

a b c o g l d

## Termination of Enrollment

### Voluntary Termination of Enrollment by Parent

Rascals requires a two-week notice, in writing, of decision to terminate contract. Tuition is required for the two-week period. Your security deposit will then be refunded within thirty days from your last day at Rascals.

### Termination of Enrollment for Non-Payment

Failure to pay tuition for two consecutive weeks will result in automatic termination of enrollment of your child.

The Director reserves the right to terminate the enrollment of any child with one week's notice to the parents. Possible reasons for such action includes abuse of staff, children, or property; persistent abuse of policies; and disruptive/dangerous behavioral difficulties.

## Safe Arrivals and Departures

No child will be released to a person not previously authorized by a parent to pick up a child. We must have hand written notification. The person will be asked to show picture identification before we release a child. If a parent is denied custody or visitation of a child, please have a copy of the legal documents on file at the center. Children will not be released to persons appearing to be under the influence of drugs or alcohol.

## Health Procedures

In the event of an injury, the staff member in charge must fill out an incident report within 24 hours and parents or emergency contacts will be notified immediately. Bringing a child with any symptoms to the center may cause other children to get sick. If the parents keep their sick children at home, everybody's children including your own will be sick less often. When a child is absent from the center because of an illness, we require a doctor's note for re-entry. Children will not be given any medication without a doctor's note. The medication must be in the original container and labeled with the child's complete name. The staff is responsible for observing each child daily for signs and symptoms of illness'.

If your child develops any of the symptoms or illnesses listed below, you will be called by a staff member to take your child home. Please make arrangements to have someone pick up your child immediately for the safety of the other children. **If there is any fever your child must be fever free for 24 hours before they can return.**

Diarrhea, mumps, head lice, impetigo, ear ache, rubella, pertussis, pink eye, 100 degrees or a higher fever, Yellowish Skin or Eyes, Difficulty Breathing, Severe Headache/Stiff Neck, Measles, Ring Worm, Chicken Pox, Strep Throat, Vomiting, Tooth Ache, Gray or White Stool, Sore Throat or Trouble Swallowing, Unusually dark or tea- colored urine, Unusual behavior or less active, spots or rashes. In cases where the doctor gives medication, **the child must remain at home until the medication has been administered for a minimum of 48 hours.**

**Please inform the center if your child has been exposed to any of the following illnesses:**

Mumps, chicken pox, diphtheria, hepatitis A, measles, bacterial meningitis, rubella, pertussis, pneumonia, epiglottis, salmonella, shigella, campylobacteria and giardia.