

## ASHFORD CHRISTIAN DEVELOPMENT CENTER, LLC

### POLICY STATEMENT

1. I do not discriminate on the basis of race, national origin, color, religion, sex or disability.
2. I have an “open door” policy which simply means you are welcome at anytime.
3. Pick-up and drop-off times are usually busy; therefore I recommend scheduling appointments or using telephone conferences in order to discuss any problems we may be having.
4. Children are allowed to have personal “security items” which do not have to be shared; however, I cannot be responsible for any damage to these items.
5. No gum, hard candy, suckers, coins, toy weapons, or small objects are allowed at any time.
6. I cannot give out any medication without your written approval. Forms are available upon request.
7. Always have at least one change of clean clothing for your child, as well as infant supplies (such as diapers, formula and wipes).
8. Breakfast is served at \_\_\_\_\_ a.m.; please feed your child at home if you are going to be later.
9. I cannot accept a child who is experiencing diarrhea, vomiting, severe rash, a temperature over 99 degrees, or any child who has been diagnosed with a contagious disease. If symptoms appear while the child is in my care, the parent/guardian will be called and will be expected to pick up the child as soon as possible. Re-admittance is at the discretion of the provider.
10. Occasional field trips will be made to the library, zoo, park and various other outings. Parents will be verbally notified of these trips.
11. Under no circumstances will your child be disciplined by using threats, verbal or physical abuse, nor will food be used with relationship to discipline.
12. In the event of an emergency, 911 will be called and an ambulance will be summoned. An adult substitute will be called and will be instructed to call each parent to pick up their child. Provider will remain with the injured child and the parent will be notified immediately.
13. Whenever the provider cannot care for your child due to sickness, professional days off, vacation or emergencies, it is the responsibility of the parents to make alternate arrangements.
14. Occasionally it will be necessary for the provider to arrange for a substitute due to personal commitments and errands. On these occasions, parents will be informed and a legally screened substitute will be used.
15. Children may be picked up only by those persons listed on the enrollment form. A driver’s license will be required for identification purposes.
16. Children will not be allowed to leave unless appropriate vehicle child restraints are used.
17. There is a two week notice required when you would like to stop attending the center. Please notify the director as soon as possible.

I, the undersigned, do hereby state that the above "Provider Policies" have been read, and I understand that failure to comply with these policies can and will result in immediate termination of my contract agreement.

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Signature of Parent / Guardian

Date

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Signature of Parent / Guardian

Date

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Signature of Provider

Date



