

Operating Policies

We are an extension of the Billings Catholic School system, and therefore our Christian beliefs are part of our daily care.

We have a hands-off policy, which means we do not allow any wrestling or abusive physical contact between children. We expect the children to listen to us and follow our rules. We believe in redirection with children and on occasion time-outs are our method of discipline. If this doesn't work, we will schedule a conference with parents. A child may be asked to leave the center for behavior that may cause harm to themselves or others.

We do not discriminate on the basis of race, color, creed, or national or ethnic origin in our admissions policy.

Following are general operating policies for William R Lowe Child Care & Enrichment Center

Operating Hours

Normal operating hours of William R Lowe Childcare & Enrichment Center is 6:45am to 6:00pm, Monday through Friday.

Extended childcare will not be provided.

Holidays

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving & Friday Thanksgiving, Christmas Eve & the day after Christmas.

Billing & Payments Policies

An annual \$40 registration is due upon starting the daycare. Renewal date for the annual registration is September.

Our rates are as follows:

Children 2 months to 2 years of age by Sept. 10th

Full time (4 to 5 days)	\$575.00 / month
3 days	\$355.00 / month
2 days	\$208.00 / month
Daily rate	\$28.00

Children 2 months to 2 years of age by September 10th

Full time (4 to 5 days)	\$390.00 / month
3 days	\$250.00 / month
3 day preschool	\$100.00 / month
2 days preschool	\$75.00 / month
Daily rate	\$20.00 / day
1/2 day rate	\$10.00 / day

Our billing cycle is prepaid month. Payment can be made at PO Box 31158, Billings, MT, 59103 or electronically through checking.

Payments are expected by the 10th of the month

A late charge of \$5.00 per day will be added to your billing if the payment is not received by the 10th of the month. After 5 days of no payment, the child may not attend.

\$30.00 will be added to all NSF checks.



Attendance Policies

1. WRL asks that you stay close to your reserved schedule as much as possible. Regardless of your changing schedule, we must operate within the State's requirements. We are required by law to be adequately staffed each day, and to provide tasty, nutritious meals and snacks. This all requires a great deal of advanced planning. We count on your to consistent.
2. Parents are required to notify WRL by 8:00 am if your child will not be in attendance that day. This enables us to plan properly for the day's activities, meals, etc.
3. A late fee (\$5.00 charge for every 5 minutes) will assessed and payable immediately by the parent for all early drop-offs and late pick-ups. It is considered late if your child is still here at 6:00pm or if a child is dropped off before 6:45 am. Three early drop-offs or tardiness in a year may be grounds for termination.
4. Sign-in sheets must be filled out upon arrival and departure. Computer sign in is also required.
5. The child or parent must report to WRL upon all arrivals and departure so that accurate attendance records can be kept.

Health Policies

According to state regulations, the provider cannot accept a child who is ill. Parents are responsible to arrange for a child to be picked up **immediately** from childcare if the child becomes too ill to stay. [Cuddles & Care](#) is located at St. Vincent's Hospital. They can be reached at 237-8800. Children may return to the center under the following guidelines:

1. Children without fever of 101 degrees F or greater for 24 hours
2. Children without vomiting or diarrhea for 24 hours
3. Children with any bacterial infections listed below must be treated with an anti-biotic for 24 hours:
 - o strep throat
 - o scarlet fever
 - o impetigo
 - o pink eye
 - o skin infections
4. A health care physician must evaluate generalize rashes
5. Children with chicken pox may be admitted back to the child care once their sores have dried up (usually 5 to 7 days)
6. A health care physician must evaluate children who are jaundiced
7. A health care physician must evaluate children with symptoms of severe illness

Parents are responsible to keep their child(ren) immunization records up to date

WRL is required by law to report any signs of neglect or abuse of the children within our care, and we promptly do so.

Children must come dressed appropriately for indoor and outdoor play. Shoes must be worn outdoors at all times. Socks must be worn indoors at all times

WRL will serve good nutritious and appealing meals and snacks each day.

Food exceptions cannot be made for individual children except in the case of allergies. Parents, provider and child in question must establish a clear understanding of food expectations. Please do not send food from home unless there is enough for every child in the center.

Meals and snacks will be served at the designated times

WRL does not dispense medicine. Please do not bring any with your child.