeling desired behaviors, and rewarding wanted behaviors.**

**2nd giving time out, away from the group along with verbal / eye contact.**

**3rd reducing play time / not allowing play time on specific activities. All severe disruptive behavior will be communicated via text, phone call, or at pick-up.**

**If behavior is severe and continual such as biting and hitting, 1 / 2 days suspension will be given. Discipline is firm and fair!**

**Parent's Signature\_\_\_\_\_**

**10:00am - 10:30am music / movement**

**10:30am - 11:30am outside, Please dress children in clothing that you do not mind getting dirty, we want the children to play without us having to be concerned about them getting their clothes soiled. We take ALL children outside daily, even in cool weather. If you feel that your child is not well enough for outside play, then he or she is not well enough to attend daycare. Therefore, please keep them home until you are ok with outdoor play.**

**11:30am - 12:00pm lunch ( menus will be posted and emailed )**

**12:00pm - 12:30pm diapering / potty (if your child arrives with a wet / soiled diaper, please change them before**

departure)Parents, if your child is not being potty trained (ready for pottyng), you must bring diapers, not pull- ups. It has been very time consuming removing all clothing / shoes to change diapers. When the next diaper notice is given, please provide diapers and please label ALL belongings!

12:30 - 3:15 nap (down time for myself & staff, zoom meetings, ect, please pick - up by noon or after 3:30)

3:15 - 4:00 snack / diaper / potty

4:00 - 4:45 outside

4:45 - 5:15 diapering / potty

5:15 - 5:30 music / tv

5:30 - 6:00 cleaning (children are sat in chairs / sat at the table for cleaning)

6:00 - Evening / night care begins

6:00 - 6:30 light activities / book reading

6:30 - 7:00 potty

7:00 - 7:30 dinner

7:30 - 8:00 soothing calm music / puzzles

8:00 - 8:30 potty / diapering

8:30 - departure quiet time on cots

### **Fees\*\*\*\*\***

Childcare fees have increased from **\$165.00** weekly to **\$185.00** weekly for full-time care, effective **January 1st, 2026**. The fee increase applies to newly enrolled parents only for 2026. In 2027, all children enrolled weekly fee will be **\$185.00** weekly.

Fees are due every Friday, if your child is enrolled. Please note that fees are based on enrollment **NOT** Attendance. Parents, if you notify me that your child will be out, those days out are open to wait list / drop - in parents. If plans change, it is possible that you may not be able to bring your child for care. **Parent's Signature**\_\_\_\_\_

### **Absentees**

Please notify us if your child will be out, this helps me to plan for care according to children present. (dr app, illness, out for the day, etc).

After being out for 2 days, I will contact parents to ask why the child is not in attendance.

If no communication is given after the 3rd day out of daycare, I will offer wait list / drop - in parents childcare the remaining 2 days, therefore care for Thursday / Friday may not be available.

If no communication and payment is not received by day 3, care will no longer be provided until payment and fees are paid. **Parent's Signature**\_\_\_\_\_

Yearly registration fees are \$75.00 per child / per year. Due the 2nd Friday each January. Registration fees help to cover

supplies, required training for all helpers, back -up persons to cover for myself to minimize closings, cots / beds for children, new toys, and regular maintenance. Without registration fees, these expenses would come directly from the operating budget and weekly fees would be significantly higher. Please note that registration fees are **NON- REFUNDABLE!**

Drop- in fee remains **\$65.00** daily (Monday-Friday), Saturday care is **\$85.00**, 10am - 4pm. Care from 8am - 4pm is available for an additional **\$20**, no care earlier than 8am and no care later than 4pm. **We no longer offer care on Sundays**, the only exception is if care is provided for the entire weekend (8am Saturday - 4pm Sunday / \$225). No care on Friday evenings after normal daycare hours for weekend care, care starts Saturday morning.

Childcare fees are due every **Friday by 5:30 pm!!** If paid after 5:30, please add your **\$30 late fee**. The late fee for picking up late is now **\$25**, and is due at pick - up effective January 1st, 2026. There is no grace period given, however extended care is available for an additional fee. **Fees for extended care: 5:30 - 6:00 \$15, 6:00 - 6:30 additional \$15, for every 30 minutes of care, the fee is \$15.**

**Parent's Signature**\_\_\_\_\_

Childcare payments can only be late for **(2) weeks**, for example: childcare fee is due at the end of the week on Friday, if no payment is made, please add your **\$30 late fee**. The following Friday, your childcare fee is due again, if no payment is made for the second week of care, your late fee is **\$50**. If your childcare payment is not paid after (2) weeks of unpaid care, childcare will not be provided until all payments are paid. If this is a consistent pattern, childcare will be terminated immediately! I will continue to accept cash app payments, please include the **\$5** processing fee each payment. If you pay for the month via cash app, your processing fee may be as much as \$15, please be mindful. Zelle payments (free) cell number (478)256-2719, PayPal (fee \$5), [darnisha612@gmail.com](mailto:darnisha612@gmail.com), cash is also accepted. Receipts are given when asked, otherwise your payments are calculated at the end of the year.

Waitlist fee is ½ of the weekly fee and is due every Friday, updated information will be available soon on our website...[littledisciplesdaycare.com](http://littledisciplesdaycare.com)

**Termination of childcare\*\*\*\*\***



If childcare is no longer needed, a two weeks' notice is required. There are two ways to properly terminate care:

1. 2 weeks' notice and pay as usual with the child in care.
2. 2 weeks' notice, no care provided, pay first week at time of notice and the last week the following Friday.

Not adhering to policies or unaddressed / unresolved behavioral issues.

2 weeks notice from myself due to unresolved issues.

Immediate termination due to severe actions from parents.

If the child is removed from care without adhering to the policies, care will be permanently terminated.

**Parent's Signature**\_\_\_\_\_

**Illnesses\*\*\*\*\* No medication is given at daycare!**

If your child / children are ill, please keep them home. If they become ill while in care, parents have **(1) hour** to pick them up. All children that are ill will be separated from the other children until picked -up. Parents must provide a doctor's excuse **BEFORE** your child may return back to daycare. Or you can keep them out for **(3) days** minimum. If the illness occurs on Friday, the child can return to daycare on the following Tuesday. Normal illnesses are expected (colds,

teething, allergies) and care will be provided as usual. However, if they have severe, constant running noses especially with thick mucus, constant sneezing, and severe irritability, please keep them home until under control. No medication is given at daycare, parents may come and give meds if needed. Please, no visits please, between 12:30 - 3:30 pm for medication.

### **Provider illness / bereavement \*\*\*\*\***

If I am closed (3) or more days due to an illness or for bereavement, only half of the weekly fee is due the following week. Scheduled time off in the calendar year helps to minimize burn out, reduce becoming ill, and self-care. Please make plans for alternative / back-up care for any possible closings.

**Parent's Signature**\_\_\_\_\_

### **Inclement Weather / Utilities Outages\*\*\*\*\***

We will be closed for the following: severe storms with heavy winds, gov't issued state of emergency concerning bad weather or terroristic threats,

### **Communication\*\*\*\*\***

Parents, communication is very important, if your child is having behavior issues at home, please let us know so that we can be aware and help assist with care. Please inform me of any issues / concerns as soon as possible so that I can address them properly and timely. When entering the daycare, please refrain from phone conversations, please handle personal calls outside of the daycare. At pick- up, children will remain behind the gate and keep busy if I need to converse with the parent on a matter. Children can distract adult conversations, and uninterrupted communication is important. Parents, please do not allow children to run in the parking lot at pick-up / drop - off, cars are constantly coming and going and safety is important!

Proper language should be utilized during arrival / departure, please respect the home / setting when entering.

**Please do not use profanity when inside the daycare!**

### **Caregivers\*\*\*\*\***

Myself

Ms. Alexis 3pm - 8pm

Ms. Dorothy (extra help when available)

Ms. Jada (parent / niece extra help when available)

## **Social Media Consent**

YES / NO

Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_ -

Thanks for allowing **Little Disciples Daycare** to assist your  
childcare needs!