



Munchkinland & More LLC.

Daycare and Preschool Center

401 South Walnut Street
Iola Ks 66749
620-363-2530

Childs Name: _____ D.O.B.: _____

Address: _____

City: _____ State: _____ Zip code: _____

Operation Hours: 6:45 am to 5:30 pm Monday through Friday.

Start Date: _____ Finish Date: _____

Days Attending: M T W TH F

Arriving time: _____ Departing time: _____

Information about child: _____

Likes: _____

Dislikes: _____

Allergies: _____

Childs Doctor: _____ Phone Number: _____

Childs Dentist: _____ Phone Number: _____

Persons most likely to pick up child: _____

Parent/Guardian Information:

1. Parent/Guardian Full Name: _____

Address: _____

Cell: _____ **Work Number:** _____

Place of Work: _____

Relationship to Child: _____

2. Parent/Guardian Full Name: _____

Address: _____

Cell: _____ **Work Number:** _____

Place of Work: _____

Relationship to Child: _____

Parents Status: Married Divorced Single Separated

(If divorced any court ordered paperwork needs to be included for the child/children's file.)

Emergency contact numbers and Authorized to pick up child:

Name: _____ **Number:** _____

Name: _____ **Number:** _____

Name: _____ **Number:** _____

Name: _____ **Number:** _____

Name: _____ **Number:** _____

Name: _____ **Number:** _____

People not authorized to pick up child:

Name: _____ Number: _____

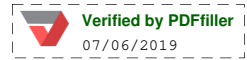
Name: _____ Number: _____

Name: _____ Number: _____

Any other information:

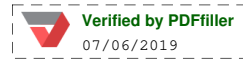
Director/Owner Signature _____

Hayley Westerman



Owner/Operator Signature _____

Megan McKinnin



BOTH PARENTS SIGN BELOW 😊

Signature: _____ Date: _____

Signature: _____ Date: _____

Munchkinland & More LLC. Contract

Children Rates by age:

\$135.00 weekly: Poppy Seed Room (2 weeks to 2 years of age)

\$120.00 weekly: Kansas Room (12 months to 2 1/2 years of age)

\$120.00 weekly: Yellow Brick Road Room (3 and fully potty trained then \$110.00 a week, 2 1/2 to 4 years of age)

\$110.00 weekly: Over the Rainbow Room (fully potty trained 3 to 5 years of age)

\$100.00 weekly: Emerald City Room (summertime rates, 5 to 12 years of age)

\$50.00 weekly: After School Rates (unless out of school)

Center Operation Times and Holidays

The center will be open Monday through Friday from 6:45 am (no earlier) and close at 5:30 pm (no later). The center will be **CLOSED** for all Federal Holidays as listed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, if these days land on a weekend the center will be closed the Friday before and the Monday after. These days **MUST** be paid for.

Payments

Payments will be due every Friday for the upcoming week by 5:30 pm. You will pay a week in advance for your child's spot. If payments are not made by Friday at 5:30 pm a late fee will be applied to account of \$35.00 until paid. You will receive a late fee notice the next day.

Late Fees

If you are late picking up your child, you will owe a \$35.00 late fee that will be applied to your next daycare payment. This will be applied after 5:30 pm. A \$10.00 reminder fee will be applied if late payment is not paid and will be do the next day by 5:30 pm. Unpaid fees will end in termination of child.

If you are late making your payment on Fridays by 5:30 pm a late fee of \$35.00 will be applied to your account daily until paid. Payments are due on Fridays every week. If not paid by Monday child will not be able to return to center until the fees are paid this will result in termination of services.

Vacation Policy

If you are gone on vacation your week of childcare **MUST** be paid in full in advance for your child's spot. If paid after a late fee will be applied of \$35.00 due time of payment. If fee is not paid then the child will not be allowed back to center until paid in full.

Sick Day Policy

If your child is puking, has diarrhea, a fever of 100.4 or over please do not send them to daycare. If child has any of the above during center times child 19 will be sent home and not be able to come back for 24 hours or fever free for 72 hours. Even if your child is sick these days **MUST** be paid for.

THIS IS POLICY!

Two Week Notice

We require a two week notice if you decide your child no longer needs care at Munchkinland & More. If we are not given a two week notice you will be charged two full weeks of childcare per child. This will be due and paid in full on the child's last day of care at the center. If unpaid other actions will be taken.

Termination of Childcare

This includes the following non-payment of childcare, non-payment of late fees late pickup multiple times with warnings, if our center is not a good fit for your child . Termination date will be given immediately, up to two weeks.

Behavior Guidance and Expulsion Policy:

If a child is having a hard time at daycare and all steps have been taken by the teachers, we will contact the parents letting them know what is happening and if it continues to progress, they will not be able to attend center. Steps are accessing the situation with the child at daycare, talking to parents at end of the day on working together to resolve the issue, and taking actions to help prevent any issues in the near future. Children will not be punished at daycare, there will be a discussion about the situation and the right actions they should have taken. Positive enforcements and making sure there is an understanding on good and bad choices.

Both parents please sign below.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____