



**Operational Policies Agreement**  
**Hours/Days of Operation**

P.E.A.C.E of MIND will be open from 6:00 am until 7:00 pm (dayshift), and 8:00pm until 8:00am (night shift), Monday through Sunday, year round. The Center will be closed in lieu of the following holidays: New Years Day, Independence Day, Labor Day, Thanksgiving (this includes the following Friday), Christmas Eve, and Christmas Day.

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**Drop-Off & Pick-Up Hours**

By law, children cannot be in care more than 12 continuous hours. Children enrolled in the dayshift must arrive at our facility between 6am - 9am or care will not be rendered. Night shift drop-ins may not arrive prior to 8pm or later than 9pm. Children will be allowed to arrive late with documentation from a health or human services appointment.

**Payment Information**

All payments are due on Monday morning prior to drop off. In the event of nonpayment, care will not be rendered until payment is made. A late fee of \$10.00 will be charged per child after Tuesday of that week. NCI copayments must be paid in full on the first day of the first week of the month prior to care being rendered. Partial payments will not be accepted. Cash payments accepted only. Initial\_\_\_\_\_

**Weekly Daytime Child Care Rates are as follows:**

**Full-time Care**

- \$150.....Infants 0- 24 months
- \$125..... Toddlers 24-48 months
- \$30.....Before School Program
- \$45.....After School Program
- \$40.....Drop-in care

**Part-time Care**

\$75 for all children 0-4 years old (no more than 5 hours a day, 3 days a week)

**Application Fee**

\$25 per child

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**Weekly Overnight Child Care Rates are as follows:**

- \$150.....All Ages
- \$40.....Drop-in care

**Application Fee**

\$50 per child

**Vacation Policy**

When your child takes a vacation, there is a charge of one-half of the usual amount, provided two weeks notice is given. Under two weeks notice will require that the full charge be applied.

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**Late Pick Up Fees**

The center's normal business hours stated above must be observed by parents due to state mandated ratios and requirements for operating multiple shifts. There is a \$10.00 fee for every fifteen minutes that your child remains after closing. This fee must be paid on the day that the child is picked up late.

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**Termination**

Please give 30 days notice when withdrawing your child from the care of this facility. NCI clients who fail to give notice prior to termination will waive their rights to any copayment remainder refund for that month. Non-NCI recipients will be required to pay a one week deposit upon future enrollment which will not be refunded if children are removed without 30 days notice.

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**Release of Children**

Children will be only released to a parent or a person designated by the parent. Parents are to inform the center when there are any changes to contact, emergency, or pick up authorization information. Valid picture identification will be required for any person other than the parent picking up a child.

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**Illness and Injuries**

If a child becomes ill while in care at the center, the parent will be immediately notified to pick up the child. The child will be cared for apart from other children until the child can be picked up from the center. If a critical illness or injury arises while the child is in care and requires immediate medical attention, first aid will be rendered and/or emergency medical services will be contacted immediately and the child will be taken to the emergency room indicated by the parent on the enrollment form.

An ill child will not be allowed to attend the center in the following instances:

1. The child has an under arm temperature of 100.4 degrees or greater, an oral temperature of 101.4 degrees or greater, or a rectal temperature of 101.4 or greater.
2. The child has been deemed by a health-care professional to have a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.
3. If the illness or injury prevents the child from participating comfortably in activities including outdoor play.
4. The illness or injury results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
5. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
6. All injuries or illnesses will be immediately reported by the staff to the director and an injury and illness form must be completed by the staff member that is directly involved in caring for the child during the time that the injury or illness occurred.

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**Immunization Requirement**

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements.

Vision and hearing screening is required for children being enrolled who are four years of age or older.

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**Medication**

Medication will only be administered with written consent from the parent or guardian. If your child is to receive medication, please fill out and sign a Medication Authorization Form specifying the name of the medication, the dosage and the times to be administered to the child. Medication must be in the original container labeled with the child's full name and the date brought to the center.

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**Transportation, Field Trips & Water Activities**

Children that participate in activities such as field trips and transportation to and from school will be required to have parental consent forms signed and on file with the center. The children will be transported in the safest manner and the staff will comply with all the laws and guidelines set forth by city and state officials.

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**Discipline**

The center will use positive methods of discipline such as re-direction, methods of discipline that encourage self-esteem and self-control, such as praising good behavior instead of focusing on unacceptable behavior. Should any behavioral problems arise, the parent will be encouraged to help with the discipline process. In the event that your child's behavior becomes unmanageable, cannot be resolved through parent intervention and discipline management strategies, or poses a risk to him/her or the wellbeing or safety of others present in the facility, P.E.A.C.E of MIND reserves the right to terminate care to the child and will assist parents in finding alternate care and placement for the child. Initial\_\_\_\_\_

