



NEW BRIDGE BAPTIST CHURCH CHILD CARE CENTER

5807 Nine Mile Road, Richmond, VA. 23223 - (804) 326-1892- (fax) 737-8490

Information and Policies

- (1) There is a registration fee of \$35 per child. The registration fee for 2 year-olds - \$50 per child. The summer registration fee is also \$35 per child to help defray the cost of supplies and gas.
(The fees are due with the applications and are non-refundable).
 - (2) The weekly fee for full time students (fall & summer) is (\$90) and for 2 years-olds (\$110). The fee for after school students is (\$55). There is \$5 sibling discount given for the second child (or more) in the same family. Tuition is payable each Monday beginning with the first week. There is a \$5 late charge for tuition not received by 6PM on Monday and \$5 for each day after. Regarding after school students, the weekly fee (\$55) will remain the same when they are with us for ½ day or 1 full day of school closings, for 2 or more days in the same week, the full time fee (\$90) will be charged.
- Credit will not be given for absences due to illness or regular time out. When a two-week notice is given, tuition will be DISCOUNTED for 1 (one) vacation week.**
- (3) There will be a \$40 charge for returned checks. After (2) returned checks, we reserve the right not to accept your personal checks for a calendar year.
 - (4) We ask that you give us a two-week notice before withdrawing your child, so that we may make arrangements to fill the vacancy. We have limited space and can accept only full time enrollment. If notice is not received, the two weeks fee will be applied to your account.
 - (5) Hours of operation are Monday through Friday, 6:30 A.M. to 6:00 P.M. We close promptly at 6 P.M. If an emergency arises and you are going to be late, please call and make arrangements for someone else on the authorized list to pick up your child (ren) by 6:00 P.M. No child should remain at the center for more than a 10-hour day. Late fees are \$1 per minute, payable when the student is picked up. *(If you are habitually late picking up your child (ren), we reserve the right to terminate service).*
 - (6) Children will be released only to parents or persons specified on the signed parental agreement form. The center must be notified if someone other than those on the authorized list will be picking up your child (ren) and that person must present pictured identification. Each child must be signed in/out by an accompanying adult (18 years of age or older). For the continued protection of our children, *court documents pertaining to adoptions, legal custody or parental rights (visitations) should be given to us as soon as copies are available.*

- (7) We are closed the following holidays: New Years Day; Martin Luther King Day, EASTER Week *(Spring Break); Memorial Day; 4th of July; Labor Day; Thanksgiving and the Friday after; Christmas Day and the day after. *(No tuition charged Spring Break)

Regarding inclement weather, we will announce closing information on local television station WRIC- Channel 8 and on our center voice mail by 6:00a.m.

- (8) We serve breakfast from 8:30-8:50a.m. Lunch is served at 11:30a.m. A snack is served at 3:00 p.m (after naptime). Please do not send food, drinks or sweets to the center with your child.
- (9) When returning from a contagious illness, your child must have a slip from the attending physician stating your child can return to the center. For head colds, etc., your child must be free of all symptoms for 24 hours. If your child becomes ill at the center, we will isolate him/her and call you for pick up. We can only administer Physician prescribed medicines accompanied by a written authorization from you.
- (10) When your child is absent due to illness, appointments or fun, it is your responsibility to call the Child Care Center. Regarding our school aged students please notify us when your child(ren) are absent or our drivers will spend valuable schedule/travel time waiting at your child's school.
- (11) There is a time-out policy for discipline. The child is removed from the group and allowed to regain composure. The teacher makes sure the child understands the reason for the time-out and helps him/her re-enter the group in a positive way. In cases of constant and/or extreme discipline problems, NBBC Child Care Center reserves the right to dismiss children from our program. Before dismissal, except in extreme cases, the Director will hold a conference with the parent(s) and a probationary period will be established, usually for two weeks. This gives the child opportunity to improve his/her behavior.
If your child is expelled from school for any reason, he/she will not be allowed to come to the center until the official time is up.

The New Bridge Baptist Church Child Development Center Creed

The center strives to help your child develop a Christian attitude by acknowledging the existence of Our Lord and Savior Jesus Christ. We also understand the need to foster a positive self-image, to stimulate self-confidence and independence, and to help our children become more secure in social, emotional, and academic areas. Each child is encouraged to express her-or himself through various media: art, creative drama, free play, music and so on.

Through the team effort of parent, child, and teacher, your children are allowed to develop at their own pace by establishing positive attitudes about themselves and the world around them.

We at New Bridge Baptist Church Child Development Center will do our best to educate and befriend your child, but we do reserve the right after a conference with the parents to terminate our services if he or she has repeated inappropriate discipline behaviors or displays behavior inappropriate to the faith based doctrine of the center.



My signature confirms that I have read and understand the Information and Policies of New Bridge Baptist Church Child Care Center and that I will adhere to the rules of this center.

Parent or Guardian

Date

Director/Administrator

Date

****After signing, please return ONLY this sheet to the Director. Thank you****