

Merry-Land Academy & Child Care
2693 C Highway 105 S
Boone, NC 28607
Phone 828-265-2333 ~ Email merrylandacademy@bellsouth.net

Hours of Operation: Monday through Friday 7:00 – am until 5:30 pm.
Age of Children Served: 6 weeks to 12 years

Owner/Director – Mary Stiles

ENROLLMENT PROCEDURE

State regulations require health records for every child enrolled in a child care center. Health records include: Physical exams, authorizations, and medication authorization (as needed). As parents, it is your responsibility to maintain current health exams and updated immunization records. It is in the best interest of your child to notify the center of any changes in health statements. If health records are not complete at the time of enrollment or within thirty days after enrollment, your child may be temporarily removed from the roster pending completion of these forms.

The center must have on file for each child a signed medical release authorizing emergency care and transfer to the emergency room at Watauga Medical Center.

The following forms must be completed and returned prior to the first day of attendance:

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| a) Child's application | h) Merry-Land Academy Contract |
| b) Emergency Contact Information | j) Food Program Application |
| c) Discipline Policy Statement | k) Food Program Participant Enrollment Form |
| d) Parent's Right Statement | l) Sleep Statement (Infants Only) |
| e) NC Child Care Law Statement | m) Feeding Schedule (15 Months & Younger) |
| f) Travel and Activity Authorization (FOR FIRE DRILLS ONLY) | |

FEES/PAYMENT

Payment is made to secure and maintain a position in the child care center. Child care fees are based on a five day week. There is a \$25.00, non-refundable, application fee for all children enrolled. Each year on September 1st a \$25.00 annual registration fee is paid to help purchase educational and art supplies. The annual registration fee is paid so that we limit our fundraiser to one per year. Child care fees are as follows:

Infants & Age One	\$165.00
Age 2	\$150.00
Age 3 & Up	\$145.00

DAY CARE ESSENTIALS

Your child will need the following supplies. Please be sure to label all of your child's belongings.

Adequate Supply of Disposable Diapers	2 Changes of Clothes
Disposable Wipes	Toddler Size Sheet and Blanket
Kleenex	Bottles labeled with Child's Name & Date (Infants Only)

MEALS

The following meals are served each day at no additional charge:

Breakfast 8:30	Lunch 11:30/11:45	Snack 2:45/3:00
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A weekly menu will be posted in each classroom.

PARKING

We ask that parents of children age 0 to 3 years old, park in the back parking lot and use the back entrances to the center. Children age four and up may park in the front parking lot and use the front entrance to the pre-K classroom.

PARENT INVOLVEMENT

Because we are privileged to play such an important role in the lives of the children we serve, we are dedicated to meeting the needs of the family unit. It is our goal to create a partnership between the center and home to provide the child with security, stability, and love.

Visiting the Center

Parents are encouraged to come to the center to share areas of expertise or help with special projects. Children and teachers benefit enormously from extra help. Special arrangements can also be made to come and share any meal or snack with your child.

Meetings

Opportunities for parent gatherings will be made throughout the year to help orient and educate parents and teachers. These meetings provide excellent opportunities for parents and teachers to exchange information regarding children. Gatherings also offer opportunities to become acquainted with the parents of other children within each child's classroom.

Conferences

Scheduled, planned conferences or spontaneous conferences may be arranged whenever individual concerns arise. Either the parent or the teacher may request such a conference.

Daily Contact

Verbal contact, either face-to-face or via telephone, between parents and teachers is the most common form of communication between the center and the home. It is very important for parents and teachers to share the events of the child's day to prevent misunderstandings and ensure the best interests of the children physically, socially, emotionally, and mentally.

Written Communication

An ongoing program of written communication between the center and home is especially important for parents who are unable to visit the center or attend meetings often. These may take the form of: newsletters and memos, informal notes from the teacher, informal notes from the director, daily activity reports, incident reports, monthly calendars and developmental evaluations of the child. Each child has a Parent Pocket in his/her classroom for communication between the teacher, director and parents.

At Merry-Land Academy we welcome your comments and suggestions. Please do not hesitate to speak with your child's teacher or the director. You may leave comments or suggestions confidentially in the payment box located between the three and four year old classrooms above the sign in/out sheet.