

Patient Provider
Street Address
City, State and Zip
Date

RE: POLICY REVISIONS

Dear Parents/Guardians:

This letter is to serve as a notice of the new policies for the upcoming 2016 year which will come into effect as of January 1st 2016.

The following changes to current policies have been made:

- Supplies: if children do not have appropriate supplies handy they will not be allowed to stay until the needed supplies are brought. Policy Handbook pg XX
- Shoes that children can put on themselves are required. Only children that can tie their own laces will be allowed to wear shoes with laces. Policy Handbook pg XX
- I will no longer work with standard “business hours” and will only work based on client “contracted hours”. Policy Handbook pg XX
- Additional Fees: Clarification to the “Late Payments” section was made. Policy Handbook pg XX
- Illness Policy:
 - Adjustments to “*Symptoms for Exclusion*”. Policy Handbook pg XX
 - The fever temperature exclusion policy now reads “Fever of 100° F orally or 99° F axillary (under the arm) or above.” Policy Handbook pg XX
 - The illness policy has been lengthened to include a table with details for specific illnesses. This information includes signs & symptoms, methods of transmission, incubation period, length of communicability, control measures and exclusion period. Policy Handbook pg XX

The following policies have been added:

- Half days are now available for current clients. Policy Handbook pg XX
- “No Show” policy added. Policy Handbook pg XX
- A form must be filled out by a child physician if the parent decides not to immunize. This policy is effective immediately due to it being a new state regulation. Policy Handbook pg XX
- A section dedicated to toilet training was created. Policy Handbook pg XX

Thank you all and may you all have a wonderful and joyous 2016 year.

Sincerely,

Patient Provider
Daycare Name