

Name of Child _____

INFORMATION FOR PARENTS

Hours and Days of Operation: 7:30-5:30, Monday-Friday
Holidays or other scheduled times closed: New year, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and the week between Christmas day and New year's day Happy Hive Child Care will be closed one week in Summer (dates TBD)
Telephone number where a message can be left for a caregiver: 571-595-8171 703-825-8186 info@happyhivecc.com
Fees for care: Weekly rate for full-time enrollment: \$395 Monthly rate for full-time enrollment: \$1,712 Weekly rate for short term enrollment: \$450 per week (subject to availability) Weekly rate for before and after school (7:30-9 AM and/or 4-5:30 PM): \$225/\$115 per week (subject to availability) Application fee: \$100 (non-refundable) The first week of tuition and a deposit of \$790 (two weeks tuition) is collected at the enrollment. Tuition Payment late fee: \$50 Returned checks fee: \$50
Payment of tuition is due on the first day of week/month Payments after the second day of the week (weekly payments) and after the 5th day of the month (monthly payment) are considered late payments and are subject to late fees.
Check in and check out procedures: Children should be dropped off and picked up from the basement door of the property (430 Old Courthouse Rd NE, Vienna) Before and after school drop off and pick up is available only for the "Westbriar Elementary School" (subject to availability)
The Happy Hive Child Care must notify the parent when the child becomes ill and the parent must arrange to have the child picked up as soon as possible if so requested

by the provider. Please refer to the Sick Policy for more information.

The parents must inform the Happy Hive Child Care within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases, which must be reported immediately.

The child must be adequately immunized prior to admission and must receive additional immunizations as required by state law (unless the parent provides proper documentation of medical or religious exemption).

Paid caregivers must report suspected child abuse or neglect according to § 63.2-1509 of the Code of Virginia

Custodial parents have the right to be admitted to the Happy Hive Child Care any time their child is in care.

No pet or animal is present in the home.

Happy Hive Child Care will provide Breakfast, Lunch and afternoon snacks. The majority of our food is freshly made at home. Parents are welcome to send their children's food if they choose to. We follow the nut-free diet.

General daily schedule that is appropriate for the age of the enrolling child: (Subject to Change):

7:30 - 8:30 Arrival
8:45 - 9:15 Breakfast
9:30 - 10:30 Circle Time/Indoor Play
10:30 - 11:30 Outdoor Play
12 - 1 Lunch
1 - 3 Nap
3 - 3:30 Afternoon Snacks
3:30 - 4:30 Outdoor Play
4:30 - 5:30 Indoor Play/Departure

Discipline policies including acceptable and unacceptable discipline measures:

- Corporal punishment such as spanking is prohibited
- Withdrawal or delay of privileges might be used with children other than infants and toddlers

The following attachments signed by parent:

- Liability Insurance Declaration
- Policies for the Administration of Medication

- Provisions of the Emergency Preparedness and Response Plan

Policies for termination of care:

- Parents or guardians must provide at least a two-week notice prior to discontinuing the use of Happy Hive Child Care services.
- In the event of overdue payments, Happy Hive Child Care maintains the authority to cease providing care if the outstanding balance is not settled within two weeks. Affected parties will receive advance notification before any action is taken.
- Happy Hive Child Care has the right to turn away or expel a child who is out-of-control, constantly exhibiting destructive behavior, biting, hitting, or assaulting other children, or refusing to obey the rules for any reason.

A copy of the regulation, Standards for Licensed Family Day Homes, and additional information about the family day home, including compliance history that includes information after July 1, 2003 may be obtained at www.childcareva.com.

Providers must notify parents (required by 8VAC20-800-650):

- In writing, within 10 business days after the effective date of the change when there is no longer liability insurance in force on the family day home operation (may use Liability Insurance Declaration Form);
- Daily about the child's health, development, behavior, adjustment, or needs
- Prior to when a substitute provider will be caring for the children (for provider's vacation, appointments, etc.)
- When persistent behavioral problems are identified and such notification shall include any disciplinary steps taken in response.

Immediately when the child:

- Has a head injury or any serious injury that requires emergency medical or dental treatment;
- Has an adverse reaction to medication administered;
- Has been administered medication incorrectly;
- Is lost or missing; or
- Has died.
- The same day whenever first aid is administered to the child.

• Within 24 hours or the next business day of the home's having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. Life-threatening diseases must be reported to parents immediately. The provider shall consult the local health department if there is a question about the communicability of a disease.

- In writing, whenever there are changes in the home's emergency preparedness and response plan (that is, any changes to the Provisions of the Emergency Preparedness and Response Plan given to parents prior to the child's first day of attendance.
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situations) and the provider will have written parental permission
- As soon as possible of the child's whereabouts if an emergency evacuation or relocation is necessary.

Parent Signature

Date