



## Rate Sheet, Contract & Info Packet

Please carefully review our rates listed below. These rates are effective as of January 1<sup>st</sup>, 2018. The contract slip on the last page of this document allows space for you to select a rate that suits your family's needs.

### INFANTS (ages 6 weeks through 18 months)

Full Time Care	Part Time Care	Daily or Hourly Rates
\$265 per week	N/A	N/A

### Toddlers (ages 18 months through 36 months)

Full Time Care	Part Time Care	Daily or Hourly Rates
\$245 per week	MWF \$165 per week	Daily \$55 per day
	TTH \$110 per week	\$9 per hour

### Potty-Trained Preschoolers (ages 3 – 5 mixed ages curriculum based classroom)

Full Time Program	Part Time Program	Daily or Hourly Rates
\$225 per week	Inquire	Daily \$45 per day
	Inquire	\$9 per hour

\*For all above plans, a 25 hour per week minimum applies to hourly rates and daily drop-in options are only available when space allows.

### Before and After School (Kindergarten through 5<sup>th</sup> grade)

AMs and PMs	AMs	PMs
\$150 per week	\$50 per week	\$100 per week

### Camper Rates for ages 5 – 10 (Effective June – August)

7:00 – 6:00	Part-Time Rate	Daily Rate
\$225 per week*	\$9 per hour	\$45 per day

### Custom Rates

Inquire via email, phone or text (609-751-8143)



**RATE CLARIFICATION:** When deciding on a commitment level please keep in mind that Drop-In Care and Hourly Care all fall under the realm of ad hoc or sporadic care. This type of care can be cancelled/scheduled on a week to week basis (or day to day) by either party. Availability will always depend on space, ratios and feasibility. For Ad-hoc/Sporadic Care, cancellations due to schedule changes, sickness or vacations are not billed. There is no contract involved but space is not guaranteed. Confirmation would be required prior to each and every visit. Whereas, Part-Time and Full-Time spots are contracted out in whole parts or in fractions to a single placeholder. Weekly rates and monthly rates are meant to cover the long term “holding of a spot” and therefore concessions cannot be made for missed days, schedule changes, sick days or vacations once a spot (or a fraction of a spot) has been held via a contract. Hourly care rates are a great option for families that anticipate missing lots of days due to varying work schedules or due to large chunks of time spent away from care. Finding a placeholder (family member or friend) to temporarily pay for your spot during your long absence can be an option as well. Please discuss this option with the Director in advance. Please refer to the payments section of your current parent handbook for further clarification about payments.

**NOTE WELL:** Hourly rate with a contract breaks down to about \$4-\$5 per hour whereas the hourly rate without a contract is \$9 per hour



#### **PAYMENT POLICIES AT A GLANCE:**

- If your start date is more than one week away, then you need to make a **refundable deposit** in the amount of one full week in order to secure your spot. Funds can be mailed to 1292 E Ridge Road, Rochester, NY 14621. Checks can be made payable to: The Polka Dot Place.
- The accepted forms of payment are Check, Cash, Money Order, Visa, MasterCard or Discover.
- Parents will have the option of being charged monthly (last business day of every month) or weekly (last business day of each week).
- There is a 3% upcharge for families who choose to pay with Credit Card. However, there is no up-charge for families who use a Debit Card with pin entry.
- Payments cover the UPCOMING month or week in question (on FRIDAYS).
- Monthly rates have been adjusted to reflect a 30/31 day cycle (4.33 weeks) versus our weekly rates which are based on a 28 day cycle. To compute our monthly rates simply divide any rate that you find by **4.33 (not 4.3)**
- Sibling Discount is 10% for the oldest enrolled child. Both siblings must be enrolled full time in order to apply a sibling discount.
- Some enrichment classes are out-sourced, payments for those non-in-house classes will be due as indicated on the sign up form provided. TBD rates. TBD enrollment options.
- Any payment delayed for more than 6 consecutive days will result in a late fee of \$25, with a \$5 per day increase after the 10<sup>th</sup> day.
- **\$25 Returned Check Fee**

#### **EXTENDED POLICY REGARDING VACATIONS, ABSENCES AND PAYMENTS:**

There are two registration level options at The Polka Dot Place: Hourly Care Plan and Care Contract. Parents on the Hourly Care Plan pay more per hour for care BUT only pay for the hours that they use. They do NOT pay for holidays, closures, absences, sick days or vacations and have the ability to change their schedule from week to week IF space allows. Their spot is not guaranteed, however, from day to day. Families who sign a care contract have a guaranteed spot at The Polka Dot Place. They pay a



monthly or weekly rate that is due in full regardless of holidays, absences, closures, sick days or vacations and they have the ability to change their contracted days up to three times per year without jeopardizing their spot. When broken down, the rate they pay hourly is much less but after the above mentioned factors are weighed in, both options average out to nearly the same cost per year.

Again, with the exception of the families that pay for childcare at The Polka Dot Place on an hourly basis, keeping in line with other care centers and nursery schools, concessions/refunds/discounts/rebates cannot be made for closures, vacations, holidays, sick days, missed days, etc. Long term absences of 30+ days with valid excuses will be pro-rated accordingly on a case by case basis (refer to final paragraph). **All cardholders will be charged the agreed upon monthly/weekly rate unless a written cancellation request has been delivered.** Scheduling changes that affect your Care Contract may warrant a change in tuition. Changes to your Care Contract, for non-hourly families, can be made on a month-to-month basis (a maximum of 3 changes will be entertained per calendar year).

Again, families on the Hourly Payment Plan have the right to change their schedules from week-to-week, but are only allowed to attend when space is available. Families on the Hourly Care Payment Plan only pay for the hours that they use at a flat hourly rate. These families are not required to pay for absences caused by vacation, sickness, holidays, etc.

Furthermore, parents with Care Contracts have the option of putting their tuition on “hold” without being charged for a minimum of 1 month and for a maximum of 3 months in the event of a long absence that has been approved by the Director. Thirty (30) days’ notice is necessary in order to put an account on “Hold” status and avoid being charged. This option can be approved on a case by case basis and it is dependent upon enrollment trends and feasibility.



**DIRECTOR COPY: Rate Agreement 2016/2017**

I have reviewed the Payment Policies and Parent Handbook and I am aware of the payment expectations that are set forth within. I understand that there are no refunds for prepaid care. My signature below represents my agreement.

Furthermore, I understand that I can choose to pay weekly or monthly for my childcare costs. In either scenario I am expected to pay for care in advance. Tuition will be due each Friday to cover the upcoming week of childcare OR on the last business day of each month to cover the upcoming month of childcare. I have indicated my payment preferences below. The choice I have made below is not binding, neither are the hours of care that I have proposed. I understand that shall my scheduling needs change that I need to speak to the Director and sign a new contract.

Lastly, I \_\_\_\_\_ understand that any payment delayed or late for more than 6 consecutive days will result in a late fee of \$25, with a \$5 per day increase after the 10th day. We/I hereby agree to the following:

**Contracted Hours of Care**      **Child's Name:** \_\_\_\_\_

Mondays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Tuesdays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Wednesdays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Thursdays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Fridays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

**Child's Program Level (check one)**

- Infant (0 – 18 months)
- Non Potty-Trained Toddler (18 – 36 months)
- Potty-Trained Preschooler (33 months – 5 years)
- Before and/or After Schooler (Kindergarten – 5<sup>th</sup> Grade)
- Summer Camper (3 – 10 years)

**Child's Meal Preferences (check one)**

- My Child (12 months+) will be participating in The Polka Dot Place Meal Plan – DAILY
- My Child (12 months +) will pack and bring all snacks and meals DAILY in a labeled lunch box
- I will be providing all nutrition, breastmilk and/or formula for my Infant in labeled containers DAILY until he or she is developmentally ready for the items on the daycare menu.

**Child's Rate**

- I will be submitting payment for \$ \_\_\_\_\_ PER WEEK
- I will be submitting payment for \$ \_\_\_\_\_ PER MONTH (Weekly Rate multiplied by 4.33)
- A Sibling Discount of 10% applies to my oldest child
- Monroe County DSS will be reimbursing The Polka Dot Place for my childcare needs. My weekly parent fee is \$ \_\_\_\_\_ PER WEEK

**Payment Preference (circle the option you will use most frequently)**

CASH                      CHECK                      CREDIT CARD + 3%                      DEBIT CARD (w PIN ENTRY)                      MONEY ORDER

**Deposit Amount (if start date is more than one week away):** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Parent Signature and Date** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature and Date** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PARENT COPY: Rate Agreement 2016/2017**

I have reviewed the Payment Policies and Parent Handbook and I am aware of the payment expectations that are set forth within. I understand that there are no refunds for prepaid care. My signature below represents my agreement.

Furthermore, I understand that I can choose to pay weekly or monthly for my childcare costs. In either scenario I am expected to pay for care in advance. Tuition will be due each Friday to cover the upcoming week of childcare OR on the last business day of each month to cover the upcoming month of childcare. I have indicated my payment preferences below. The choice I have made below is not binding, neither are the hours of care that I have proposed. I understand that shall my scheduling needs change that I need to speak to the Director and sign a new contract.

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Tuesdays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Wednesdays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Thursdays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hours

Fridays from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ hoursm

**Child's Program Level (check one)**

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CASH                      CHECK                      CREDIT CARD + 3%                      DEBIT CARD (w PIN ENTRY)                      MONEY ORDER

**Deposit Amount (if start date is more than one week away): \_\_\_\_\_ Date Paid: \_\_\_\_\_**

**Parent Signature and Date \_\_\_\_\_ Date: \_\_\_\_\_**

**Director Signature and Date \_\_\_\_\_ Date: \_\_\_\_\_**



**Persons Authorized to Pick Up My Child – Child’s Name** \_\_\_\_\_

Name	Relationship	Number	Authorization Level
			Granted // Not Granted
			Granted // Not Granted
			Granted // Not Granted
			Granted // Not Granted
			Granted // Not Granted

### Photograph Permission

I grant // deny permission for my child \_\_\_\_\_ to be photographed while at daycare. I understand that any photographs taken may be used for promotional purposes or for class projects.

Parent Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

### All About Me – Child’s Name

**My Child’s Typical Naptime(s)**

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**My Child’s Favorite Foods**

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**My Child’s Least Favorite Foods**

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**My Child’s Allergies**

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**My Child’s Favorite Activities**

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**My Child struggles with...**

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**Other:**



## Transportation

I \_\_\_\_\_ understand that The Polka Dot Place Daycare owns two infant car seats, one toddler car seat and 5 preschool booster seats for use when appropriate and for emergencies. I hereby grant permission for my child \_\_\_\_\_ to be transported to and from the daycare premises located at 1292 East Ridge Road, Rochester, NY 14621 as per the following terms (check ALL that apply):

- Via Director/Manager/Teacher vehicle for the purposes of transporting back and forth to school
- Via Director/Manager/Teacher vehicle for the purposes of taking advantage of nearby venues within one mile of the daycare (playgrounds, parks, library, ice cream shop, post office, etc.). Advance notice would be provided via text, phone call or email
- Via quadruple stroller (ages 0 – 48 months) for the purposes of taking advantage of nearby venues within one mile of the daycare (playgrounds, parks, library, ice cream shop, post office, etc.)
- On foot (age 4+) for the purposes of taking advantage of nearby venues within one mile of the daycare (playgrounds, parks, library, ice cream shop, post office, etc.)
- For the purposes of transport to the nearest emergency medical facility (Rochester General Hospital) in the event of a medical emergency

Parent Printed Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Email Address \_\_\_\_\_

Parent Cell (for Texting Purposes) \_\_\_\_\_

Date \_\_\_\_\_

## General Info

Religious or Dietary Restrictions...

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Home life info that we need to be aware of...

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Developmental or Behavioral Management info that we need to be aware of...

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Other necessary info...

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## The Polka Dot Place Parent Handbook Receipt

I, \_\_\_\_\_, have received and reviewed The Polka Dot Place Parent Handbook (separate document), which goes over policies that include the following topics:

- Holiday Closures
- Payment Policies
- Parent Rights and Responsibilities
- Sick Policy
- Behavior Management Policies (Including Biting Policy)
- Meal Time Options
- Sample Schedules and Sample Curriculum
- Abuse and Maltreatment Hotline Info
- Office of Children and Family Services Contact Info
- Emergency Contact Numbers and Emergency Procedures and Relocation Information

I understand that if I have questions regarding the information contained within the handbook that I should contact one of the directors, the owner or my child's teacher.

**Child's Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_



## The Polka Dot Place Naptime Agreement

I, \_\_\_\_\_, am requesting that my child,  
\_\_\_\_\_, nap in a (check all that apply):

- Pack and Play/Crib
- Personalized Foldable Cot
- Other \_\_\_\_\_

### **Please Review and Check**

- I understand that requests to wake a sleeping child will not be honored by staff (as per OCFS regulations) unless there is a doctor's note provided indicating the reasoning behind the request.
- I understand the naptime varies in length depending on my child's classroom.
- I understand that as per OCFS regulations my infant must be laid to rest on his or her back.
- I understand that as per OCFS regulations my infant or toddler cannot lie down with a bottle or sippy cup at nap time, but binkies/pacifiers are permitted.
- I understand that as per OCFS regulations that only fitted sheets, thin blankets and small lovey's are allowed in my child's sleeping space.
- I understand that unless there is a doctor's note indicating such that my child cannot nap in a stroller, swing, car seat, bouncer or high chair, even upon parent request.
- I understand that I am expected to launder and return my child's linens each week and that these items will be sent home each Friday with the expectation that they will return on Monday. I understand that I can leave a spare set of linens on site.

### **Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_



## What To Bring On Day One

### Infant

- Month Supply of Diaper and Wipes
- Two Labeled Ziploc Bags with Two Sets of Spare Clothes
- Diaper Cream (with permission slip) if necessary
- Baby Food (until baby is ready for solids)
- Pre-Prepared Bottles of Formula or Breastmilk (for refrigeration; bottles MUST be labeled with first and last name)
- Mandatory Crib Sheet for Crib, Optional Thin Blanket and Optional Small Lovey
- Weather Appropriate Outdoor Gear (to be stored on site OR can go home each day)
- All signed forms contained within this document
- Two duplicate Blue Cards filled out and signed
- Inhaler or Epipen (in original packaging and also with a doctor's note attached that includes info about frequency and dosage)
- Emergency back up formula for breast fed babies
- Payment for Week One (due prior to starting)

### Toddler

- Month Supply of Diaper and Wipes
- Two Labeled Ziploc Bags with Two Sets of Spare Clothes
- Diaper Cream (with permission slip) if necessary
- Optional Bottles or Sippy Cups (MUST be labeled with first and last name)
- Diaper Cream (with permission slip) if necessary
- Mandatory Crib Sheet for Cot, Optional Thin Blanket and Optional Small Lovey
- Weather Appropriate Outdoor Gear (to be stored on site OR can go home each day)
- All signed forms contained within this document
- Two duplicate Blue Cards filled out and signed
- Inhaler or Epipen (in original packaging and also with a doctor's note attached that includes info about frequency and dosage)
- Payment for Week One (due prior to starting)



## What To Bring On Day One Continued...

### Preschooler

- Two Labeled Ziploc Bags with Two Sets of Spare Clothes
- Mandatory Crib Sheet for Cot, Optional Thin Blanket and Optional Small Lovey
- Weather Appropriate Outdoor Gear (to be stored on site OR can go home each day)
- All signed forms contained within this document
- Two duplicate Blue Cards filled out and signed
- Inhaler or Epipen (in original packaging and also with a doctor's note attached that includes info about frequency and dosage)
- Payment for Week One (due prior to starting)

### School Ager

- Weather Appropriate Outdoor Gear (to be stored on site OR can go home each day)
- All signed forms contained within this document
- Two duplicate Blue Cards filled out and signed
- Inhaler or Epipen (in original packaging and also with a doctor's note attached that includes info about frequency and dosage)
- Payment for Week One (due prior to starting)