



# Munchkinland & More LLC. Daycare and Preschool Center

401 South Walnut Street  
Iola Ks 66749  
620-228-1938

Childs Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Operation Hours: 7:15 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: \_\_\_\_\_

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



# Munchkinland & More LLC Contract

## *Center Operation Times and Holidays*

The center will be open Monday through Friday from 7:15 am (no earlier) and will close at 5:30 pm (no later). The center will be CLOSED for all Federal Holidays as listed: New Year's Eve, New Year's Day, Memorial Day, Independence Day(+1), Labor Day, Thanksgiving Day and the day after, and 3 days at Christmas (including Christmas Eve and Christmas Day - the third day to be determined each calendar year). If any of these days fall on a weekend, the center will be closed the Friday before or the Monday after.

*Please note that these days must be paid for.*

## *Payments*

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

## *Late Fees*

If you are late picking up your child after 5:30 pm, a \$35.00 late fee will be applied to your next daycare payment. Additionally, a \$10.00 reminder fee will be applied if the late payment is not settled by the following day at 5:30 pm. Unpaid fees may result in the termination of childcare services.

Late payments on Fridays must be settled by 5:30 pm to avoid a \$35.00 late fee, which will be applied daily until the payment is made. Payments are due every Friday, and failure to settle the payment by Monday may result in the child being unable to return to the center, leading to termination of services.

## *Vacation Policy*

If you plan to go on vacation, it is required to pay for your child's week of childcare in advance to secure their spot. Failure to make the payment on time will result in a \$35.00 late fee. If the fee is not paid, your child will not be allowed back until the payment is settled.

### *Sick Day Policy*

If your child is experiencing vomiting, diarrhea, or a fever of 100.4 degrees Fahrenheit or higher, we kindly request that you refrain from sending them to daycare. If your child exhibits any of these symptoms during their time at the center, they will be sent home and will not be permitted to return for 24 hours or until they have been fever-free for 24 hours WITHOUT FEVER REDUCERS. Please note that even if your child is sick, payment for these days is still required.

### *Two Week Notice*

At Munchkinland & More, we require a two-week notice if you decide that your child no longer needs care at our center. If we are not given a two-week notice, you will be charged for two full weeks of childcare per child.

### *Termination of Childcare*

Our termination policy at Munchkinland & More includes instances such as non-payment of childcare, non-payment of late fees, repeated late pickups despite warnings, and if our center is not a good fit for your child. In such cases, a termination date will be provided immediately, with a notice period of up to two weeks.

### *Behavior Guidance and Expulsion Policy:*

If a child is having a difficult time at daycare despite all efforts from the teachers, we will contact the parents to inform them about the situation. If the situation continues to progress, the child may no longer be able to attend the center. Our steps include assessing the situation with the child at daycare, discussing the issue with the parents at the end of the day to work together to resolve the problem, and taking actions to help prevent any future issues. Children will not be punished at daycare; instead, there will be a discussion about the situation and the appropriate actions they should have taken. We focus on positive reinforcement and ensure that there is an understanding of good and bad choices.

**Both parents please sign below.**

**Signature:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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