

Pilot Baptist Daycare Ministry

89 Stallings Rd

Zebulon, NC 27597

(919) 375-5073

Center Operational Policies

The policies outlined in this document are for Pilot Baptist Daycare Ministry. We are open Monday-Friday 6:30 AM- 6:00 PM. We will observe federal holidays, this includes: New Year's Day, Memorial Day, Independence Day, Good Friday, Labor Day, Veterans Day, Wednesday-Friday the week of Thanksgiving, and Christmas week.

We serve childcare for infants (6 weeks and up)-school aged children. Before and after school care for school aged children will be offered, as well as summer camps/track out camps/teacher workdays.

Admission and enrollment is handled by the administrator. Please see the center director(s) to complete all forms required, and pay the non-refundable one time registration fee to secure your child's spot. Your child's spot IS NOT secure until you have completed all required forms and paid the registration fee.

Tuition prices and our annual fee will be provided to you before enrollment is complete. Annual fees are due each year, by January 31st. We require payments to be due weekly, by Wednesday at 6PM. If your payment is late, there will be a set, non-refundable late fee of \$25. If you are paying via check, and the check bounces you are responsible to cover the fee. We are open until 6PM. If you are late to pick up your child, you will be given a five minute grace period. After this grace period, you will be charged \$1/minute. This fee is due in cash to the teacher within 24 hours. If this occurs on a Friday, it is due the following Monday.

We will provide three nutritious meals for the child daily, these include breakfast, lunch and an afternoon snack. You are responsible to report any allergies your child has at the time of their

enrollment, or as they occur. If you wish to provide your child's food, please fill out the "Nutrition Opt Out Form".

Pilot Baptist Daycare Ministry follows USDA Child Care and Adult Food Programs nutrition standards. Menus will be provided to you monthly.

Fruits and Vegetables

- We serve fruits at least two times a day.
- We serve a vegetable at least once a day.

Beverages

- We limit serving juice to children to once a day, if at all. If juice is offered, it will be 100% fruit juice.
- Children will be offered milk at breakfast and lunch. We only serve low-fat, skim or 1% milk to children ages 2 and up.
- Sugar sweetened beverages such as sodas, sweet tea, flavored milks, or sports drinks will not be offered.

You, as the parent, are responsible for bringing certain items in for your child. These include:

- Diapers/Pull ups
- Diaper Cream
- Wipes
- Spare Clothes
- Bedding for cots
- Sunscreen
- Pacifiers
- Breastmilk/formula for infants in prepared bottles daily
- If your child requires a certain type of milk such as soy, silk- you are responsible to bring this in for them. We will only provide whole, 2% or low-fat milk.
- Prescribed medications

Parents/guardians are also responsible for dropping the child off at the center, and washing their hands when they enter the classroom. They are required to sign the child in and out at the time of

arrival/departure in the Brightwheel app. Parents/Guardians must keep up with Brightwheel and any messages that may be sent out on it- this will be our main form of communication with you.

Pilot Baptist Daycare Ministry is required by North Carolina law to report any suspected child abuse, maltreatment or neglect to the Department of Social Services.

Please sign below acknowledging that you have read Pilot Baptist Daycare Ministry's Operational Policies and that you understand them.

Child(ren) Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____