

# **Ty's Cozy Care LLC**

## **Policy and Procedure**

Welcome to Ty's Cozy Care childcare services. It is our mission to provide a safe, nurturing, and learning environment for each child. Our staff provides opportunities for physical, social emotional, socio-cultural, and language development.

Tyeasha Smith, Owner, and Director of the program has been licensed and providing childcare services since 2015. Earlier in Smith's career she worked as a Registered Medical Assistant in Family medicine. Later resigning to stay at home and raise her newborn son.

Ty's Cozy Care started as a family home facility. Outgrowing the space needed to enhance development of children in their early years. As demand grew for the excellent quality of care provided, Smith obtained credentials for expanding her services in the core of the community in which she serves.

### **DAYS/HOURS OF CARE**

Monday – Friday / 7am -6pm

\*Hours of care are limited to 10 hours per day, per child. Late fees will apply to any care provided over the 10-hour period.

### **WEEKLY FEE**

Fees are payable in advance, no later than the 1<sup>st</sup> day of care in any given week. Fees not paid at the end of the 1<sup>st</sup> day of care will be charged a late fee of \$15 due no later than end of the 2<sup>nd</sup> day of care in the same week.

### **ENROLLMENT/ ADMISSION**

A scheduled interview with child(ren) and family is required for enrollment and admission. State required forms will need to be completed for each child enrolled. Each child will need current immunization records, and a current physical examination for the year on file.

## SUPPLIES

Each child will need a change of clothes appropriate for the season including socks, wipes, throw blanket, Kleenex.

## IMMUNIZATION

All children enrolled must have appropriate immunization for their age or a written notarized documentation from their Health physician.

## ARRIVAL/PICKUP

Arrival starts at 7 a.m. and ends at 9: 30 a.m. unless scheduled in advance upon agreement.

Children must be signed in/out at drop-off/pickup

Children arriving must be fully awake and coherent

Pickup begins at 3:30 pm. Care of hours are limited to 10 hours per day. Late Fees of \$2 per minute will apply exactly 1 minute after your scheduled pickup time. Late Fees are to be paid promptly by the next day of service.

## DISCHARGE

Children will be discharged to an approved parent at the door. Only authorized persons listed on file are allowed to pick-up children.

## TERMINATION

Termination will follow only after **First Warning** of disrespect by either child or party of child, act of violence by the child or party of the child, and unpaid fees

Any damage caused to the property, or furnishings of the building will result in immediate Termination.

## ABSENCE

The weekly fee remains the same if your child(ren) attends one hour or more during the week. If you plan to take a vacation, please advise the provider a week in advance of your child's absence. If your child misses 7 consecutive days without an excuse or notice, your child will be unenrolled from the program. Late arrival is not permitted without notice and agreement in advance.

## IMMUNIZATION

All children enrolled must have the appropriate immunization for their age unless a written notarized document from the child's physician or Health Department is submitted and a copy for the child's file. Enrollment forms and documents will be updated annually.

## ILLNESS

If your child has a fever, contagious illness, rash, cough, or constant nose drainage you will be required to pick your child up immediately. Sick children may return after treatment or after 24 hours with a doctor's release. Children with fevers may return after 48 hours symptom free with no medication.

## DISCIPLINE

Children will be given opportunity to calm down in a relaxing space.

**1<sup>st</sup>** Verbal warning, **2<sup>nd</sup>** Supervised time out, **3<sup>rd</sup>** Parent contact/Pickup

## CLOSINGS

New Year's Day

Martin Luther King Observance

Memorial Day

Juneteenth Observance

Fourth of July

Thanksgiving and the following day after

Christmas Dec. 23<sup>rd</sup> -26<sup>th</sup>

Children must be well dressed in clean clothes and socks. Children are only allowed to wear pajamas or other clothing during approved spirit week.