**🌟 Happy Hands In-Home Childcare Policies**

Welcome to Happy Hands! I’m so glad to partner with you in caring for your child. To keep things running smoothly and ensure the best experience for both families and children, please review the policies below.

**📅 Hours of Operation**

* Open: Monday–Friday
* Hours: 6 AM – 6 PM
* Extended hours may be available upon request (additional fee applies).
* Closed: Martin Luther King Jr. Day, Memorial Day, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving and following Friday, Christmas Eve through New Year’s Day.

**💲 Tuition & Payment**

* Tuition is due weekly/bi-weekly.
* Accepted payment methods: cash
* Late payments: Late fees fluctuate depending how many days late the payment is received, and children may not return if payment is not received after 2 days.
* No credit or refund for absences, sick days, or holidays

**📅 Weekly Tuition Rates**

* **Infants (6 weeks – 12 months):** $ 200/ week
* **Toddlers (1–2 years):** $150 / week
* **Preschool (3–5 years):** $125 / week
* **Part-Time Care (up to 3 days/week):** $ 75-120/ week
* **Drop-In Care (when available):** $40-60/ day

**Registration & Supply Fees**

* **Reservation Fee (non-refundable):** $ 50 per week
* **Supply Fee (annual):** $100(covers art supplies, toys, cleaning supplies, etc.)

**🚫 Closures & Absences**

* Tuition is **still due** for:
	+ Child absences (vacation, illness, appointments, etc.)
	+ Provider holidays (list here, e.g., New Year’s Day, Memorial Day, Thanksgiving, Christmas, etc.)
* **Provider vacation or sick days:** Tuition will be **waived** or credited.

**👩‍👧‍👦 Attendance & Pick-Up**

* Children must be signed in and out daily by a parent/guardian.
* Only authorized individuals (listed on your enrollment form) may pick up your child.
* Late pick-up fee: $15 per 30 minutes after closing.

**🤒 Illness Policy**

To keep everyone healthy, please keep your child home if they have:

* Fever of 100.4°F or higher
* Vomiting or diarrhea within the last 24 hours
* Contagious illnesses (e.g., pink eye, strep throat, flu)
* Any rash not yet diagnosed by a doctor

Children must be symptom-free (without medication) for at least 24 hours before returning with a doctor’s note in hand.

**🍼 Meals & Snacks**

* I provide breakfast, lunch, and snacks
* Please inform me of any allergies or dietary restrictions.
* No candy, gum, or soda from home.

**🛏️ Rest Time**

* Children will have a daily rest/nap period.
* Please send a blanket, pillow, or comfort item if your child needs one.

**🧸 Personal Belongings**

* Please bring: diapers/wipes, 2-3 extra clothes, bottle/cup, blanket (as needed).
* Label all belongings with your child’s name.
* I am not responsible for lost or broken toys brought from home.

**📞 Communication**

* I encourage open communication! Please feel free to share concerns or updates.
* I will provide regular updates about your child’s day, milestones, and progress.

**🛡️ Behavior & Guidance**

* I use positive guidance and redirection to help children learn appropriate behaviors.
* No physical punishment is ever used.
* Repeated behavioral concerns will be discussed with parents to create a plan together.

✨ My goal is to make childcare simple, clear, and stress-free for families. Please reach out with any questions about tuition or payment plans.

**📜 Termination of Care**

* Either parent or provider may terminate care with a 2-week written and paid notice.
* Immediate termination may occur if policies are not followed, payments are not made, or if a child’s behavior endangers others.