MCLC Kids

Parent & Center Agreement 2025

Dear Parents / Guardians,

Please read the following information in this packet before signing the center agreement. This information will explain our policies and will also help promote a better understanding between you, the parent, and the teachers as we work to give your children the best care possible.

The Tennessee Department of Human Services requires us to keep a signed agreement on file at the Center and give all parents one for their reference.

**State of TN Gold Sneaker Physical Activity Policy:**

All Children 12 months and older will be offered 60 Minutes of Physical Play per day either indoors or outdoors which is reflected on our daily classroom schedules.

Television is used on special occasions only, such as Holidays and only for 30 min educational videos.

Children will not be allowed to sit passively for more than 60 minutes continuously, except for schedule naptime as noted on daily schedules.

Physical activity will be used as a positive experience and not used negatively to control behavior.

**Nutrition Policy:**

All Infants will have a signed feeding schedule by parents, which includes Breastfeeding.

All eating opportunities will consist in promoting a positive attitude toward food. Food will never be used as rewards or punishment.

In His Services,

Amber Haynes, Director

Phone 731-783-1988

Fax 731-783-1989

After Hours 731-695-4038

Email: mclckids2018@gmail.com

Follow us on Facebook- MCLC Kids (only for currently enrolled parents)

**Mission Statement**

*MCLC Kids strives in sharing values that will affect every child’s wellbeing. Friendship, faithfulness & being trustworthy not only reflect our care, but also our values that we hope to instill in your children.*

**Introduction**

MCLC Kids is an Infant/Child Care and Learning Center, providing care for children 6 weeks to 12 years of age. We are a Tobacco/smoke Free facility and ask that all parents /visitors to respect our policy. Interrupter services are offered for those who need assistance.

MCLC Kids is licensed by the State of TN Department of Human Services and complies with all standards as set forth by this agency.

All children are eligible for enrollment providing the program can meet the needs of the child as determined by the center Director and Board of Directors. MCLC Kids does not discriminate on the basis of religion, sex, race, national origin or handicapping condition. An on-site visit must be made prior to the child’s first day of attendance. We love to celebrate with parties, however, all items must be store bought / prepackaged items from a licensed kitchen, such as Walmart, Kroger, Sam’s.

MCLC Kids will offer 2 Parent Meetings per year, which will consist of a Parent Teacher Conference and a Parent Education Workshop.

MCLC Kids is dedicated to providing a safe and healthy environment. Children will be separated according to their age and involved in age-appropriate learning activities, such as Bible lessons, pre-kindergarten skills, personal safety, arts & crafts, music and free play, etc. Children are encouraged to learn through play by incorporating our creative curriculum.

Curriculum: TN ELDS / ABEKA / Creative

Tots School – 1yrs old’s & TN Elds

Sign Language & Basic Beginning Spanish

**Our Values**

MCLC Kids values each child and their family that is in our program. MCLC Kids employs individuals that are committed to serving the needs of each child and their family. We will strive to exhibit values we feel are important to our program each day as we enter the Center.

\* We believe in Christian principles

\* We are attentive and responsive to the needs of each child & their family.

\* We are efficient, compassionate & loyal.

\* We will remain professional at all times.

The following conditions involved in the care of your child are understood and agreed upon between MCLC Kids and the parents/guardians of the enrolled child. Fees are subject to change during the year due to increased prices by our suppliers.

In return for the sum, which the parents agree to pay, MCLC Kids will care for your child from 6:30 AM to 5:30 PM., Monday through Friday. The Center is closed on Saturday & Sunday and the following holidays & 2 staff development days, there is no discount for the holidays.

**Good Friday (April 18th, 2025) Strawberry Festival (May 9th, 2025) Memorial Day (May 26th, 2025)**

**Staff Development (July 3rd, 2025) Fourth of July (July 4th, 2025)**

**Labor Day (Sept 1st, 2025) Thanksgiving (Nov 27th, 2025) Staff Development (Nov 28th, 2025)**

**Christmas (Dec. 24th, 2025-Dec. 26th, 2025) New Year’s Day (Jan. 1st & 2nd, 2026)**

The staff will examine the children daily for symptoms of contagious disease or illness upon arrival for the day. If the child has any symptoms of a contagious illness or a temperature of 100.0, they will not be admitted to the center. **If your child was sick during the night, please do not send them to school the next day.**

1. If a child becomes ill at MCLC Kids his /her parents will be called to pick up their child from school. The child will not be allowed to return to the center for 24 hrs. **They must be symptom free for 24hrs before returning to the center and without any fever reducers**. An illness report must be signed by the parent when the child is picked up.
2. MCLC Kids will provide daily class activities such as Bible lessons, preschool lessons, arts & crafts, outdoor play & free play for the children during the day. Along with physical, emotional, social & mental development opportunities in a group setting. MCLC will provide a morning breakfast, a hot lunch and an afternoon snack for each child. **Breakfast ends at 7:30, those needing breakfast must be here by 7:30 in order to have time to eat before the kitchen is closed.**
3. MCLC Kids will not release the child to anyone other than parent or guardian, unless written / verbal permission is given by parent/guardian. All adults are required to show identification, including parents until they are recognized on a daily basis. All Non-custodial parents / family members will adhere to MCLC Kids’ visitation schedule. MCLC kids will not discuss your child with others nor will you discuss MCLC Kids children or staff with others inside or out. We all must comply with confidentiality & slandering. This also includes social media. MCLC Kids will not release a child to anyone, parents included, whose behavior may put a child in danger. If the person picking up the child seems under the influence of any substance including alcohol, marijuana, or any other recreational drugs, the police will be notified and the children will not be released. Someone else on the emergency contact form will be contacted to retrieve the child.
4. All MCLC Kids staff are mandated child abuse/neglect reporters.
5. MCLC Kids reserves the right to dismiss any child if payment of fees becomes delinquent. Payment is considered delinquent after 1 week. The child will not be allowed back into the center until all fees, including late fees are paid in full.
6. **DHS states: “Children shall be provided an opportunity for outdoor play when the Temperature range, after adjustment for wind chill and heat index, is between 32 degrees and 95 degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions & age of the child”.** If you feel that your child is too sick to participate in outside activities then they will not be able to attend school.

**The Parent Agrees That:**

1. The parent will pay MCLC Kids $190.00 in advance on Monday of each week. The Director / Asst. Dir. will meet with the parents who have unpaid accounts on Friday when their child is picked up. A late fee of $30 per child will be assessed and failure to pay by Monday of the following week will result in child not being accepted back into the center. The child will not be allowed back until all late fees and past & present tuition is paid in full. Payments are considered late after 5:30 on Friday. Payments are still required when your child misses. There is a $1 per minute late fee charge for children picked up after 5:30. This fee will be added as another invoice on your account. This will be enforced. Any accounts with 2 returned checks will be changed to cash only, there will be a $30 charge on all returned checks. \*\*\*This will be strictly enforced for the new year. Late fees will begin being added to tuition beginning February 1st if weekly tuition is not paid. Parents with past balances have until January 31st to bring their account current.
2. There is a $50 per child / $70 per family non-refundable new parent registration fee due when your child in enrolled. Yearly registration fees are due each year in January ($40 per child & $ 60 per family). There is also a $20 supply fee due at the beginning of each new Preschool year (August); this is for children age’s 1yr & up.
3. All enrollment forms must be completed by the parent and a current immunization record signed by a health care provider must accompany the child on admission. There will be a 2-week trial period for all new children, after 2 weeks; if we feel we are not the best placement for your child this agreement will be terminated with a 2 weeks’ notice.
4. Parents will need to plan ahead for alternate care (relative, neighbor, or friend) when the child is too ill to be at MCLC Kids.
5. Medication cannot be administered by any MCLC Kids staff, this includes all prescription medication and non-prescription medication. Inhalers & nebulizers will be allowed for children with asthma.
6. In case of a serious illness or accident, that requires the attention of a physician and the parents cannot be contacted by the preschool, MCLC Kids Director and staff will take the child to Milan General Hospital Emergency Room.
7. In the event a child has a contagious illness, the parent will notify MCLC Kids the child will not be allowed to return until all danger of contagion is past.
8. Parents are asked to see that children do not bring food, money, or toys to the Center. Each teacher may decide to designate a day for “Share Day” or “Show & Tell”.
9. Each child must have a change of seasonal appropriate clothing clearly marked with his/her name to be left at MCLC Kids for emergencies. Soiled clothes will be placed in a bag and returned to parents. Infants’ 6 wks. to 1 yr. will provide their own bottles, cereal & baby food. Parents must prepare bottles at home & label all items. Due to licensing standards, we cannot scoop formula or put water in any bottles.
10. Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside except on extremely bad days as stated above. Also, we ask that you allow your child to wear tennis shoes or rubber-soled shoes to the center. Children do tend to get dirty, please dress your child in “Play Clothes” so they feel free to explore during the day.
11. \*\*\*NEW\*\*\* Each family will be allowed 5 consecutive vacation days where payment will not be due. This is typically used the week of Christmas, but I am leaving it to your discretion this year. This is the only week that payment will not be due. If you choose to use your vacation week during the summer, then you will pay for the week of Christmas.

**Parent Policy 2025**

**Both Parties: MCLC Kids & Parents / Guardians; understand and agree that:**

1. This contract is binding by operator and parent / guardian. The contract may be terminated by the parents / guardians or MCLC Kids upon notification of intention 2 weeks in advance. If two weeks is not given, then you must pay for the two weeks.
2. All payments are considered late after 5:30 each Friday; a $30 late charge will be added per child / per week for the week. **Payment is due when the child is absent from the center.**
3. **The cut off time for children arriving is 9:00 AM with the exception of any doctor’s appointments.**
4. Yearly Registration fees are due each year in January ($40 per child & $60 per family)
5. Infants will be placed on backs during rest times & “tummy time” will be used during play time.
6. Inclement Weather Policy – please refer to TV Station WBBJ Channel 7. A message will also be on our Facebook page and sent out through HiMama (Lillio) and email. There will be no deduction from weekly fees. If at all possible & roads are cleared, we will try for late opening @ 9:00 AM.
7. Children must have a change of clothes (and a jacket, if necessary) at all times. These may be left at the center if you choose.
8. Children wearing diapers & pull-ups, they must be supplied by the parent, along with wet wipes. Average amount used per week is 25 diapers & 18 pull-ups. Please label **all** items.
9. DHS approved Personal Safety Curriculum will be taught each year to the 3, 4 & 5 yr. old rooms (Feb of each year).
10. Center closes at 5:30. $1 per minute is added when late.
11. MCLC Kids will not release a child to any person whose behavior may put a child in any danger. Custody papers / Parenting plan must be on file in child’s folder in Director’s Office. It is not our responsibility to keep your child’s belongings separated between split families.

**Please initial below at each box & sign.**

* **I have read the entire center agreement & understand my responsibilities. \_\_\_\_\_\_\_\_\_\_\_\_**
* **I understand my child’s tuition is due in advance on Monday each week. \_\_\_\_\_\_\_\_\_\_\_\_**
* **I must pay when my child is out. \_\_\_\_\_\_\_\_\_\_\_\_**
* **I understand all snacks / birthday items must be store bought from licensed kitchen such as Walmart, Sam’s, or Kroger \_\_\_\_\_\_\_\_\_\_\_\_**
* **I consent for my child to be observed by others who may need to come in to the center. \_\_\_\_\_\_\_\_\_\_\_\_**
* **I have received a copy DHS Summary of Rules & Regulations \_\_\_\_\_\_\_\_\_\_\_\_ (New Families)**
* **Parents give MCLC Kids permission for Emergency Medical Care \_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Childs name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent or Guardian**