

Parent Handbook Workbook

Written by: _____ Date: _____

Child Care Address: _____

Admission Policies

Registration Fee: YES or NO How much? How often?

What paperwork must be completed before a child can start? List here

Attendance Policies

Days your business is closed:

Holidays: If you are closed, does everyone still pay for those days?

Provider Vacation: Set dates every year? Do you charge when you are on vacation?

Do you offer extended hours for an extra fee?

Child Vacation Days: Will you hold a child's space without charging? How long?

Sick Child Policies:

What determines when a child must stay home? Do you charge for sick days?

Do you expect a parent to call you if their child is sick? By what time?

Payment Policies

What do you charge? Is the rate weekly? Monthly? Other? What day of the week or month are the fees due? _____

Is there an extra fee for late payments? Will you accept checks and/or cash? What about bounced checks? _____

Do you give discounts or scholarships? If you do explain them. _____

Will you give discounts or credit for unused days if a child has an extended illness?

Health Policies

If a child needs medication will you give it to them while they are in child care? Do you want a doctor's written instructions? Must it be in the original container?

How will you notify parents of a contagious illness? _____

General Policies

Open door policy- parents are always welcome to drop in.

Transportation- will you ever transport children? When and How?

What will you require for someone other than the parent to pick up a child from your child care?

Will they need ID?

Do you require notification if a child is dropping from your program? If so how much?

If you decide to increase rates how much notice will you give parents?

Meals and Snacks: Will you provide the food or will the parents? If you serve the food will you prepare a written menu for the parents each week?
