



Policies of United Childcare and Preschool

- Children must be toilet trained to attend UCP.
- Inform UCP of a change of address or phone number.
- Full-time children are allowed (10) ten free days during the year beginning with the starting date up to the anniversary date of enrollment. These days may be used for vacation or sick leave. Sick leave should be called in immediately.
- Transportation will be provided either by School Bus Inc. or First United Methodist Church bus. There are no seat belts on these buses. United Childcare and Preschool staff will monitor the children on the bus and ratio is always maintained.
- Childcare fees are nonrefundable.
- Please inform the teachers who will be picking your child up from the daycare. Any change during the day should be verified by a phone call.
- Any parent arriving at the childcare after 6:00 p.m. will be charged a \$1.00 late fee for every minute past closing. At 6:00 p.m., an attempt will be made to reach the parent or emergency person listed on the enrollment form. If we cannot contact a parent or an authorized person, United Childcare and Preschool will contact Children's Inn.



- United Childcare and Preschool will assume responsibility for your child after he/she is left with a United Childcare and Preschool staff member. Exceptions to this policy are: children who walked to the childcare from Laura Wilder School, or children arriving by school bus or taxi from the public school system because they are met by a staff member. This policy was established for the safety of your children.
- Disregard of any policy may be cause for termination of care.
- United Childcare and Preschool will not be responsible for items brought from home.
- Visual and written evacuation plans will be posted. Four (4) fire drills and one (1) tornado drill will be held annually. In the event a UCP site must be evacuated for an extended period of time for the safety of the children, the children will be transported to the other UCP site. Transportation will be provided by School Bus Inc. or the First United Methodist bus, whichever can transport the children immediately. The parents of the children evacuated will be notified by phone. If displacement will be longer than one day, licensing with the Department of Social Services and the President of the UCP Board will be notified by the director.
- United Childcare and Preschool will report any change of circumstance which may affect the ability to comply with licensing rules (new program, location, building renovation, suspected in-house child abuse/neglect, ownership change, or new director).



- A two-week written notice must be submitted to the director upon termination of services for your child. If a two-week notice is not given, you will be required to pay your full fees for those two weeks.
- There will be a \$20.00 charge for all returned checks having insufficient funds. This will be paid immediately upon notice from the Bookkeeper.
- A receipt will be written at the time of your payment. Receipts are needed as proof of payment and for tax purposes.