

## Oak Lawn Day Nursery Early Childhood Academy

### FEES

**RESERVATION FEE** - \$30 per child (non-refundable) applied as registration fee when a spot becomes available.

**ENROLLMENT FEE** - \$30 registration fee, two (2) weeks tuition (first and last week). Last week's tuition is non-refundable and is applied to last week of attendance if proper 2 week written termination notice is given to Director.

**TUITION PAYMENTS** – Due on Mondays before 1 p.m.

**LATE PAYMENT FEE** - \$10 will be added weekly to any account with a balance due as of Monday evening at 6:00 pm. In the event of a holiday, regular tuition payments will be due the following day before 1 p.m. Children may not return to daycare on Wednesday if payment is not received on Wednesday of any week. Non-payment will result in disenrollment by Friday of the current week.

**FAMILY DISCOUNT** - \$10 discount per week given with the enrollment of 2 or more children from the same family.

**LATE PICK UP** - \$1 per minute (per child if in different classes) paid directly to staff. Fee is based on when parent leaves with their child, not when the building is entered. Parents should allow at least 15 minutes to sign child out and collect belongings.

## Oak Lawn Day Nursery Early Childhood Academy

### ABSENCES

**VACATION** – Each family is allowed two (2) weeks (10 days) vacation per calendar year after three (3) consecutive months of enrollment, based on contract. If a child enrolls after June 30, one (1) week (5 days) will be available for that calendar year. The Director must be notified in advance that these days are going to be used by filling out and submitting to the office a "Vacation Request Form." If individual days are chosen rather than a full week, tuition will be prorated. A week is defined as Monday to Friday.

**EXTENDED ILLNESS/HOSPITALIZATION** – If child is absent for an entire week due to hospitalization, you may choose to pay ½ tuition for that week. This option is available once each year per family. A doctor's note will be required. You must arrange this option in advance or call in each morning. Families are eligible for this after a six (6) month waiting period.

**HOLIDAYS** – We are CLOSED New Year's Eve, New Year's Day, Memorial Day, Good Friday, July 4, Labor Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day. When the holiday falls on a weekend, it will be observed on the closest weekday. These are paid holidays. These holidays can be used as vacation days. A "Vacation Request Form" must be filled out and returned to the office at least one (1) week prior. Inclement weather may force us to close early or not to open on occasion. **These changes will not affect tuition.**



## Oak Lawn Day Nursery Early Childhood Academy

**Dedicated to children and  
families since 1965**

*A Ministry of the*  
**Oak Lawn 1<sup>st</sup> Church of the Nazarene**  
6343 West 90<sup>th</sup> Place  
Oak Lawn, IL 60453

Hours: 6:00 a.m. to 6:00 p.m.  
Monday - Friday  
Phone: 708.599.3315  
Fax: 708.599.1675  
Website: [www.oldn.org](http://www.oldn.org)

Parents Always Welcome  
Infants 6 weeks  
through Kindergarten

**FACILITIES & STAFF**  
DCFS Teacher Qualified  
State Licensed  
Nazarene Educators Worldwide

**WELCOME TO  
Oak Lawn Day Nursery  
Early Childhood Academy**

**We are a non-profit daycare.**

Children are a special gift from God. It is our goal to have a safe and nurturing environment where your child will know that God and their caregivers love them.

**CURRICULUM**

Our curriculum focuses on several learning objectives: Bible stories, alphabet, numbers, language, art, crafts, music and science. Each child is encouraged to develop these skills through listening, questioning and hands on activities. Our curriculum includes reading readiness, individualized instruction and technology. Oak Lawn Day Nursery Early Childhood Academy exceeds the National and State Standards set for early childhood centers.

**RELEASE OF INFORMATION**

Oak Lawn Day Nursery must have written notification from the parent or a signed form from the requesting agency to release information on the child.

**PERSONAL PROPERTY**

Oak Lawn Day Nursery cannot be responsible for missing personal items. Please be sure to label all personal property with child's name.

**SPECIAL EVENTS**

Field Trips, Fall Fest, Christian Scouting Program (Caravan), Christian Karate, Vacation Bible School, Graduation Celebration and our annual Christmas Program.

**FUNDRAISING**

Oak Lawn Day Nursery participates in two (2) fundraisers per year. Families who participate in and follow the fundraiser guidelines are exempt from restock fees. See contract for further information.

**DISCIPLINE**

For the benefit of all the children enrolled here, discipline is handled with kindness and understanding. We set limits and provide redirection. At times we use time out for unacceptable behavior. If a child cannot be controlled, the parent will be called to pick up the child immediately. If unacceptable behavior repeatedly continues, the parent is asked to meet with the Teacher and Director to work out a plan for the child.

**ADMISSION REQUIREMENTS  
(Due prior to enrollment)**

1. Up-to-date (within 6 months of enrollment) Certificate of Health Examination with TB test and results; Lead screen with results (infants less than 6 months of age are exempt); current immunization records; and health history with parent's signature, dated and signed by physician
2. Application forms dated and signed
3. Certified copy of birth certificate
4. Registration fee
5. First week's tuition
6. Last week's tuition
7. Complete change of clothes
8. Blanket for nap (*over 15 months old*)
9. Diapers or Pull-Ups, wipes, bibs, formula and baby food (for infants).

**ARRIVAL & DEPARTURE**

All children must be signed in and out daily by parent or designated adult on their class attendance sheet. Parents must notify Oak Lawn Day Nursery of any changes of authorized adults able to pick up child by personally adding them to the **original** Emergency Card kept in the front office. A photo ID will be required at any time. The northeast (90<sup>th</sup> Place) entrance to the building is the only entrance during the day. Use only this door. Use of the circular drive is reserved for families with infants or toddlers or in inclement weather. **Never leave your ignition on unless an adult remains in the vehicle.**

**HEALTH**

Children will be excluded from daycare for 24 hours if fever, vomiting, or diarrhea occurs at school. Please report pink eye, lice, constant cough, strep throat, chicken pox, etc. to us at the onset. For injuries during school hours, simple first aid will be administered. All teachers are certified in CPR and First Aid. In case of a more serious injury the parent will be contacted immediately. Please inform us of special dietary needs and allergies. Once a month our nurse comes to check medical records. **If a child becomes ill at day care, parents will be called for immediate pickup.**

**Weekly Tuition Rates**

*Effective January 14, 2019*

**Infant - \$235**

*(6 weeks to 15 months)*

**Infant/Toddler - \$230**

*(15 months to 24-30 months)*

**Early Preschool - \$200**

*(2-3 years)*

**Preschool - \$185**

*(4 years & up)*

**Pre-K/K - \$165**

*(5 years & up)*