



## **BRIGHT LEARNING STARS**

*Explore, Play, Share & Learn*

[info@brightlearningstars.com](mailto:info@brightlearningstars.com)

Contract #: \_\_\_\_\_

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### **★ POLICIES AND PROCEDURES ★**

Hours of Operation: Monday - Friday; 8:00 am to 6 pm

#### **Drop Off/Pick-up Policy**

##### Drop Off Policy

- ★ Drop off begins at 8:00am. Early drop off is available with appointment and at additional cost.
- ★ Children must be dropped off at their schedule time otherwise pay a late fee.
- ★ Children cannot be dropped off during nap time.

##### Pick Up Policy

- ★ Children must be picked up at the scheduled time otherwise pay a late fee.
- ★ If someone besides the designated parties will be picking up your child, you must give us 24-hour advance notice. The individual will be asked to provide a valid photo ID.
- ★ There will be no pick up during nap time, from 1pm to 3pm. Pick ups will only be permitted before 12:00pm or after 3pm.

If you need to schedule a drop off before 8:00am or pick up after 6pm, there is an additional charge of \$1 per minute. This must be paid in full, in cash, to the provider at time of pick-up or drop-off.

Unscheduled late pick-up during official hours of operation will cost an \$20/hour extra to be paid to Bright Learning Stars via check at time of pick-up.

#### **Enrollment**

##### Pricing Package & Policy

- ★ During time of enrollment, you must choose and commit to a package (A - I).
  - If you wish to schedule additional time outside your package, the fee per hour is \$14.30.



- ★ If you wish to change your package after enrollment, we require a 30-day advance notice before changes can be implemented.
- ★ All clients are required to give **at least a 3 months notice** before their child leaves the daycare permanently. *Failure to do so will result in penalty fees.*

Discount

- ★ We provide sibling discounts - please see management for details.

Transition Period

Bright Learning Stars practices a 2-week transitional trial period for new clients at the start of every child's stay with us. We want to ensure that BLS is a great fit for your child and vice versa! If you chose to take your child out after this 2 week period, your deposit will be returned to you at this time. Every child is required to stay with us for *at least 2* hours/day during the transition period and the fee will be \$15/hour payable at the end of each week.

Enrollment Pricing

Children over 2 years of age		Children under 2 years of age	
Package	Hours per week	Package	Hours per week
A	10	A	10
B	15	B	15
C	20	C	20
D	25	D	25
E	30	E	30
F	35	F	35
G	40	G	40

Prices are subject to change,

If you would like to place your child with us for more than 40 hours a week, please contact us at [info@brightlearningstars.com](mailto:info@brightlearningstars.com) for the tuition pricing.

Enrollment Fees - due at time of enrollment



- ★ A one time, non-refundable enrollment fee of \$150/ application is due upon enrollment
- ★ A one month security deposit is required to hold a spot for your child. **The deposit will be applied to tuition for the last month of your child's tuition.**

### **Billing & Payment Policy**

Tuition payments are due monthly on the 1st of the month

- ★ We only accept payment via check for tuition.
  - A \$25 fee will be applied for each bounced checks. After two bounced checks, we will only accept payment via certified checks.
- ★ We only accept cash for early drop off and late pick up. This must be paid in full to the staff present during drop-off/pickup.

### Late Fee

- ★ Payment received after the 3rd of the month will accrue a \$25 late fee.
- ★ Payment received after the 5th of the month will accrue a \$50 late fee.
- ★ If payment is not received by the 7th of the month, your child will not be able to attend the daycare until payment is made in full (including all late fees). Please see management if you are having issues with your payments.

Make checks payable to **Bright Learning Stars LLC.**  
Payments are non-refundable.

### **Closure Policy**

#### Holidays

Bright Learning Stars will be closed during the following national Holidays. If any of these Holidays fall on a weekend, we will be closed on Friday or Monday. You will be notified in advance. We will close at 3pm on December 24th and December 31. Additionally, BLS will be closed for up to 2 weeks during the year, which will be announced in advance.

- ★ New Year's (Jan 1)
- ★ December 25th
- ★ Thanksgiving (Thursday & Friday)
- ★ Memorial Day
- ★ Labor Day
- ★ July 4th
- ★ Veterans day
- ★ President's Day



- ★ Martin Luther King Jr Day
- ★ Good Friday
- ★ Columbus Day

#### Inclement weather

Bright Learning Stars follows NYC Public School Schedule. Parents are responsible for being informed if there is a snow day. If inclement occurs during a school break, please use your best judgement. We will do our best to keep you informed via email.

#### Summer Vacation

Bright Learning Stars must be notified by May 1st if you need to decrease your hours during the months of July and August.

- ★ If you chose to take your child out for the entirety of summer, you will be charged 50% of your original monthly fee for July and August to hold your spot for fall enrollment. Your payments for July - September will be due on June 1st. To reduce hours, speak to BLS management.
- ★ BLS will be closed for up to two weeks during the year,

#### Vacation and Absence Fees

Fees will remain the same during any vacations or absences. There will be no make up days if your child is sick, absent or during holidays.

### **Child Preparedness**

#### **Curriculum and Activities**

Bright Learning Stars provides each child with an invigorating curriculum with fun and educational activities to keep your child learning throughout the day. In addition, we also provide music, Spanish and other languages as well as several arts activities.

#### **Food**

Bright Learning Stars will provide meals for children eating solid foods. We strive to use mostly natural or organic foods.

#### **Parent responsibility**

Parents are responsible for the following:

- ★ Providing the following: a change of clothes, diapers, wipes, ointments & changing pad as well as baby food or formula.



- ★ Labeling all of your child's belongings.
- ★ Ensuring that babies know how to drink from bottles.

### **Immunization Policy**

In accordance with the New York State Public Health Law, all students attending New York City Public Schools must be immunized against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, Pneumococcal infection, Hepatitis B and Haemophilus influenzae type B (Hib).

- ★ We follow this guidance for our policy. You must provide us with your child's vaccination record at time of enrollment.

### **Sick & Wellness Policy**

We strive to keep our daycare a happy and healthy environment. Please help us do that by keeping your sick child at home. We will not accept any child with a fever, persistent cough, unexplained rash or other obvious contagious illness. Children with running nose but have been on antibiotics or treatment for at least 24hr may attend.

### **Medical Record**

Parents are responsible for updating their child's medical record every year, and inform us about any health changes.

### **Emergency Contact**

We require that you provide us with at **least two** emergency contacts. Please keep your emergency contacts aware of all of your child's needs including any changes to health. And don't forget to keep your contacts up to date with us.

### **Drills & Emergencies**

We conduct Shelter in Place drills twice a year and fire drills monthly. In addition, everyone on staff is trained and holds a CPR/First Aid Certificate in infant and toddler care through the state of New York.



**Signatures**

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for child care provided.

\_\_\_\_\_  
Parent/Legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Package Selection

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Package Selection

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Package Selection

\_\_\_\_\_  
Enrollment Fees

\_\_\_\_\_  
Expected Monthly Payment

Day(s) attending: MON TUE WED THURS FRI from \_\_\_\_\_ to \_\_\_\_\_