



Dear Parents,

Welcome to West Shore Child Care Center. We are honored that you have chosen us to care for your child. We look forward to forging a partnership of quality care with you.

We recognize that relationships take time to develop and grow. We believe communication is key. Therefore we encourage you to visit at any time. If you are concerned about your child during the day, please call us, and if you have questions about why we do something, please ask. We believe that you are the experts on your child, and we try hard to follow your lead. However, in the confusion of the first days, you may have to tell us twice. Often the only time for parents and teachers to talk is at the beginning or end of the day. Unfortunately, these can also be the most hectic times of the day for the teachers and children. A pre-arranged conference, either by phone or in person, may be the best solution.

Attached is a packet of papers, and most importantly, a checklist of what is needed (please keep for reference):

Required by first day:

- Non-refundable Registration Fee: \$70 per child
- Tuition: pay weekly or monthly. Weekly tuition is due in advance, the Friday before each week of care. Monthly tuition is due by the 15th of the month.
- Child's Medical Statement (n/a for school age children)
- Child Health & Enrollment Form, both sides (parents fill out immunization record, page 2)
- Child and Adult Care Food Program Enrollment Form
- Routine Walk Permission Slip
- (if appropriate) Request for the Administration of Medication – ODHS Form 1217: for sunscreen, and all prescription medication
- Orientation Questionnaire – very helpful to teachers

Due in one month:

- Security Deposit equal to one week's tuition per child (refundable)
- Supply Fee for calendar year; pro-rated
- Signed Parent Handbook agreement and parent roster preference

Optional:

- Permission for Dental Hygiene (Young Preschool and Preschool)
- Diet Restrictions (please ask for form)

Please feel free to call me at the Center if you any questions, concerns or suggestions. Again, welcome!

Respectfully,

Karen O'Hagan
Director
Work: 440-333-2040