

Gracie's Place

Parent Policy

Drop off/Pick up Policy

Parents must sign their child in our daily sign-in sheet upon arrival. An emergency number and other special instructions must be written in at that time. If anyone other than the parent who brought the child in will be picking up, we must be notified at that time. That designated person must be listed on the emergency form as authorized person to pick up the child and he/she will need to show proof of identification in order to release the child.

Well Child Policy

Gracie's Place is not licensed to provide care for children who are ill. If your child is sick, or has symptoms of wheezing, nasal discharge, a rash, symptoms of a communicable disease like chicken pox or measles, please keep your child at home. If your child becomes ill while at Gracie's place, we will contact you immediately to pick-up your child.

Discipline Policy

Gracie's Place discipline methods consist totally of redirecting, distraction, verbal problem solving, and as a last resort, time-out. Though we try our hardest to help each child fit into the group-play atmosphere at Gracie's Place, some children are just not ready or able to adjust. In these instances, we may encourage parents to wait a few months, and then try again. If we experience repeated difficulties with any child, we reserve the right to refuse admittance to Gracie's Place for that child.

Injuries and Accidents

Gracie's place takes every precaution to keep your children safe. However, as children begin testing their limitations, accidents sometimes happen. In the event that your child suffers an injury while at Gracie's Place, we will contact you immediately or provide you with a written accident report.

General Rules

- Dress for fun! Children should wear comfortable and washable clothing. Please make sure that all clothing and all personal belongings (including diaper, bags, lunch boxes, cups etc.) are properly labeled to avoid confusion. Gracie's Place will not be responsible for any lost or left items. Lost and found items will be stored for 30 days, after this time all items will be donated.
- Children must be 100% potty-trained if in regular underwear, otherwise the child must wear a diaper or pull-up.
- Please pack your child a healthy snack & lunch. Here are some healthy & easy to prepare food suggestions:
 1. Dried Fruits, Trail Mix, Unsweetened Applesauce (pls. Pack with a spoon), Cut up cheese, Cut up apples, strawberries, bananas and Grapes

2. Yogurt in cup (pls. Pack w/ spoon) or drinkable yogurt (suggest drinking w/ straw) (no go-gurts or squeeze yogurt please)
3. Fruit juice, water, milk in sippy cups only (no bottled water please)
4. Sandwich, Crackers (no peanut butter pls.)
5. Fruit snacks, raisins (no yogo's or yogurt balls please)
6. Please do not bring food that needs to be prepared/sliced, and food that needs heating.

Try healthy snacks that give your kids energy and nutrients, like low fat cheese, and crackers, soy butter on whole-wheat crackers. Avoid foods that are high in sugar.

Cancellation Policy

One of the best features of Gracie's Place is the flexibility it offers in both making and canceling appointments. Due to the demand for the program we often have a wait list and would like to be able to give families every opportunity to come to us if at all possible. We understand that we all have busy lives and sometimes situations arise to change our plans but please be considerate and know that there is another busy family who will always be able to use the space that you don't need anymore. Therefore in an effort to make this program work for as many parents as possible, we ask that all cancellations be made before 8:00 am on the day of the appointment. Cancellations made after 8:00 am will be considered a "no show" and will be charged for the full reserved time.

Late Pick-Up Fee

There will be a late pick-up fee of \$10.00 per child not picked up after closing hours. Please remember that this is not meant as a "punishment" rather a reminder that it is hard for any child to be the very last one to be picked up. If you are more than one hour late and Gracie's Place has been unable to contact anyone listed on your child's emergency contact form, the law requires that we contact Social Services who will pick up your child for safekeeping.

Returned Check Fee

Payment is due and payable at the time you pick up your child each day. We accept payments in the form of cash, check, money order or cashiers check. In case your check has been returned to Gracie's Place for a non-payment, there will be a returned check fee of \$30.00 each check. If there are repeated instances of returned checks, you may be required to pay with cash or other acceptable payment option on an ongoing basis.

Registration Fee

There is a one-time registration fee of \$25.00 per family due at the time of your child's first appointment.

***Gracie's Place reserves the right to refuse any family that does not adhere to the policies.

_____ Cut here _____

I have read and understand the policies and conditions and signify my agreement and approval with my signature.

Parent/Guardian Signature

Date