



I have an agreement with Bundle of Love Academy to provide services for the above child(ren) under the following conditions, beginning on \_\_\_\_\_ 20\_\_\_\_\_.

Care will normally begin at \_\_\_\_\_ (AM) (PM) and end at \_\_\_\_\_ (AM) (PM) on the following days of the week (Mon) (Tue) (Wed) (Thurs) (Fri). Care will **not** be provided at night, on weekends, spring break, winter break, teacher workdays, staff developmental training days and all legal holidays unless otherwise agreed upon. Each child is allotted hours between 7:00AM and 4:30PM per day, any additional time after 4:30PM will be considered extended care (additional fees will apply). No daily drop-offs will be permitted after 9:15 AM unless with a doctor's note accompanying the child from the child's physician (**no exceptions**).

### **Tuition**

An annual fee of \$255.00 will be paid to cover the cost of registration, curriculum, uniform shirts and school spirit t-shirts. **Extended care will be an additional \$15 per child. The fees for the above-mentioned child (ren) are \$ \_\_\_\_\_. \_\_\_\_ per week for regular care (7:00am-4:30pm) or \$ \_\_\_\_\_. \_\_\_\_ for extended care ( 4:30 pm-5:30).** Payment will be made in advance on Friday's Weekly \_\_\_\_\_ Bi-weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Other \_\_\_\_\_ by 5:30 p.m. Payments made **on Friday's** after the closing time of 5:30 p.m. will be considered late and a late fee of \$35.00 per week will apply. **There will be a \$45 fee for all failed payments** and tuition and other fees must be paid in the form of cash, cashier's check or money order. No exceptions are made for absences, illness, vacation, or other reasons. BOL has the right to refuse services for late payments.

Tuition Payments will be made in the following manner: brightwheel invoice only \_\_\_ unless payment is late or failed. Receipts for payments can be printed directly from brightwheel. Payment obligation is based on the reserved time in this agreement, not on actual times used. Payment for all reserved times is required whether the child is actually attending the learning center or not.

During Winter and Spring breaks there is a required holding fee of **your child's weekly tuition rate**, and it will be invoiced 30 days prior to the break. Holding fees are due the Friday before the breaks or a late fee will apply.

### **Meals and Snacks**

Meals and snacks to be provided by Bundle of Love Academy which include:

Breakfast; ✓ morning snack; ✓ and evening snack; ✓. Lunch must be provided by the parents unless otherwise noted on brightwheel. Those items not checked will be the responsibility of the parent to provide. Any special food i.e., foods, drinks, and birthday parties, must be provided by the parent. Any food or snacks brought from home should not require any preparations from the Center. Breakfast will be served from 740 to 820 with a 10 minute grace period. If students arrive after 830AM breakfast will not be offered. All lunches will be labeled

with name and date (if not done by parent or guardian) and refrigerated until lunch time. Lunches can be warmed by airfryer, microwave or conventional oven before serving.

### **COVID-19/Illness/Communicable Policy**

Admittance will be refused to any child that is too ill to be in a group setting. No child will be accepted with a temperature that exceeds 100 degrees, recurring vomiting or diarrhea, runny nose or crusty eyes, unexplained rash, cough, shortness of breath, and allergy-like symptoms. BOL has a 24-hr/48-hr return policy on most illnesses with a written doctor's note stating that the child is not a threat to the other children or the staff. The child must be clear of any symptoms and fever-free before returning.

In cases of just not feeling well outside of the stated above reasons, please inform the child's teacher before attending school. The child must be able to be in a group setting and able to participate in indoor and outdoor activities. BOL reserves the right to make all final decisions necessary even after the 24-hr/48-hr period and doctor's note to control the spread of any illness within the center.

If illness occurs during the time of care, the parent will be notified. The child will be isolated in a comfortable place until the child is picked up. Pick-up should be within one hour of the time the call was received. If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up immediately. The child will only be accepted back after 48 hrs with a written doctor's note stating that he/she is not a threat to the other children. All parents will be notified of the possibility of communicable disease and what symptoms to watch for.

Children should be excluded from the school setting for the reasons outlined below.

- Note: The following list covers the most common illnesses but is not inclusive of all reasons for exclusion. Illness that prevents the child from participating comfortably in program activities
- Illness that results in a greater need for care than faculty can provide without compromising the health and safety of other children
- Fever (100° axillary [armpit], 101° orally, 102° aural [ear]) accompanied by other symptoms such as lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting
- Exposed to anyone diagnosed with Covid 19

Any child with a fever of 101° will be excluded and should receive medical attention as soon as possible.

### **Medication/Allergies**

Bundle of Love will only administer non-prescription creams and insect repellent sprays. Over-the-counter medication or prescription will not be given. Creams or insect repellents may not be left in a child's bag but must be handed directly to a staff member to put away in a locked cabinet.

All allergies of the student should be listed during enrollment or as developed and accompanied with an action plan from the child's pediatrician.

### **Sunscreen and Insect Repellent Policy**

Sunscreen and insect repellent must be: 1) safe for the age of the particular child; 2) in the original container guardian, and 3) within the expiration date noted on the product. Aerosols, as well as, combined sunscreen and insect repellents are prohibited.

Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/ before either is used. This permission slip must be updated annually.

Note: State licensing regulations will take precedence if they conflict with this policy. If Bundle of Love Academy's policy is stricter, it takes precedence.

### **Sunscreen**

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center.

School-age children may apply sunscreen to themselves with adult supervision for proper application.

Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring.

### **Insect Repellent**

Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian. The repellent should contain a concentration of 30% DEET or

less. Repellents not containing DEET may only be used if safe for the age of the child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.

Insect repellent should be applied to a child's skin only once a day but maybe sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered.

### **Accident/Emergency**

In the event of an accident or emergency resulting in the need for medical attention, the parent hereby gives Authority to the director or their delegate to arrange such medical assistance and/or ambulance as is deemed necessary. Every reasonable effort will be made to contact the child's parents. However, if unable to contact them, the Director or their delegate may authorize the administration of medication.

### **Supplies/Potty Training**

Parents are required to bring a small blanket and crib size sheet for rest time to be kept at the center and a complete change of uniform clothing during September-June (including socks) appropriate for the weather. Soiled clothing will be sent home and a clean change of clothing should be brought back the next day. All items need to be labeled with the child's initials. Parents are required to bring pull-ups and wipes for those children's potty training. It's helpful to dress the potty training student in training-friendly clothing and provide the refastenable side training pants (velcro siding) for quick changes. The teacher will notify the parent when the supply needs to be replenished. Parents are encouraged to check their child's cubby to ensure that they have the supplies that are needed weekly. Potty training schedule will be posted inside classroom(s) by the director.

Students must be potty trained by the age of 3 years to attend BOL.

No Binkies or pacifiers will be given after age 2.5 years.

No outside toys or devices are permitted unless with teacher/manager approval. Bundle of Love is not responsible for loss, damage, or stolen items.

The school general supply list is available on the center's website or can be picked up in the office.

Classroom teachers may have a class supply list for his or her classroom that may differ from the general supply list.

### **Uniforms**

Children are required to wear uniforms Monday-Wednesday unless otherwise communicated by the teacher or director. Student's uniforms are required to remain in good condition with no holes, rips or discoloration in clothing. Thursdays are school spirit days and BOL t-shirts and

jeans/shorts/skirts/pants will be the attire. All Fridays are dress-down days, children are able to wear his or her desired outfit. **Hair beads or very small hair bows and rubber bands that can be a choking hazard is prohibited in our 2 /3 year old classrooms (Blue and Red).**

Our uniform policy will be strictly enforced during the school year. **Uniform shirts are to be purchased through Bundle of Love Academy and uniform bottoms are strictly enforced from the approved list only.** Uniforms are not required during summer camp.

Age 2- Blue polo-style shirt/dark blue bottoms,skirts or dress **(no jeans)**

Age 2.5- Red polo-style shirt/dark blue bottoms, skirt or dress **(no jeans)**

Age 3- Green/Teal polo style shirt/dark blue bottoms, skirt or dress **(no jeans)**

Age 4/5- Yellow polo style shirt/dark blue bottoms, skirt or dress **(no jeans)**

### **Disciplinary Action**

Bundle of Love teachers will not use:

- Threats or Bribes
- Physical punishment
- Deprive child of food or other basic needs
- Humiliate or isolation

In response to misbehavior, we will respect all children while establishing and enforcing clear rules. We will use positive language to explain desired acceptable behavior and give clear choices to the child.

If a child becomes disruptive to the learning environment or harmful to himself or others, the child will be removed from class and the parent will be contacted for immediate pickup. The teacher or director will discuss the issue with the parent privately to resolve the situation. If the situation is not resolved or the behavior persists the director may terminate services.

### **Transportation**

**I hereby authorize Bundle of Love Academy permission to transport my minor child \_\_\_\_\_ in a bus or van driven by an individual authorized by Bundle of Love Academy. I understand that all safety precautions will be taken to ensure the safety of all children. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the direction provided by the driver, staff and /or volunteer. Permission forms will be given for all field trips prior to transportation being provided. I recognize that riding in a motor vehicle may result in personal injuries, permanent loss from wrecks, collisions or acts by riders, other drivers, or**

objects. I hereby attest and verify I have been advised of the potential risks, and I assume any expenses incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Bundle of Love Academy, and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and I fully understand its terms and conditions, and agree to be legally bound by its terms.

Parent/Guardian Name : \_\_\_\_\_ Date \_\_\_\_\_

### Termination

Occasionally, a child will experience some difficulty in adapting to the center's environment or abiding by the center's rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from the center.

Parents will give two weeks' written notice if they wish to voluntarily withdraw services from the center. Full tuition will be required for those two weeks whether the child attends or not.

### VA Subsidy

Parents are required to check student(s) in and out daily. Updating the VA ECC system with check ins and outs must not exceed more than two days, regardless of illness, absence, vacation, lost card, etc.

Tuition financial obligations will become the responsibility of the parent if missed check-ins are not paid by the subsidy program. The delinquent amount will be invoiced and expected to be satisfied immediately to continue without interruption of services.

Failure to comply with the above requirement will result in immediate termination of childcare services at Bundle of Love Academy. In case that your VA ECC card is lost please inform the BOL Administration and case worker.

Any violation of any article in this agreement will just cause termination of service.

