



## Terms and Conditions (ver. 2)

### Hours

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During business hours we are open from **8:00am to 5:30pm** on all weekdays except holidays mentioned in the Holidays section. Please sign-in daily to the timesheet for your child's safety and record keeping.

### Communication

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We require an email address on file for important updates. WhatsApp will be used to share pictures of activities. Our email is [littletoadspreschool@gmail.com](mailto:littletoadspreschool@gmail.com) and phone number is **202-378-0984**. Please send us an email with your phone number for calls and WhatsApp.

### Supplies

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The following supplies are required from the first day of school - Wipes, Diapers, Sunscreen, Bug off, Diaper rash cream, water bottle, milk cup, blanket for nap time, and extra pair of clothes and socks. Please have items labeled. Boots as per season requirement must be worn for outdoor activity. When running out of supply, we will notify the parent. New students may bring a personal item that soothes and comforts them like a blanket or soft toy.

### Meals

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In general, home cooked organic meals and snacks will be served. If an organic option is not in stock in our local grocery store, we may provide a comparable substitute that may not be organic. You are welcome to provide any replacement meal for your child.

### Safety Information

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In case of inclement weather, we advise you to use the front entrance. We continually monitor our safety standard. We have done the following to accommodate a comfortable and safe environment.

1. Emergency evacuation plan (will be provided)
2. Radon Mitigation.
3. Nut free zone maintained.
4. Carbon Monoxide detectors at all floor levels.
5. Weather Alarm.
6. First-aid kit.
7. Humidity control (humidifier to be installed in winter).
8. Child-proofed door locks and padding on furniture corners.
9. Camera monitoring while children are asleep.

### Pickup

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Fill out emergency pick up for your child. ID is required for first few pickups. It is important for parents to notify us if a child will be picked up by someone other than the parent. It is crucial to keep your pickup information address contact info updated.

## Holidays & Vacation

Public Holidays	Additional Holidays	Vacation
New Year's Day Birthday of MLK Presidents' Day Memorial Day Independence Day Labor Day Columbus Day Thanksgiving Day Christmas Day	Eid-ul-Fitr Eid-ul-Adha	25th December to 2nd January

## Fees

Our rates are **\$250/week** for full time, **\$160/week** for half day, **\$7/hour** for after care.  
**These rates are effective from 1st October 2017.**

1. Fees is collected bi-weekly and due by first day of the week.
2. Fees for Aftercare is due at the end of the month.
3. Cash, or Check are acceptable forms of payment.
4. Fees is NOT Prorated for absence due to no-show or sick leave of up to 3 days.
5. For sick leave of more than 3 days, half the fees due must be paid.
6. Fees is NOT prorated for home provided meals.
7. For planned vacations, please inform us 2 weeks in advance by email.
8. For vacation days (NOT holidays) that we are closed, no fees is to be paid.
9. Late pickup charge is **\$5** for every 15 minutes.
10. Late payments by more than 3 business days will be charged a late fee of \$20.

## Incidents Waiver

While Little Toads maintains high safety standards, we are not liable for incidents that may have occurred due to children's interaction or playfulness. We advise you to inform us of any behaviour about the child that we have to keep a watch on which can cause harm to him/her or other children.

If a child is showing symptoms like fever, diarrhea, or vomiting, then we will immediately notify the parent to have him/her picked up within an hour. We will contact emergency services in situations like fainting, head injury, heavy bleeding, breathing trouble, fits, severe reaction to food or bug bite. If we observe a child being mistreated or abused in any way, authorities will be contacted.

## Acknowledgement

I, \_\_\_\_\_, parent of \_\_\_\_\_,  
acknowledge having received a copy of this document on / / 2018