

Palace Daycare Policy  
Michelle Reno  
646 Chynoweth Ave.  
San Jose CA 95136-2824  
(408)398-0661  
LIC#434409566

**Enrollment: At the time of your interview a \$80.00 enrollment is due. This fee is Non-Refundable and will be applied to your first tuition payment.**

**Rates:** \_\_\_\_\_ Per Week OR \_\_\_\_\_ Per Month

**Payment:** Your payment is due every week on Monday or the first of the month if paying monthly. Payment will be paid in full whether your child attends or not, we operate on a limited enrollment basis your fee reserves a place for your child. We do not refund any fees for absences, termination, or vacations. If payment is paid in full or in advance we do not refund due to termination on parent or provider's request.

**Late Payment:** You will be charged \$10.00 per day after Monday at 5:00.

**Termination:** A two-week written notice is required before removing your child from the Daycare, whether your child attends or not, NO refunds.

**Immediate Termination:** Provider will terminate the agreement immediately if the child or parent shows behavior that threatens the physical or emotional well being of one or more children in the daycare, or hits or is abusive to provider or staff. Tuition payment will not be refunded. If parent threatens or disrupts the daycare or staff, there will be immediate termination.

**Illness:** If child becomes ill the parents are to be notified and the parent will need to arrange pick up within one hour of call. Child cannot return to daycare that same day and has to be fever free for a 24 hour period, in some cases we will need a doctor's note for any contagious illnesses. Please refer to illness policy for the list of illnesses.

**Discipline:** Step 1: Talking, reasoning, and redirecting child. Step 2: Timeout, 1 min per age of child. Step 3: Parent will be notified. Step 4: Meeting with parent, and plan for success. Step 5: Termination.

**No Show's:** Please notify daycare if your child is not attending that daycare. No refunds for non-attending.