

Little Angels Daycare & Preschool
80 E. Parkview
P.O.Box 1
Brookville, OH 45309

Dear Parents:

Welcome to Little Angels Daycare & Preschool. We are happy to have you as a part of our center. We look forward to new and exciting times with your children. The following is a list of things we need to be sure you know.

1. Please fill out all forms completely. We will need the Child's Medical Statement filled out by your child's physician before your child can start.
2. We will need the \$50 Registration fee before or on your child's first day.
3. You must accompany your children into the building. You will be required to sign your child in and out each day in their assigned classroom.
4. Invoices come out at the end of each week. Payments need to be paid by the Wednesday of the next week. Payments can be put in the drop slot on the front office door. IF your check is returned, there will be a returned check fee.
5. If you are late picking up your child, you will be charged \$1.00 for each minute you are late.
6. Each child will need to bring a pillow, blanket, or favorite animal to lay with at rest time. These can be left at the daycare all week and then taken home on Friday's to be cleaned. We do not expect the children to sleep, but we do require rest and quiet time.
7. You will also need to provide diapers, diaper wipes, and extra clothing.
8. You will also need to provide formula, baby food, or any other food if your child is not on regular food.

If you have any questions, please do not hesitate to ask.

Thank you so much.
Little Angels Daycare