



Parent/Policy Handbook

Dunamis Generation Childcare Center

8720 E 61st St Tulsa, OK 74133

918-940-3535 / dunamisgenerationchildcare.com

Dunamis Generation Child Care Center

Welcome to Dunamis Generation Child Care Center! We are excited to serve the parents and children of the Tulsa area. We strive to meet the childcare needs of our families, and children; to promote learning through developmentally appropriate activities, as we share the love of Christ with our families, partners and community. Dunamis Generation is an extension of Zion's Gates Ministries (Formerly known as Kingdom Keys Ministries) and is dedicated to the best care and education possible for the children enrolled at the center.

Please take time to read through the Parent/Policy Handbook and become familiar with our policies and procedures. Feel free to contact the center office at any time with any questions you may have. We look forward to partnering together with you to give the best care Tulsa has to offer.

Mission Statement

Our mission is to care for children with integrity while cultivating identity, courage and character in the next generation.

Vision Statement

Educating and empowering the next generation by developing their spirit, soul, and body. Teaching children Christ-centered truths and Biblical values, academics, and healthy habits.

Biblical Principles that are Foundational to Our Culture & Curriculum

The following are the core beliefs of Dunamis Generation Child Care Center, based on the foundational truths taught in the bible. All of our teaching and training is rooted in and flow out of these biblical doctrines.

The Bible

The Bible is divinely inspired and is the revealed word and will of God.

God

There is one eternally existing God who has three distinct persons: God the Father, God the Son, and God the Holy Spirit. He is the creator of all that exists, both visible and invisible, and is therefore worthy of all glory and praise. God is perfect in love, power, holiness, goodness, knowledge, wisdom, justice, and mercy. He is unchangeable and therefore is the same yesterday, today, and tomorrow.

Jesus Christ & Salvation

God has revealed himself to us through his son, Jesus Christ, who is the visible image of the invisible God. We believe in the deity, incarnation, and birth of our Lord and Savior Jesus Christ. Through Christ mankind has been provided with atonement for sins and reconciliation with the

Father. Jesus Christ is returning one day to judge both the living and the dead and to usher in the fullness of God's kingdom on earth.

Mankind

Humans, both male and female, were created in God's image for His glory. The first humans, Adam and Eve, were created without sin and appointed as caretakers of the rest of God's creations. When Adam and Eve chose not to obey God, they ceased to operate in their original design and no longer fellowshiped with God due to sin. This spiritual breach was restored through the death, burial and resurrection of Jesus Christ to those who put their faith in him.

Baptism

We believe in water baptism. We also believe in the baptism of the Holy Spirit with the evidence of speaking in tongues, in the gifts of the Spirit, and the evidence of the fruits of the Spirit.

Our Educators

Our teachers are specifically chosen for their interest and dedication to provide quality care, nurturing and passion to educate young children. Each member of our staff has education, training, and/or experience in Early Childhood Education and meets the qualifications set by the State of Oklahoma and Department of Human Services. Each staff member must pass a criminal and child abuse background check, and reference checks. Our teachers continue to further their education and improve their skills throughout their employment in Early Childhood Education.

Ethical Conduct

As childcare professionals, it is important that we treat parents and children with respect and in turn it is our hope to be treated with the same mutual respect. Keep in mind it is our first and foremost goal to provide the best quality care for your child/ren. We will not intentionally break any state rules or regulations set forth by Oklahoma DHS.

However, things happen. Accidents occur. Problems arise. In such cases, Dunamis Generation will make every effort to resolve such issues professionally and efficiently. When dealing with difficult situations concerning your child(ren) please remember yelling and talking to staff in a demeaning fashion will not solve anything. Swearing to staff and around children will not be tolerated. Please remain calm and help us resolve all conflicts professionally. Intimidation and derogatory comments are not effective means of communication and will not be tolerated from staff or parents/guardians.

TRUST and COMMUNICATION are vital to quality childcare. Please do not jeopardize your child's placement with unethical behavior.

All staff are required by the State of Oklahoma to be trained as Mandatory Child Abuse Reporters. In the event negligence, physical or verbal child abuse is suspected, staff members are obligated to report this information to Child Protective Services for further evaluation. It is

not our place to determine whether abuse has actually taken place. This information is documented and confidential.

Curriculum

Dunamis Generation implements an Academic/Play-Based and Christian curriculum. We will use age-appropriate theme-based combined with a skills-based curriculum. Our curriculum will nurture a child's creative, social-emotional, cognitive, and physical skills and abilities through intentionally designed materials and activities. Children will develop language, learn ABC's, numbers, shapes, and colors. Children will learn and develop large motor and small motor skills. Arts, crafts, music and movement, and free play time are a part of each day.

Children will learn Bible stories and verses. All children ages 2 and up will participate in weekly chapel. We have weekly themes that are center wide. Older children will be assisted with reading, comprehension and other grade appropriate lessons.

Family Participation

Families are welcome to visit at any time during our hours of operation. Family participation is strongly encouraged unless limited by court order. Although we always appreciate volunteers, you must have a Criminal and DCI Background check at your expense to have contact with any child other than your own. Dunamis Generation will hold Parent conferences twice a year, in the Fall and in the Spring. We will conduct a family survey of our program annually. We respect your input and consider your thoughts in an effort to improve our program. It is our intention to provide the best care possible to our families and children.

We offer a variety of resources to our families. From community resources to parenting tips. In addition we offer Free groceries once a week to families in need (donated by Zion's Gates Ministries). If you are in need of any resources not in our Resource Center, please ask our staff and we will do our best to connect you with what you are needing. Resources will be offered to families in their home language.

Please watch for our Community Family events held in the Fall and Spring. Additionally we host a variety of events throughout the year where parents, guardians, and extended family members are our special guests. Be on the lookout for those exciting activities.

Business Hours

Dunamis Generation's hours of operation are from 7:00 a.m. to 7:00 p.m. Monday through Friday. At no time may children be in the center prior to opening at 7:00 a.m. There will be a \$1.00 per minute late fee for any time after closing that your child(ren) remains at the Center. Please be prepared to pay the appropriate amount in cash at the time you pick up your child(ren). A \$5.00 per minute fee will be applied to tuition if cash is not paid at the time of late pick up. If you know you may be late, it is your responsibility to have an emergency backup

plan for someone to come and pick up the child(ren) before 11:30 p.m. While we appreciate a phone call when you know you are going to be late, the appropriate fees will be assessed.

Child Drop Off & Pick Up

Upon arrival, all children must be clean and dressed in comfortable clothing and prepared to begin their day. It is required that all children be brought inside the center, checked in at the front desk and taken to their classroom. Children will be given a visual health screening as they enter their classroom. Please notify us by 8:30am. if your child will not be at the center.

Only names listed on your emergency forms will be allowed to pick up your child(ren). In cases of emergency, please contact the center director as soon as possible to give a description of the person picking up your child(ren), the color and type of vehicle driven and inform them they will need to have proper photo ID to pick child(ren) up.

Each custodial parent must be listed on the Emergency Form. Please provide a copy of legal custodial documents if an order is in place.

It is our desire for your kids to get the full experience that Dunamis Generation Childcare Center has to offer. We ask that you adhere to the following drop off times.

- 7:00 a.m.-9:00 a.m.; After School care by 3:30 p.m.

Brightwheel/Parent Communication

Dunamis Generation Childcare Center will be using Brightwheel software for all of our Registration, tuition, communication, updates and so much more. Brightwheel can be accessed online or by app. Each family may create their own account on Brightwheel, please let staff know if you are unable to access your Brightwheel account. All tuition and fees are paid through Brightwheel. You may make payments by credit card or checking account. There is a 2.9% fee when paying by credit card and a \$0.90 fee for ACH payments.

As a center Parent communication and class information will be posted as a notification in Brightwheel, On our Parent info board at our main entrance and in each child's classroom. If further communication is needed parents may receive a phone call from the child's teacher or the director.

Meals

All meals are nutritious and follow the Child and Adult Care Food Program Guidelines (CACFP). Children under the age of 2 years are served whole milk, unless notified differently from parent or doctor (parent will provide an alternative to whole milk). All other children are served 2% milk. Any special medical, allergy or religious dietary needs must be specified in writing. The center does not prepare meals that cover "special" dietary needs. Parents must provide any food that is outside of the center's menu if it is required.

Dunamis Generation will provide two snacks and a nutritious meal for lunch for children ages 12 months and up. Please let staff know of any food allergies. We will do our best to accommodate. We know that not all children will "like" the options given to them, we encourage the children to try new foods. If your child is on a special diet the parent must provide the alternative meals and the office must have a note of file. Meals brought from home will not be given as an alternative unless a special diet is on file.

Parents of infants and toddlers will need to provide prepared bottles of formula/breast milk, whole milk OR enough clean bottles AND formula or regular milk to allow one for each feeding. If the doctor has prescribed a special formula due to feeding problems, a written note from the doctor must be provided for the child's file. We will send all bottles home daily for parents to clean and return prepared the next day. All special foods (baby or junior food, cereal, etc.) must also be provided until your child is able to eat all foods as we prepare them.

Personal Items

Parents of infants will need to provide formula/ breast milk, bottles, baby food, diapers, wet wipes, any diaper ointments, diaper creams and a change of clothing. Due to Sudden Infant Death prevention practices, no blankets or bumper pads will be allowed in cribs with infants. All infant items will be kept at the Center. If it is necessary for your child to change clothes during the day, please take the soiled clothes home and bring another set of clean clothes to be left at the center.

Parents must provide the following items for children 6months - 5years. These items must stay at the center and taken home as needed for cleaning and returned.

- Complete set of clothes
- Light blanket/beach towel, travel size pillow for sleeping (excluding infants)
- Cup with lid (spill proof)
- Bib (1-2 year olds)
- Toothbrush/Toothpaste (travel size, all ages)
- Sleepwear (must be simple for changing into before our evening rest time, include top and bottoms)

Toys/Games

Children need to leave toys and games at home unless it is "share-day" in your child's class. A special snuggle toy may be used for rest time only for children 2 years and up. They must stay in the child's cubby until rest time. We understand that children may at times insist on bringing something from home, however it will stay in the child's cubby during the day.

Please mark all personal items, as Dunamis Generation is NOT responsible for lost items. If something is missing, please check with your child's teacher or the lost and found locations in the center.

Holidays

Dunamis Generation will observe the following holidays:

- New Year's Eve & New Year's Day
- Martin Luther King, Jr. Day
- Good Friday (Close 6pm)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Friday following Thanksgiving
- Christmas Eve & Christmas Day

If a holiday falls on a weekend, we will be closed either Friday or Monday. The Director will notify you of the dates for each closure.

Holiday Parties

- Easter (Celebrate the Resurrection of Christ)
- Independence Day
- Thanksgiving
- Christmas (Celebrate the birth of Christ)

On special occasions, such as birthdays, or holiday parties, snacks can be provided by parents with teacher permission. Snacks must be store-bought and enough for the child's entire class.

Inclement weather

Tuition is not reduced for absent days or center closing days due to extreme weather conditions. Dunamis Generation will make every effort to remain open during inclement weather. However, we use the Tulsa, Union and Broken Arrow Public School District's judgment, as a reference for weather related closings and delays (we will NOT close due to extreme cold weather as this just pertains to the school buses running). We trust that the school districts will make the best decision for the families and their children. We will post closings/ delays on our website and local television stations. We will also notify you (via email or phone call) if a change is going to be made. If you do not hear from us, we will remain open and business hours will be normal. If we are going to be closed or closing early, you WILL be notified.

In the event of a tornado/extreme weather conditions, children will be relocated to the designated areas within the building that are marked as tornado shelters.

Disciplinary Policy

Discipline includes positive guidance, redirection, and the setting of clear-cut limits that assist the child in developing socially acceptable, behavioral and emotional controls. The goal of discipline is to help children develop self-discipline, not to adhere to a rigid set of rules, and help

them establish responsibilities for their actions. Discipline practices will be consistent, a logical consequence to the action of the child, and appropriate to the age and circumstances of the child including time outs, restricted participation during play time, etc. The Center shall NOT use as a form of discipline:

- Corporal punishments including spanking, shaking, and slapping. Punishment which is humiliating or frightening, or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
- No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or child's family.

Biting Policy

Biting is a concern for all parents. No one hopes their child will bite or wants their child to be bitten. Biting is not acceptable, but it is a common stage for many children ages 1-3. It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs or coping with a challenge or stressor. We will avoid labeling a child as a "biter" for we do not want to harm the child's self-esteem and intensify biting behaviors.

There are confidentiality laws that protect the names of the biters. We cannot disclose any information about the biter to the parents of the child who was bitten. This includes health information.

The following steps will be taken if a child develops a biting pattern:

- All staff are aware of what child is biting.
- Staff should (in a firm calm voice) address the child that bit in a short, simple and clear way.
- Accident and Incident reports will be written for any bite that is observed. A report will be given to the parents of the child who was bitten which requires a signature and to be returned to staff.
- The staff will document the incident on a "Bite Form" which includes, date, who bit, who was bitten, events leading up to the bite and time. This information is confidential and will not be shown to parents or posted where parents can read it. (Stored in the child's file who committed the offense).
- All bites will be cleaned with soap and water. If a bite draws blood and the parents of the biter/victim have health concerns, it is the responsibility of the parents to take their child to a health care provider. If test results state that there has been a disease/infection

transmitted, the parents need to inform the director so they can inform the parents of the children involved.

- If a child is frequently biting, we will evaluate the environment/situation. What triggers the biting? (Tired, hungry, bored, frustrated, fighting over a toy). We will evaluate each bite on an individual basis. Other considerations are: Where and when does the biting occur? Does the biting occur at home? The director may meet with the family to collect information about the child's behavior at home.
- If a child is biting frequently then the teacher or director will talk to the parent(s) of the biter and suggest that a "plan" is developed to try and stop the biting. The plan must follow all State Regulations, be placed in writing and signed by the parent(s).
- If a parent refuses to see that there is a problem and will not help come up with a "plan" the parent may be told their childcare may be suspended until the biting stops or indefinitely.
- Dunamis Generation will make every effort to work with the parents when biting occurs. The safety and well-being of each child enrolled in our facility is our number one priority.

Night Time Sleep Policy

Most toddlers and preschool children in all-day care benefit from a scheduled period of rest. Infants will nap on an as needed basis. All other children are provided with a scheduled evening rest period. Although not all children will sleep, we encourage all of our children to have quiet time on their cots.

Sleep Position:

Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.

- Infants will not be placed on their side for sleep.
- Infants will not be placed to sleep in any bouncy seats, swings or on other soft material. Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS (unless specified by doctor).
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should it fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated with any solution.
- Parents are asked to provide replacement pacifiers on a regular basis.

While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep. Dunamis Generation has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk

of Sudden Infant Death Syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff, substitute staff, and volunteers at Dunamis Generation Childcare follow the AAP safe sleep policy.

Sleep Environment:

No blankets will be used in cribs of children younger than one year of age. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets. Swaddling a child or placing them in the swaddling blankets will not be allowed.

These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare as well as other program health and safety practices will be shared if any changes are made.

Health & Safety Policies

In order to keep our children and staff as healthy as possible, we ask that you do not bring your child if he/she is ill. If your child becomes ill during the day, you will be notified. You will be required to pick up your child immediately (within one hour) after contact. It is advised that you have a pre-arranged “emergency person” if you are unable to come.

- The day your child(ren) receives shots, they are to stay home for the remainder of the day in case of reactions, fever, or discomfort.
- If your child has been ill, he/she should be free of fever, vomiting and diarrhea for 24 hours before returning to the center. A child who does not appear to be fully recovered will not be readmitted to the program unless there is a statement by an attending physician that the child is able to return and participate in activities. If the child has recurring symptoms, you will again be required to have someone pick him/her up immediately.

Upon enrollment and annually thereafter, parents are required to complete an “Emergency Medical Authorization” form, which allows center staff to seek medical attention for your child in your absence. Immediate treatment will be obtained for minor injuries (scrapes, scratches, insect bites, etc.). Parents will be contacted only if the injury requires further attention. An “Accident/Incident” form will be completed describing the injury and will state the action taken by our staff.

If a life-threatening injury occurs, the staff will activate emergency procedures, contact 9-1-1 immediately and proceed according to their instructions. If the injury requires immediate medical attention, the child will be transported by EMS to the hospital and parents will be contacted. Treatment will not be delayed while trying to locate parents. Dunamis Generation Childcare Center adheres to Universal Precautions according to State guidelines in all first aid situations.

Exclusion Criteria: We have adopted the American Academy of Pediatrics recommendations for excluding children from the childcare setting:

- Illness that prevents the child from comfortably participating in our programs' activities
- Illness that results in greater need for care than the staff can provide without compromising the health and safety of the other children
- Fever, lethargy, irritability, persistent crying, difficulty breathing, or manifestations of possible severe illness
- Diarrhea or stools that contain blood or diarrhea that cannot be contained in the diaper or pull-up/underwear
- E Coli-0157:H7 or Shigella infection, until diarrhea is resolved, and two stool cultures are negative for these organisms
- Vomiting, unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration
- Mouth sores associated with drooling, unless the child's physician or local health department authority states that a child is noninfectious.
- Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease. (Ex-Hand Foot Mouth)
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with treatment (24 hours after the start of medication).
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Impetigo, until 24 hours after treatment has been initiated.
- Scabies, until after treatment has been given.
- Varicella (chickenpox), until all lesions have dried and crusted).
- Pertussis (whooping cough), until 5 days of appropriate antibiotic therapy have been completed.
- Mumps, until 9 days after onset of parotid gland swelling.
- Measles, until 4 days after the onset of the rash.
- Hepatitis A Virus (HAV) infection, until 1 week after the onset of illness or jaundice (if symptoms are mild).
- Uncontrollable coughing, runny nose with snot that is not clear in color.
- Head Lice. The child will be sent home that day and can return after 1 treatment.

Medications

It is important that you fill out your child's Medication Authorization form COMPLETELY in order for us to give medications safely, accurately and in compliance with STATE REGULATIONS.

- Please give the midday dose of medication before your child attends the center. Only medications with a dosage schedule that cannot be adjusted for daycare hours should be administered during the day.
- ALL medications should be brought to the office by an adult. Prescription medication must be in the child's name and in its original bottle. A pharmacist will, for a nominal fee,

provide parents with a separately labeled, small, empty bottle in which to send the child's daily dosage.

- We will NOT administer medication without a doctor's note.
- We are not able to apply sunscreen, lotion or lip balms without parental written consent. Diaper creams can be applied for four days, after which, a physician's order is necessary because there may be an underlying medical condition.
- We will not administer medication past the expiration date.
- Please be sure to fill out the form completely. Without proper authorization and information, we will not be able to administer medication. We can't give on an as needed basis.

Physicals & Immunizations

The state of Oklahoma requires that each child enrolled in a childcare/preschool setting maintain current physical and immunization information. Specific health requirements may be obtained through our office. Whenever physicals and immunizations are scheduled, please pick up your records from the office and see that they are signed, dated, properly authorized and returned to your child's teacher. Exemptions are allowed for medical, religious, and personal reasons.

Emergency Plans & Procedures

The emergency plans and procedures are individualized to this center and hours of operations. The emergency plans include procedures for the following.

Weather Conditions, Fire & Man-made Disasters

Please see the **Inclement Weather** section of the **Parent Handbook** for tornado plans. In the event of a fire or man-made disaster children will be evacuated from the building.

- Relocation on site: Infants-2 will be moved by staff in a crib or waggon. All other children will relocate on their own with staff.
- If relocation is necessary children will be transported to Union Public School District site located at:
- Parents will be notified.
- An Incident report will be written and a copy will be given to each parent.

Human Threats, Shelter- in- Place, Lock- Down

In the event of a human threat, staff will deescalate the situation to the best of their ability. Upon further threat police will be notified and the school will be placed on various lockdown modes. This includes man-made threats in the general area of the center site. The level of threats are as follows:

- **Green:** All Clear, operate as normal

- **Yellow:** Shelter-In-Place; Short and extended period of time that requires children to stay in the building. The building will be locked down to the public. Parents must call when they are at the site when picking up children.
- **Red:** Lock- Down; this is for situations threatening the safety of the children and staff.
 - Notify staff
 - Keep children in designated safe locations in the building
 - Encourage children to remain calm and quiet
 - Secure building entrances
 - Prevent unauthorized individuals from entering the building
 - Responding when outdoors

Personnel & Posted Information

- Staff are familiar with current emergency plans and procedures and locations of posted emergency information including first aid and emergency supplies, and fire extinguishers
- The center has a working phone on site as well as any off-site location the children will be located.
- Emergency numbers, first aid kits, emergency supplies, fire extinguishers, and evacuation routes will be posted in staff areas.

Poison Exposure

If a child is suspected to accidentally come in contact with a dangerous substance Poison Control will be contacted. The parent will be contacted and an Accident/Illness/Injury Report will be kept in the child's file with a copy given to the parent.

Serious Injuries & Illnesses

Any injury/illness to a child while in the care of Dunamis Generation will be reported to their parents. A written copy of a completed Accident/Illness/Injury Report will be kept in the child's file. Where necessary under law the report will be forwarded to the appropriate governing agency. Parents and state licensing staff know children are active and no amount of child proofing and supervision can prevent all injuries. However, reporting injuries can help prevent them in the future by identifying injury patterns specific to the child care's environment, and/or with a child who may need help with difficulties associated with balance, vision or foot positioning. For **Communicable Diseases** please see the **Health and Safety Policies** section of this handbook.

- If a child is injured while in childcare, they will be checked for life-threatening situations and appropriate CPR/First aid will be given.
- If a child is seriously ill/ injured, 911 will be called.
- The Parent will be contacted.
- Injured children will be kept calm and comfortable until medical services arrive.
- Other children present will be kept calm, removed from the area to a safe location while remaining under supervision.
- Serious Injury/death will be reported to the Licensing Office, as soon as possible, within 24 hrs.

Tuition and Fees (all fees are subject to change)

Ages of child(ren)	Weekly Tuition Rate	Mon-Wed-Fri	Tues-Thurs	Drop In
6 mos- 12 months	\$250	\$155	\$110	N/A
1 year- 2 years	\$210	\$130	\$90	N/A
3 years-5 years	\$170	\$110	\$70	\$40
6 years-11 years	\$130	\$85	\$55	\$30

Annual Registration Fee (non-refundable)

- \$75 for 1st child
- \$50 for each additional child

Late Fees

- \$30 per week

Discounts/Vacation Credit

- Families will receive a 10% multi-children discount on total weekly tuition
- Families will receive 1 week of vacation per year at 50% tuition after the first 6 months.
- Families will receive 2 weeks of vacation at 50% after 3 years at the center. Unused vacation will not carry over to the next year.

Registration Fee must be paid in full before child(ren) may begin childcare. We are a first come first serve center. We will not hold spots open for any families. Tuition is due weekly, paid on Thursday the week prior to care. Late fees will be added to tuition if not paid within 5 business days. Child(ren) will be dropped from the program if tuition is not paid in full within 15 days of the due date.

Please give a 2 week written notice if you plan on withdrawing from the program.

Parent Handbook Agreement

If at any time such policies stated in this manual or updated or changed, parents/guardians will be notified immediately one of three ways: written documentation in person, through regular mail or electronic mail.

Your signature is required below. This states that you agree and will adhere to the policies set forth by Dunamis Generation Childcare Center. **Your child(ren) will be dropped from the program if there is a failure to adhere to the policies of this center.**

It is the responsibility of the parent or guardian to read the information of the Parent Handbook. Any updates or supplemental information will be given to each family.

Dunamis Generation will keep a signed copy of the signature agreement in the child's file.

I/ we have read and understand all policies. We will abide by them at all times.

Parent Signature

Date

Parent Signature

Date

Director Signature

Date

(Parent Copy)

Parent Handbook Agreement

If at any time such policies stated in this manual or updated or changed, parents/guardians will be notified immediately one of three ways: written documentation in person, through regular mail or electronic mail.

Your signature is required below. This states that you agree and will adhere to the policies set forth by Dunamis Generation Childcare Center. **Your child(ren) will be dropped from the program if there is a failure to adhere to the policies of this center.**

It is the responsibility of the parent or guardian to read the information of the Parent Handbook. Any updates or supplemental information will be given to each family.

Dunamis Generation will keep a signed copy of the signature agreement in the child's file.

I/ we have read and understand all policies. We will abide by them at all times.

Parent Signature

Date

Parent Signature

Date

Director Signature

Date

(File Copy)