



Welcome to MOM'S INC.

(A Keystone Stars Recipient)

One Bald Eagle Court
PO BOX 396
McElhattan, PA 17748
570-769-6001

225 East Church Street
Lock Haven, PA 17745
570-748-8249

Tiadaghton Valley Mall
701 Allegheny Street
Jersey Shore, PA 17740
570-398-4877

Carrie Pase, President
Amy Bowers, Executive Assistant
Kim Scott, Director at Lock Haven
Kim Stoner, Director at Jersey Shore

PHILOSOPHIES/MISSION STATEMENT

- To be the turning point in childcare for Clinton and Lycoming County
- To provide superior care and education so that parents/guardians no longer need to feel the guilt or worries of going back to work
- To put the "tradition" back into the non-traditional families by networking with community groups
- To provide high quality services unlike any other child care facility in the area
- To provide a safe and loving environment for children to grow physically, intellectually, morally, socially and emotionally.

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MOM'S INC. MANAGEMENT STAFF

President	Carrie Pase
Executive Assistant	Amy Bowers
Director at Lock Haven	Kim Scott
Director at Jersey Shore	Kim Stoner
Food Director	Kim Scott

CONTACT PHONE NUMBERS

McElhattan	570-769-6001
Jersey Shore	570-398-4877
Lock Haven	570-748-8249
Fax (McElhattan Site)	570-858-5402

FORMS

The following forms must be completed and returned to MOM'S INC. prior to child's first day of attendance:

Agreement Form	Getting to Know You
Emergency Contact Form	Release Form
Food Program Forms (3)	Health Assessment Form (w/in 60 days)
Parent Handbook Signature Form	

ADMISSION POLICY

Admission is open to all regardless of race, color, national origin, sex, age, or disability.

HOURS

We Are Open: Jersey Shore: Monday thru Friday 5:30 AM to 6:00 PM
Lock Haven: Monday thru Friday 5:30 AM to 6:00 PM

We Are Closed: New Year's Day Thanksgiving
Memorial Day Day after Thanksgiving
Fourth of July Christmas Day
Labor Day Good Friday

These holidays are subject to change according to the calendar year, days may be added or deleted

STEP, CAO, CCY PARTICIPANTS

MOM'S INC. is a partner with the following seven agencies for subsidy funding:

Bi-County Day Care Administration (CCIS) Clinton County Assistance Office (CCAO)
Clinton County Children and Youth (CCCY) Susquehanna Health Systems (SHS)
Lycoming County Children and Youth (LCCY) Mount Nittany Medical Center
Lock Haven University

Upon approval from one of these groups, MOM'S INC. will accept payments for your child on a weekly basis under the conditions that all contracts are signed and payments are maintained and continued by the enrolling parent upon removal from the subsidized program.

Parents/guardians must sign our contract in the event that subsidy is terminated. The parent is responsible for full payment.

Depending on the age of the child, there may be a difference between what MOM'S INC. charges and what the agencies are willing to pay. The parent of the child is therefore responsible for those daily differences, in addition to his/her weekly co-pay.

STEP and CAO adheres to our policy of weekly fees being due regardless of attendance. CCCY, however, does not. Therefore, if you contract with us through CCCY and you, for example, sign on for 30 hours/week (PT), CCCY and SHS will pay only if you actually attend. So, if you are sick and your child does not attend, you are responsible for the weekly payment.

Any child care contributions received from an employer are the parent's responsibility.

MANDATED REPORTERS

Our staff are all mandated to report any suspected signs of negligence or abuse (whether it be physical, mental, or sexual) to the state.

By law, we are not required to discuss any suspicions with the parent or guardian; however, we try to communicate with the parent or guardian before taking any action.

To avoid an awkward situation, please try to mention any incidents that may draw our attention.

RATE SCHEDULE

Effective 7/1/13

Age Rate	Full-Time (31-50 Hours)	Part-Time (30 Hours or Less)	Day
Infants • 6 wks. to 1 year	\$132.00	\$102.00	\$33.00
Toddlers • 13 mos. to 3 years	\$128.00	\$98.00	\$33.00
Preschool • 3 years to K	\$122.00	\$92.00	\$33.00

Preschool Only Program

Monday thru Friday 9:00 AM – 12:30 PM (includes lunch)

	1 day/week	\$66.00/month	
	2 days/week	\$121/month	
	3 days/week	\$167/month	
	4 days/week	\$205/month	
	5 days/week	\$234/month	
Kindergarten	\$122.00	5 years as of November 30th	
School Age • Summer Only • K to 12 years	\$110.00	\$80.00	\$33.00
School Age	Before or After School	\$49.00	
	Before and After School	\$71.00	
	Half Days/Snow Days/Vacations***	See note below***	
Drop In	\$10.00 per hour up to 4 hours	\$39.00 per day 5 to 10 hours	
Under 1 hour per day		\$27.00 per week per child	

***Please note that your child’s time starts when they enter the bus, not when they arrive at the center.**

Full Time Only: 15% discount on oldest child. Contracted fees are expected to be paid regardless of attendance.

Part Time: No sibling discount. Contracted fees are expected to be paid regardless of attendance.

Day Rate: Follows part time policies.

Drop In: Drop in rates applies to children that are not scheduled prior to the current week. Those parents that call the morning services are needed must pay the drop in rate provided there is room for their child. Drop in is also a child that is enrolled in MOM’S INC., or committed to a signed agreement form.

Overtime: Anything over 50 hours per week is \$10.00 for every hour your child stays past the 50 hours. This is per child.

Full Time, Part Time, and Day Rate: Parents that have varying schedules must provide the hours of care **one week in advance** or the provider will charge according to the drop in fee scale for the entire week.

After Hours: Anything after MOM'S INC. is closed will be \$10 per 15 minutes.

Payment is to be made on the first day of the week the child attends. If your child is on the schedule for the week the **payment is required whether your child attends or not**, this space is reserved for them and cannot be filled at a moment's notice if they are unable to attend. **Late payment fee is 10% of balance due. An additional 10% will be added at the beginning of every week your payment is late, along with any new fees you incur.** Accounts more than two weeks past due will be subject to suspension of child care until all fees are brought current.

Returned check fee is \$35.00. After a returned check, only money orders will be accepted.

MOM'S INC. does not accept cash.

The provider can terminate the contract immediately for lack of payment. It can also be terminated with a one week notice for disregarding policies or at the provider's discretion. The parent can also terminate the contract by giving a two week notice. **The termination period must be paid whether the child is present or not.**

If your contract is terminated and you are not in good standing with your account, it will go to collection. This will include payment for the termination period. You will be billed for the amount you owe including any late fees that apply to your account. You will also be charged a **25% collection fee** on the total amount owed. It is best to stay in good standing, as this may affect your credit rating.

*****Parents of school age children:** half days, snow days, or single days off during the school week will require you to pay the day rate for a full day off, and \$10.00 per hour for a partial day off. For breaks such as Easter, Christmas, etc. you will be charged either full time or part time summer rates according to the hours the child attends. Transportation fees apply to those who are transported by a MOM'S INC. vehicle.

If you choose not to move your child to the next classroom when they are age eligible, you will be responsible for paying the fee for the younger age group.

Please put your payment in the locked drop box next to the sign in book. Please do not give any staff your payment. Please put child's name in the Memo portion of the check.

If you fail to pick your child up within 30 minutes of the center closing, and we cannot reach anyone else to pick your child up---WE WILL call Children and Youth to pick your child up.

AGREEMENT FORM

Agreements must be signed by both parents/guardians prior to first day of attendance. Even if the parents/guardians are divorced, incarcerated, or living out of the area, both must sign form. A two week notice of termination is required. The termination period must be paid regardless of attendance.

WITHDRAWAL

MOM'S INC. requires all families to fill out a withdrawal form in order for a two weeks' notice to be official. You can get this form from the Director. Your two weeks' notice will begin upon receipt of this form. You will be responsible for your contracted payments.

EMERGENCY PLAN

A copy of our center's emergency plan is included in your welcome packet.

SECURITY

MOM'S INC. is proud of our high security and the extra precautions that we take to ensure the safety of your child. Our doors are locked 24 hours a day from the outside.

EMERGENCY CONTACT FORM

This form is necessary to ensure the safety of your child. All persons not familiar to the staff will be asked for a picture ID.

Parents that are single and /or divorced need to pay extra attention to whom they put on this form. Legally, we cannot keep a child from the legal parent/guardian without a court paper saying that the parent/guardian may not have the child. If you enroll your child and do not include the other parent, and he/she finds out and shows up at our center with proof that he/she is the child's parent, we have to give him/her their child. So, to avoid any problems, please be upfront with the Director and your child's teacher of any custody issues etc.

NUTRITION

MOM'S INC. provides nutritionally balanced meals for all ages. For infants a selected formula (in this case, Parent's Choice) is offered to all infants. The parents have the right to refuse this brand and bring in their own formula. (See Food Program Rules and Regulations).

NAPTITUDE

Naptimes are given to infants, one, and two year olds and preschoolers. Naptimes are necessary for a balanced day, especially for the younger groups. They are not, however, mandatory. The decision is up

to the parents and that decision should be based on the child's needs and behavior. The older preschoolers that have grown out of napping are structured into another preschool setting throughout the quiet time. (Including crafts, storytelling, songs, and learning exercises).

CURRICULUM

MOM'S INC. has chosen to use the Creative Curriculum throughout the center. This theme based curriculum is used throughout the entire year. Each day, cognitive thinking skills, fine and gross motor skills, dramatic play, and educational activities are designated for each group using a different theme each month. We incorporate artistic and social skills as well as good nutrition into our daily curriculum. In addition to Creative Curriculum, we also base our lesson plans on each child's skill level. We have the Early Learning Standards to help us provide developmentally appropriate practices in each age group.

In addition to the learning program, we also offer a fitness program with Stretch N Grow. Coach Larry or Coach Gwen, lead the children in exercise and talk about good health practices, including nutrition, and taking care of themselves. Also when available we participate in Swim and Gym at the Lock Haven YMCA.

DAILY SIGNING IN AND OUT

Besides the security mentioned above, all parents must sign their child **in** upon arrival every day and **out** when they leave every day. The sign in books are located in each child's room and each name is listed alphabetically. We keep track of hours this way.

DAILY REPORTS

Daily reports are sent home to parents for children in the infant, young toddler, and older toddler rooms. Preschool and school age daily report are available upon request. Daily reports will let you know what your child has eaten, when they slept, how their mood was, what they did during the day, and if they need anything brought from home such as diapers, wipes, extra clothes, or something for a classroom project. If you have any questions about these reports, please speak with your child's teacher.

DIAPERS/WIPES

MOM'S INC. offers a diaper and wipe service through First Quality. We offer Cuties, which is a premium brand of diapers, they are only available through First Quality's Daycare Program. Samples are available in the office. The cost is \$7 a week for full time children and \$4 a week for part time children.

Parents who wish to provide their own **disposable diapers** and wipes for their child may still do so. Please note that if your child is out of diapers/wipes and we need to provide diapers/wipes there will be a \$5 a day charge. We do not "borrow" diapers from other children when your child is out. MOM'S INC. does not have the resources to allow for the use of reusable diapers at their facilities.

CONFERENCES

Parent teacher conferences will be offered twice a year; March and October. This is an opportunity to discuss behavioral, social, and physical development of your child.

REFERRALS

MOM'S INC. will perform development checklists, child observations, and authentic assessments throughout the course of your child's enrollment. Our educated staff will confer with parents to develop appropriate social, mental health, educational, wellness, and medical services by using local therapeutic staff support.

HEALTH ASSESSMENT FORM

Parents/guardians must submit health assessments within 60 days of enrollment and on a continued basis for each child:

- Infants through 2 Years - Every 6 months
- 3 Years through Kindergarten - Every year
- 6th Grade

Each time your child receives immunizations, please update your child's file with a copy of the current records.

OUTSIDE PLAY

We are required by the DPW to take the children outside daily (weather permitting). Please dress your child appropriately for all types of weather. Sunscreen may be brought in but must be in the original bottle/tube and his/her name written on it. If your child is too sick to go outside, he/she is too sick to be at the center that day.

PRESCHOOL

Our preschool program is run by a phenomenal group of experienced and educated staff. Our teachers coordinate our three, four, and five year olds into a day packed with educational, social, and physical components.

Our Preschool Only program is 9:00AM to 12:30 PM Monday through Friday, which includes lunch.

We also are a partner of the Jersey Shore School District and offer a Pre-K Counts classroom. For more information contact the JSASD at 570-398-5600.

SICK POLICY

When to stay home? When your child is too sick to participate in the daily activities. If he/she is "clingy" and requires the teacher's full attention, then he/she should not be at the center that day.

“Clinging” distracts the teacher’s attention from the rest of the class. Other symptoms to stay home include:

- Fever of 101.5 degrees or higher
- Diarrhea for 24 hours or more
- Vomiting
- Thick green discharge from nasal or eye cavities
- Croupy coughs
- Any infectious or contagious diseases
- Infected with Lice or Scabies

If your child displays any of these symptoms, you will be contacted to come and pick up your child. A note from the doctor will permit your child to return. **A child must be free of fever, vomiting, and diarrhea for 24 hours to return. Please make sure for their safety that they are able to keep food and liquids down for a 12 hour period to prevent dehydration before returning to daycare.**

MOM’S INC. follows the PA Department of Health recommendations and at the same time, we are sensitive to your work demands. Please realize that sending an infected child will start an outbreak throughout the center. The infants are not as tolerant to certain colds and viruses and although your child may be older and not have the severe symptoms, he/she may infect an infant and cause major symptoms. All of this can be avoided by using common courtesy.

If you are unsure whether your child should attend or not, phone us and we will help you make a decision.

We are able to give medicine at the center. The medicine must be in the original bottle/package, if prescribed by a doctor, we must have the prescription label also. Medicines must be started at home first, in case of allergic reactions. A medicine log must be filled out in order for us to give the medicine while your child is in our care. A staff member will gladly help you fill this out should you have any questions.

PARASITE POLICY

Including: lice, scabies, ringworm, etc..

- First Time - Child is sent home for parent to treat.
- Second Time - Child is sent home for doctor treatment and must present a doctor’s note to return to the center.
- Third Time - Child is sent home and not permitted to return to MOM’S enrollment.

SPECIAL NEEDS

Special needs can mean a variety of different things when talking about the care of a child. There are physical disabilities that will limit the child’s activities, there are food allergies that can be life threatening or just cautionary, there are mental disabilities that could trigger a child into a fit of rage for no apparent reason, and then, there are developmental disabilities that could keep a child from understanding the lesson for the day.

We have children that range in their needs from one end of the spectrum to the other. MOM’S INC. does not isolate the children with special needs, nor do we focus extra attention on the gifted. Our philosophy is to treat all of them equally and provide the ones that need extra help with whatever they need to function within the group. For example, we know that children with hearing disabilities need to

be placed closer to the teacher for easier hearing; physically disabled children need to be placed at the ends of the tables for easier access, etc.

While we welcome children with special needs, we also realize there are some children's needs we are not equipped to deal with on a day-to-day basis. Whether those disabilities are physical, mental, or emotional, we reserve the right to not accept a child that poses a threat to himself or others or that we simply are not capable of providing his/her need.

If your child has an ISP or IFSP, it is important that you share this information with us so that we continue the plan of action that has been put in place for your child. We would also like your permission to share information with other agencies working with your child or family. There is a form that will need to be signed if you allow us to share this information. Only information that is important to your child's development and progress will be shared.

If at any time you feel that your child or family may benefit from help from an outside agency or your child's teacher has concern, we will meet with you to discuss a plan of action to work together to provide the support your child/family needs. Our Community Resource List has some agencies and phone numbers that may be able to help or refer you to another agency that provides the kind of support that is needed. Some outside agencies that have worked with us are the Central Intermediate Unit #10 and Blast IU #17. They have screened children for speech or developmental delays. We have also worked with Infant Development Program and Mental Health/Mental Retardation. All referrals will be kept confidential by the staff at MOM'S INC.

CHILDREN WHO REQUIRE A TSS

If your child requires a TSS it is a MOM'S INC. policy that the TSS must be present for the child to attend daycare. This is for the safety of your child and the safety of the other children.

DISCIPLINE POLICY FOR CHILDREN

MOM'S INC. belief is to keep the children so busy, that they do not have time to misbehave or develop a discipline problem. Our staff develops a daily lesson plan for each stage of development. The activities are kept short for the younger ages to retain their total concentration.

The following inappropriate behaviors are unacceptable and will be dealt with accordingly:

- | | |
|--|------------------------------|
| Biting | Swearing |
| Offensive Language | Deliberate Misuse of Toys |
| Teasing | Talking Back or Mouthing Off |
| Spitting | Pinching |
| Harassing | Deliberate Exposing |
| Hitting, Kicking, Slapping, Restraining, Hugging in a Harmful Manner | |

Biting is most likely a problem for the one year olds. Trying to express themselves can be frustrating. Shadowing is the method used for controlling a "biter". The teacher will sit directly next to the child during activities, meals, and playtime (as if she were the child's shadow) to stop the act before it happens.

The following discipline procedure is followed when the rules are broken:

- | | | |
|----------------------------|---|-----------------------------|
| 1 st Correction | - | Verbal |
| 2 nd Correction | - | Time Out |
| 3 rd Correction | - | Time Out and Note to Parent |

4th Correction - Parent Meeting for Resolution

If a parent meeting does not resolve the disruptive or harmful problem, the child will not be permitted to remain in the center's enrollment.

STAFF TRAININGS

Our staff meets regularly for short trainings. Each training ranges on different subjects and is usually taught through Penn State's Co-Operative Extension Office. The DPW requires six hours per year, but MOM'S INC. requires our staff to complete 24 hours of training per year, including CPR, First Aid, and Fire Safety. We are currently participating in the Keystone STARS program. All staff is required to complete training hours based on current STARS level.

TRANSFER OF RECORDS

If you need copies of your records sent to another agency, school, etc. you must submit a written request at least two weeks prior to having information sent. Records can be transferred classroom to classroom and to outside agencies. All requests must be submitted to the Director.

TRANSITIONS

A transition letter is included in your enrollment packet. In addition to the letter, each teacher will talk to the parents about how and when your child will transition from room to room, or from our program to the school system. If at any time you have questions or concerns, please speak with your child's teacher or the Director.

GETTING TO KNOW YOU

All parents/guardians will be asked to complete a getting to know you report for each child's teacher to review prior to the first evaluation. This will need to take place within the first 45 days of enrollment.

OBSERVATIONS

We will complete an evaluation report within 45 days of enrollment. Results will be recorded and shared with parents and placed within the child's file. Opportunities for parent/teacher conferences will be offered with each evaluation. If you would like a conference at any other time, speak with your child's teacher to arrange a meeting. Formal observations/ evaluations will be done three times a year.

SPEAKERS AND OUTSIDE AGENCIES

Several times during the year we are contracted by agencies such as North Central Sight Services, Valley Prevention Services, and Woolrich and Jersey Shore Fire Companies to provide screenings and programs that may be of interest to the children. Some of these programs may contain controversial speakers and topics such as "Good Touch, Bad Touch". We will let you know when these programs are coming and provide you with information to decide whether or not you would like your child to participate. Should you decide you do not want your child to participate an alternative activity will be available.

FYI

- At no time may a staff member baby sit for a child that is enrolled at MOM'S INC. It is not that we don't love your children, but it is simply a liability issue. Thank you for your understanding and cooperation.
- At time of termination please take all of your child's belongings. After two weeks of termination your child's belongings will become property of MOM'S INC. or disposed of.
- Please do not send your child with a sippy cup or food to his/her classroom. **Do not put sippy cups or food in your child's cubby.** This is a DPW regulation. If found, it will be thrown away.

FOOD PROGRAM

The Food Program is free to our center. The only commitment on your part is filling out paperwork and returning it to our food program director. If paperwork is not returned within the time frame set by the food program director, a \$15.00 weekly fee will be charged to your account until the papers are turned in to the center.

Child and Adult Care Food Program

MOM'S INC. is required to provide meal benefits to all enrolled children. Please help us comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) by completing the Meal Benefit Form.

Please complete, sign, and return the attached Meal Benefit Form to Stephanie as soon as possible. All children enrolled in our center receive their meals at no separate charge, but the determination of the eligibility category affects the amount of Federal Funding received by our center. **All paperwork must be turned in by the designated date or a \$15.00 per week charge will be assessed until the paperwork is turned in to MOM'S INC.**

If your household currently receives benefits under:

- The Food Stamp Program
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program in Indian Reservations (FDPIR)

You only need to list your current case number on the Meal Benefit Form. You must have an adult sign, date, and provide his/her social security number on the Meal Benefit Form, or write "none" if the adult does not have a social security number.

However, if your household does not receive benefits under these programs, please complete the Meal Benefit Form and make sure you:

- Provide the names of all household members and their income by source.
- Have an adult sign, date, and provide his/her social security number or write "non" if the adult does not have a social security number.

For All Households - USDA defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses). Therefore, the income reported on the Meal Benefit Form must include the gross income of all members of your household, by source.

The income you report must be the total gross income listed by the source for each household member received last month. If last month's income does not accurately reflect your circumstance, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than

the amounts indicated for your household's size on the attached Income Chart, the center receives a high level of reimbursement of meals served to your child.

You are required to notify us if your income increases during the year. Any decreases in household size, or increase in income which exceed \$50.00 per month or \$600.00 per year, must be reported. If you list a current Food Stamp, TANF, or FDPIR case number, you must notify us when you no longer receive those benefits. You should also notify us if you become unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

Foster Children: For households with foster children, please refer to the instructions on how to complete the Meal Benefit Form or contact us for additional information.

Confidentiality: We will use the information on the form to decide the level of reimbursement your childcare center is eligible to receive. We may inform officials of other nutrition, health, and education programs of the information on your form to determine benefits for those programs.

Program Discrimination Clause: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (Voice and TDD).

To file a complaint of discrimination, write to **USDA Director**, Office of Civil Rights, Room 3256-W, Whitten Building, 14th and Independence Ave., S.W. Washington D.C. 20250-9410 or call 202-720-5964 (Voice and TDD).

USDA is an equal opportunity provider and employer.

Thank you for your cooperation.

Food Director

Commonly Asked Questions and Concerns

My child will not be in for a few days. Do I need to still pay my weekly fee?

Yes, all weekly fees are due, as per your agreement form, regardless of your child's attendance.

How should I dress my child every day?

Daycare is rough on clothing. Fashion statements are not made in daycare. Just dress your child in comfortable clothing and be prepared for stains! The paints that we use are washable but anyone that has experience with washable paints knows there is always those one or two colors that do not come out as easily.

What should I bring?

Diapers, pull-ups, sunscreen, pillow, blanket, extra clothing, and wipes.

May I pay every two weeks?

Yes, as long as an agreement is made with the Director.

I am a teacher and do not need summer childcare. Do I need to pay?

You may choose to pay the part time rate or you may withdraw your child for the summer. If you choose to withdraw for the summer you may re-enroll in the fall but MOM'S cannot guarantee their will be a space for your child at that time.

I am having problems with my child's father, he has moved out and I don't want him near my child.
We are not permitted to get involved in marital affairs. Unless you present us with court papers, we will not be able to keep your child away from either parent.

My child was up sick all night! Call me if you need to.

You will need to take the child home at that moment of telling us this. Twenty-four hours must pass after the last episode of diarrhea, vomiting, or high fever (101.5) before your child will be allowed to stay at the center.

Can my child's teacher baby sit for me this Sunday?

No, employees of MOM'S INC. are not permitted to baby sit for any enrolled children.

I didn't have time to feed my child today, would you heat this up?

No, we do not allow any outside food or beverage at MOM'S INC.

My child doesn't like your food- may he have McDonalds instead?

No, we do not allow any outside food or beverage at MOM'S INC.

My child has a cold; don't let him/her outside this week.

We are required to take your child outside every day (weather permitting). Not allowing your child to participate basically interferes with the child to staff ratios. Keeping your child inside requires another teacher to report to work for that time frame. This is not cost efficient or reasonable. The Department of Health agrees that all children need fresh air each day to develop properly. As a general rule, if your child is too sick to go outside, he/she is too sick to be at the center that day.

I know my child's physical is due- but I can't take off work for an appointment!

Unfortunately, the DPW requires that the physical be submitted within the first 60 days and each year thereafter. Knowing this at enrollment time should allow you to make the proper appointments in time.

It is my child's birthday tomorrow, what can I bring in?

Cupcakes, cake, cookies, and even brownies are fine. Please no candles.

I heard I can write off my payments to you- how do I do that?

Each January, you will be given a statement of your total payments for the previous year to use for your taxes. Please ask the office for this statement as they will only be given out upon request.

The only way I can get my child to put his shoes on is to bribe him with this lollipop!

DPW is very strict about alienating a child and showing favoritism. Bringing your child to our center with candy, soda, etc. is only going to cause stress and unnecessary commotion in the classroom when our staff removes the candy from the child.

A representative of MOM'S INC. has provided me with the proper information needed to enroll my child. The representative has gone over the information and has answered my questions and concerns to my satisfaction. I agree to adhere to the contracts listed within this packet.

Signature

Date