Child Care Provider/Parent Agreement

Holidays and Time Off

A to Z Building Blocks is open from 5:45 am to 6:30 pm in the Orem location; 6:45 am to 6:15 pm in both American Fork locations, and 5:30 am to 7:00 pm in the Eagle Mountain location. Monday-Friday, except the following holidays:

New Years Day, Presidents Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Thanksgiving Day, Christmas Eve closed at 3 p.m., and Christmas Day. (Holidays that fall on a Saturday, A to Z Building Blocks will be closed the Friday before and if any of the Holidays fall on a Sunday, A to Z Building Blocks will be closed on Monday).

Part Time Scheduled Drop-offs

Children that are scheduled for part time hours are required to follow a set schedule set up by the parent and the director. NO Part time participants can arrive at the center at unscheduled times without prior approval.

Late Pick-up Policy

Any late pick-ups after 6:15 pm at both locations in American Fork and 6:30 pm at the location in Orem and 7:00 pm at the location in Eagle Mountain, for full time students and scheduled time for part time students will be charged a late pick-up fee of $1.00 per minute per child. If you know you are going to be detained, please notify A to Z Building Blocks immediately. We realize that no parent is intentionally late, however we are not able to judge the merit of lateness and for this reason we must enforce a late pick up fee. Parents who continue to pick-up their child/children late will be cause for dismissal.

Registration and Supply Fee

Registration fee is $50.00 per child or $80.00 per family. A supply fee of $35 per child will be collected when you complete your yearly registration online or on the 1st week of September, and each year thereafter. The supply fee will be prorated if your child was enrolled after September. This supply fee applies to all who attend the childcare center.

Tuition

Tuition may be paid weekly, biweekly, or monthly as long as it is paid in advance. Holidays and absences due to illness have been figured into the overall tuition charges and do not change the tuition rate for a single week. These days may not be used for credit.

Tuition is due in advance. All tuition fees are due and payable on the child’s first program day and every FRIDAY thereafter. Tuition is due upon Arrival, Not Departure.Payments may be paid with cash, check, credit card or money order.
Late Tuition and Dishonored Checks

All tuition fees are due and payable on your child’s first program day and every FRIDAY thereafter. Tuition is due upon Arrival not Departure. Tuition is late after Monday and parents must pay a late fee of $25.00 dollars. The late fee will continue to add each week thereafter if not paid in-full.

Dishonored checks must be replaced and must accompany a $25 fee. After a second occurrence, only cash or money order will be accepted as payment. Accounts two weeks in arrears will result in immediate termination of the child’s enrollment. *If there is not an authorized personal in the office to accept credit cards you can send an email to the director, use an old invoice to pay online, or pay over the phone.

Any modifications in the change of tuition rates & contracts are subject to 30 days advanced notice.

Vacation

We do not offer any vacation credit in our facility. Parents pay for a slot verses the time that children are in our care. Due to the expense it takes to operate a child care facility such as paying employees, maintenance, etc.

Tuition Supplemented Accounts

Tuition is calculated monthly rather than weekly. Tuition is the same price all year round and covers the costs for full time summer attendance and the summer camp tuition.

Tuition paid by a supplemental source, State Funding, is credited to the account the first day of each month, usually leaving a remaining balance. Client must pay half of their remaining balance on the 1st Friday of each month and then the rest of the balance on or before the 3rd Friday. If first payment is not paid on the first Friday of the month there will be a $25 charge every week after up to two weeks and then the full balance must be paid to continue enrollment.

Sign-In and Out Policy

When dropping off and picking up your child, please be sure to sign in and out on the computer. This is a State Law. Parent’s failure to sign may result in termination from the program.

Feeding and Nap Schedule

Infants sleep and are fed on demand or per the schedule provided by parent. Older toddlers eat breakfast, snacks and lunch together depending on their arrival time. Two-year old’s and preschoolers nap during scheduled nap time, unless parent specifies otherwise.
Health & Nutrition Policy

Prevention of illness and maintaining the good health of all enrolled children is the primary goal of A to Z Building Blocks Childcare.

If your child cannot participate comfortably in the center’s activities or compromises the health of the other children, you will be notified. A child with serious illness requiring an absence from the childcare for more than four days must be accompanied by a doctor’s note upon their return.

You will be notified if your child has a fever that is \(101.00\), throws up or has a contagious illness. You must keep your child home for at least 24 hours or until your child does not show any signs of having a fever without using medications.

No outside food is allowed to be brought from home unless prior approval has been given. Treats for birthdays must be in store bought and in the original packaging and must be preapproved by the director. If a child has a special diet; parents must supply a written notice from a doctor.

Medications

A to Z Building Blocks will administer medication only if the medication is in the original container. A medication release form must be completed before the medication is administered unless it is Tylenol kept at the center and the parent can be contacted during the day to give verbal authorization and then a signature is required at the time of pick up. When bringing liquid medication, please supply a medication dropper or an appropriate measuring spoon.

A to Z Building Blocks Responsibilities

Provide a licensed, safe, childcare center that supports the physical, social, and emotional needs of the child(ren) in care and meet all state child care regulations.

Inform the parents in advance, if possible, when services cannot be provided temporarily because of illness or emergency.

Inform parents at least two weeks in advance if services need to be terminated except for non-payment, and failure by the parent to abide by A to Z Building Block policies and procedures.

Parents Responsibilities

Read all posted notes, emails, the website, the monthly calendar and all notices sent home by A to Z Building Blocks. Read the parent handbook. The parent hand book may be found on our website or you may ask the director for a hard copy.

Pay A to Z Building Blocks the agreed rate at the agreed time. Inform the child care provider within one hour if the child cannot be brought or picked up at the usual time.

Report any change of address, phone, or employment to the provider within three days of the change.
Program Changes

The center must receive two weeks written notice in advance of any change in program schedule. Program bouncing is not allowed. You are either Full time or Part time. Changes affecting weekly tuition rates may not be made during a week, which includes a legal holiday, because these days were taken into consideration when the tuition rates were established. Two weeks written notice is required for withdrawal, for any reason, and parents will be charged for that period. If parent fails to give adequate notice, the parent will be required to pay for those two weeks whether or not the child(ren) are brought to A to Z Building Blocks for care.

If it becomes necessary for A to Z Building Blocks to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on our part up to 50% of the amount owing. The parent will be responsible for interest charges at the rate of 1 ½ percent per month (18 percent per year).

Abide by all policies and procedures in the parent handbook. Failure to do so may be cause of immediate termination.