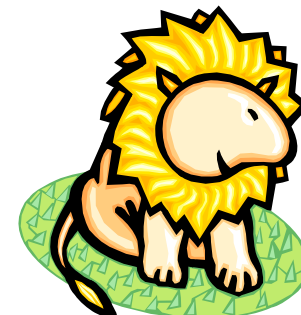




LEGGETT DANDI LIONS INFANT AND TODDLER CHILD CARE PROGRAM

A licensed Early Childhood Care Program for children two weeks to five years of age

Waterford Schools Child Care Services
Offers an Infant/Toddler Program with affordable daily rates.
Open Monday - Friday
6:30 a.m. to 6:00 p.m.



Dandi Lions Child Care is arranged around distinct developmental age groups which allows for better planning of quality, developmentally appropriate activities for each group:



**Infants
&
Pre
Walkers**



Wee Walkers

Toddlers

Pre School Age



Registration

Dandi Lions Child Care is available on a pre-registration basis only. All children must be registered. A schedule indicating the days and times you will be using the program is due on Wednesday each week.

Fees

Fees are assessed using the table below. You may choose any option that fits your needs. Billing weekly, your invoice will be available every Tuesday. Payment is due on or before the following Friday. A 5% late charge is added to all past due amounts.

Half Day Option Less than 5 hours a day	\$35.00	Minimum 2 days
Two Day Option	\$95.00	\$80.00 additional child
Three Day Option	\$140.00	\$119.00 additional child
Four Day Option	\$186.00	\$156.00 additional child
Five Day Option	\$207.00	\$178.00 additional child
Pre School rates apply if your child is attending a Waterford School District Tuition based Pre School Program.		

A yearly \$50.00 non refundable registration fee per child or \$75.00 per family is due at the time of enrollment. Make sure we are aware of any siblings in another Waterford School District Program to receive the discounted rate. No cash please.

The following forms must be completed and signed by the parent or guardian to ensure placement in the program.

Child Information/Emergency Card

This form registers your child and saves him/her a spot in the program as well as provides us with necessary emergency and medical information.

Program Contract

This form is a contract that states you are aware of and understand Waterford Schools Child Care policies, scheduling process, health information and fees.

Schedule

This is your child's schedule. Please indicate the days and times you will be using the program. You will be financially responsible for the time you reserve. Check with the site coordinator to make arrangements if care is needed on a day you did not schedule. Schedules are due every Wednesday. Please use a separate schedule for each child.

Up to date immunizations/physical evaluation

State licensing mandates we have a copy of your child's up to date immunizations or a waiver signed by the parents. For infants and toddlers a signed physical evaluation performed within the preceding 3 months (updated yearly), or within the preceding year for older toddlers and pre school age children (updated every two years) must be on file in the child care office.

DHS Licensing Report Statement

We are licensed through the State of Michigan Department of Human Services which mandates us to keep a notebook including licensing inspection reports, special investigations reports and all related corrective action plans on site and available for review.

D.H.S. (Department of Human Services)

Parents interested in financial assistance will need to contact their local DHS office to see if they qualify. Parents will be responsible for fees incurred until the first payment is made by the State of Michigan, as well as the percentage of payment not covered by DHS and any additional fees. Registration fees are not covered by DHS.

ADDITIONAL FEES

Late Pick Up Fee – There will be a \$1.00 per minute charge after 6:00 p.m. Repeated late pick up may result in dismissal from the program.

Late Payment Fee – You will be charged a late fee of 5% of your balance for invoices not paid by the due date.

Returned Check and EFT's – Will be assessed a fee and must be repaid within one week of notification.

Refunds/Credits – There will be no refunds for missed sessions, however, you will not be charged for services scheduled on a snow day if you do not attend on that day.

Sick Day Credit – Sick day credit will only be given for extended illnesses.

Snacks – Two nutritional (a.m. and p.m.) snacks, including juice, will be provided for your child at no extra charge. A snack menu will be posted in each class. You may also send in your own nutritional snacks.

Calendar: - Dandi Lions is open Monday through Friday with the following exceptions: *Thanksgiving, including the day after Thanksgiving; *Christmas Day, including the day before Christmas; *New Year's Day, including the day before New Year's Day; * Friday Before Easter including the Monday after Easter; *Memorial Day,* Fourth of July; and *Labor Day.

EMERGENCY CLOSING

On rare occasions if the Leggett Campus is closed for any reason Dandi Lions is also closed. Parents will be informed well in advance of other closure dates that may apply. Regular tuition will be charged for any *holiday that falls within a regular attendance week. If child care is notified two weeks in advance, there will be no charge assessed for vacation time.

Leggett Dandi Lions provides a nurturing, comfortable environment that is specifically structured to meet the physical, emotional, and developmental needs of each individual child. We work closely with our families to provide an environment that allows children to develop to their fullest potential. Parents are encouraged to visit us any time.