



Mini Melodies Childcare Academy

Licensed and CPR Certified

3840 216th Str. Matteson Il. 60443

(708) 323-5518

Hello and Welcome aboard. We at Mini Melodies Childcare Academy are glad that you have chosen us to provide care for your child. Let me share a little about myself.

I always loved kids and had a special way of dealing with them. And for some pleasant reason, they are drawn to me as well. I am a mother of three, a grandmother of eight, and used to work with the youth department at my church. I was a music teacher for thirteen years and I had a fifty-five-voice award winning children's choir. Working with the children was exciting for me as well as to the children. When the school closed, I still wanted to continue working with children. So, I decided to open a home daycare. My main goal is to provide a safe, educational, fun, and loving environment for our children.

We provide breakfast, morning snacks, lunch, and 2 afternoon snacks. Currently we are open from 6:00 to 6:00, Monday through Friday.



Mini Melodies Childcare Academy

Mission Statement

Our mission is to provide a high-quality foundation and to help children develop to their fullest potential for life-long learning.

Our goal is to provide a nurturing, safe, fun, and loving environment for our children as well as being dedicated to our children and families.

Our vision is to be positive examples and to build strong independent leaders for our future society.

Enrollment

When a family enrolls here at Mini Melodies, you are given an account with Bright Wheel. With this account, you will have your personal pin number that identifies you when you check your child in and out. Through this app, we can send messages to you as well as you to us. If school is cancelled for any reason, you will receive an alert through Bright wheel. You will also be informed through our website and our Facebook page. You will also be reminded of upcoming events and special announcements. Through Bright wheel, you can pay your tuition and update your personal information.



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Partnership Agreement

Signed by big people, all about the little people!!

This contract and calendar have been prepared for _____.

Monday – Friday

In addition to your fees above there is a \$1.00 overtime fee for every minute after your established cutoff time!

After 15 minutes, you will receive a phone call. If I'm unable to reach you after the third time, I will call the numbers that were given under the authorized pick list. If I'm unable to contact anyone after the first hour, the authorities will be called.

Late fee payments are all due no later than Friday.

Exceptions Are At Our Discretion!

Part Time Care

Part time children come 3 days or less per week. **Fees are due every Monday, on time.** If, for personal reasons, you are not bringing your child on any given day or week, your regular full part-

time payment for each child is still due in order to keep your space in our Daycare. Remember you are paying for your child's space.

Full Time Care

Full Time children come 4 or more days per week. Fees are due every Monday, on time; regardless of how many days your child is absent. To ensure your child's space, your full payment for your child/children is still due. Remember you are paying for your child's space.

Co-Payment Fees

Full-time parents, you must pay for your full time co-payment in full by the end of each month. If there is a reduction or increase in your fees, we will contact you immediately so that we can work out the difference. If you decide to pay your co-payment fees every two weeks to avoid a large payment at the end of the month that would be completely acceptable.

Missed Days, Late Payments, Overtime Fees and Pick Up Times

Regardless of how many days your child is absent, including your days off, you must provide each full day's pay for your child to insure your child's space. Late payments and overtime fees are due at the time the child is picked up or by the start of the next service day. Your child may not return until your balance is paid in full. All payments must be in cash, Zelle, Cashapp, or money order and on time. -No checks will be accepted- Your pickup time will be according to your work schedule. 9 hours is the maximum time for daycare. One hour travel. Please be considerate of my time. SN: Double parking is not permitted on premises. A parking lot is provided.

Discipline

We use different measures of discipline. For more information, please see our Discipline Policy.

Parent Responsibility

We ask that you bring the following items every day.

- ✓ Bottles
- ✓ Diapers / Wipes
- ✓ Complete change of clothing
- ✓ Any personal items the child might need

If we are not provided with pampers for your child, we will have to charge you \$1 per pampers used daily.

Optional: (to avoid the hassle of trying to remember these items you may pay a supply fee every month of \$20 to cover the listed supplies: Diapers, wipes, bottle washers, paper towels, Kleenex)

Holiday & Vacations

We are closed the following days this year:

- ❖ New Year's Eve

- ❖ New Year's Day
- ❖ President's day
- ❖ Martin Luther King birthday
- ❖ Good Friday- The Day after Easter
- ❖ Memorial Day
- ❖ June Teenth
- ❖ Independence Day
- ❖ Labor Day
- ❖ The last week in August
- ❖ Thanksgiving Day and the day After
- ❖ 2 Days before Christmas thru New Years

We will be closed in the last week of August for vacation. You will always be notified at least one month in advance. Please notify us of your vacations and days off.

Expectations for Assisted Programs:

We must have all necessary papers from your assisting agent in order to register your child. It is your responsibility to make sure all paperwork is filled out completely and mailed as soon as possible.

Whatever your co-pay fee is through your program is your responsibility. You must pay your co-pay in full and must be paid by the last day of each month. **No exceptions.** Your child may not return if this co-pay is not paid in full at the time it is due. However, you only have seven days to pay this back co-pay before your child care is terminated.

Until your assistance is activated, we require that you pay a co-payment fee of \$50.00 per child (in addition to your registration fee). Upon approval, your payment will be adjusted. In the event, you are denied childcare payment; we would have collected something toward our services. If your child is not approved in 30 days, you will be responsible for full payment. We cannot allow our services to continue over 30 days without full payment. If you are transferring from another facility, the same rules apply.

Summer Break/Registration/Termination

Regardless of your school break, to insure your child's space with our Daycare, payment is still due each week throughout the summer. Your space is not guaranteed should you decide to take your child out of our Daycare through the summer.

We also reserve the right to terminate day care for your child/children at any time for reasons we feel are necessary. If for any reason, you terminate your child's care with us a week's notice must be given.

Trips

Whenever the weather permits, we will go on nature walks. You will be notified of these outings and will have to sign permission for your child/children. We will have quarterly Newsletters to

inform you of any upcoming events or field trips and how we will be transported. Permission slips must be signed for your child to participate.

Health Requirements:

We require a physical for your child. The physical must be recent and no less than 6 months old. Please be sure to keep up with your child health records.

If your child shows any of the following signs, you will have to make arrangements to keep your child home. Pink eye, severe cough, fever, infected skin patches, gray or white stool, diarrhea, unusual skin patches, vomiting, or sore throat.

If any of these symptoms develop while the child is in daycare, they will be separated from the other children and you will be immediately notified to make arrangements to have your child picked up.

We are not available to care for your sick child, so you must make arrangements for your child until he/she recovers. It is not fair to the other children to share one child's illness.

If their illness is contagious, they will need a release form from their doctor in order to return to daycare. You are however, expected to maintain payment for your child's space.

Meals:

Breakfast, Lunch, and 2 snacks are served daily for a full-time child. Aside from infant formula, we ask that your solid food-eating child not bring any food, snacks, or toys to daycare.

Breakfast is from 7:30-8:30 a.m. (if your child arrives after 8:30 a.m. breakfast will be over). Snack is at 10:00 and 3:00. Lunch is at 12:00.

Clothing and Potty Training:

Diapers with re-stick tabs or Pull-ups should be worn until the child is completely trained. During potty training we will use cloth training pants so that we can know when your child goes.

If there are any other agreements that we have come to concerning your child/children please use the space below to specify.

For Services rendered to my child, _____, I,
_____ have read all and do agree to abide by all of the terms,
conditions, and procedures of this contract between myself and Mini Melodies Home Daycare.

Parent's signature _____ Date _____

Childcare Provider's signature _____ Date _____