

# COZY KIDS CHILD CARE PARENT HANDBOOK



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## WELCOME TO COZY KIDS.....

We feel we have developed an atmosphere where your children can be comfortable, happy, and safe. At the same time, we have a well-rounded, experienced staff to help develop your child's social life and learning process.

Our main goal is to make you feel confident that your children are well cared for in all aspects of their lives. We strive to be a community service and an educational facility for young children. We welcome children of all abilities and ethnicities. As space and staffing permit, we will accommodate schedules for special needs children. We have an open-door policy, and parents can visit anytime during operating hours.

## GENERAL INFORMATION

Our operating hours are Mon. through Fri. 6:30 a.m. until 6:00 p.m. We are open year-round, observing the following holidays: Closed: New Year's Day, Memorial Day, the week of July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day & New Year's Eve, and New Year's Day. Snow days are called depending on the severity of the weather. Usually, if 10-12" or more snow is forecasted, we will close. Notices will be sent through the classroom Do-Jo. We charge a late fee of \$1.00 per minute for pick-ups after 6:00 p.m. Please inform your child's teacher of any absence by calling the center or messaging through the class Do-Jo app. We request that all children arrive by 10:00 am for a consistent schedule and staffing requirements.

## STAFF SELECTION

Teachers and assistants are carefully selected by meeting high educational standards, state requirements, recommendations, sharing similar philosophies, and having a genuine love for children.

## TUITION POLICY & RATES

Tuition is due each Monday for that current week. We do not charge a late fee; therefore, payment is expected to be prompt. All accounts must remain within 2 weeks past due, or a late fee of \$15.00 per week will be charged. Please note that weekly tuition remains the same regardless of attendance, and after six months of enrollment, one free vacation week will be allowed per year. We accept checks, cash, debit or credit cards. Credit cards are stored safely and run automatically. If this is your payment choice, please request an authorization form. If you decide to remove your child from Cozy Kids, two weeks' notice is required.

### RATES

#### FULL TIME DAY CARE – (eff. 4/24)

Infant - 1 yr.....\$355.00  
1 yr. - 3yrs. old.....\$310.00  
3yrs. - 6 yrs. old.....\$280.00

#### PART-TIME RATES

Daily.....\$29.00  
Morning only when space permits:  
3's - 8:45 - 12:00  
4's - 8:45 - 12:00  
Full Day (3 yrs +) \$77.00  
1yr. old - 2 yrs \$79.00  
Infant - 1 yr \$91.00  
Kindergarten.....\$98.00/week  
M-F 8:45-12:00

#### Moose Hill Kindergarten:

\*a.m. only care - \$135.00/\$44/day  
Before & After \$193.00/week or \$47/day

\*am only Moose Hill students can only attend afternoon care for an extra fee if space is available

#### SCHOOL AGE CHILDREN - 6 yrs. - 10 yrs.

Transportation is provided for Londonderry residents attending North School & Matthew Thorton School.

Before & After School = \$108.00/week  
B&A Per Day = \$29.00 Vacations/Summer = \$200.00 Daily (vaca. weeks) = \$45.00



## EXCLUSION POLICY

We are required to make parents aware of our exclusion policy. It is as follows:

Situations may occur where we will ask a parent to remove his or her child from our center. It is very rare, and it would only occur after diligently working with the family to resolve any issue. We also utilize a professional network to seek help and advice before deciding to excuse a child. If, after working with the family, the child is still extremely disruptive or has the potential to cause injury to another child, then we would ask for them to seek care elsewhere.

## LUNCH & SNACKS

Lunch and two snacks are provided each day. A menu is posted on the front bulletin board, in each room and we post it on the class Do-Jo. Parents are asked to check the menu daily. If you feel your child will not like the lunch we are serving, please bring a lunch from home. Please keep in mind that we are a peanut-free facility.

## STATE REQUIREMENTS

A health form and a registration form must be on file for each child attending day care. The health form should be on file within 30 days after enrollment. The registration form is due for the first day. Each of these forms must be updated yearly or whenever changes are necessary. Please request a new health form at each physical/well check and be sure to include your child's immunization record. Information contained in your child's file is privileged and confidential.

## HEALTH POLICY

The following is a list of symptoms to guide you in deciding whether your child should stay home. Do not send your child on days when any of these are present:

- A fever of 101 or above
- Diarrhea
- Vomiting
- Communicable disease - chicken pox, conjunctivitis, etc
- Skin issue or rash – We will ask that a doctor see your child to rule out any contagious skin ailment.

If your child is sent home with a fever, he must remain home the following day. He may return after the fever is gone 24 hours without medication. Prescription drugs must be in the original container and require a prescription authorization form to be completed by the parent. Forms are located in the infant room. Medications are stored in a wall cabinet in the infant room.

## EMERGENCY PROCEDURES

Fire drills are conducted monthly. Evacuations, shelter in place and lockdowns, are conducted throughout the year with a minimum of twice yearly. Our front door is locked, and the door code is given to each parent upon enrollment.