

Hello Child Care Parents,

It's time to re-sign those child care contracts. Attached you will find the following forms:

- Good Shepherd Child Care Contract for 2011-2012
- Good Shepherd Child Care Allergy Form
- Food Program Household Income Statement
- Food Program Child Enrollment Form
- Child Care Immunization Record
- Health Care Summary

Good Shepherd Child Care Contract for 2011-2012

You will notice the contracts have increased this year. Child care centers often struggle to stay open due to high operating cost to cover food, state regulations and requirements, replacement equipment, curriculum, etc. We reviewed our rate structure again in 2010 as part of our work plan and after further review by the Good Shepherd Home Board and the Good Shepherd Child Care Parent Advisory Committee the 2011-2012 rates were approved.

Keep in mind that Good Shepherd Child Care is a non-profit organization and the additional amount you pay each week will directly affect the kids with improvements made to our facility, equipment and curriculum. The rate increases are designed to cover our expenses, not inflate any salaries. Even with the increases, our rates are competitive with other centers and fall below the Fillmore County Child Care Assistance Reimbursement Rates.

Increases per week (40 hour contracts) are as follows: The Infant room rate has increased by \$8.00 per week, the Toddler room rate has increased by \$6.00 per week and the Preschool room has increased by \$4.00 per week. The School Age room rate will stay the same as last year. The hourly rate increase breakdown based on a 40 hour contract is as follows:

\$8.00 Increase = \$0.20/per hour, \$6.00 Increase = \$0.15/per hour, \$4.00 Increase = \$0.10/per hour

These continue to be great rates for center-based child care. Remember, if you have more than one child enrolled in the center you will receive our family discount of 10% off the oldest child's rate (preschool and younger).

What Our Center offers for Children and Parents:

- Flexible scheduling
- Creative curriculum aligned with the Minnesota Early Childhood Indicators of Progress
- 4 child care classrooms (Infant, Toddler, Preschool and School Age)
- Low child/teacher ratios
- Safe and healthy environment
- Certified teachers and assistants
- High-quality care by trained staff
- Experienced Teachers
- Low staff turnover
- State licensed facility
- Nursing and medical staff on site
- Sick and vacation days
- Website with listed activity updates and curriculum (www.gschildcare.org)
- Bi-annual child evaluations and assessments
- Parent teacher conferences
- Christian facility with nursery school atmosphere
- School age summer program
- Large state of the are playground equipment
- Young Explorer computers
- Food program (free meals and infant formula)
- Walking garden and court yard
- Family and employee discounts
- Bye Bye Buggy's (Infants and Toddlers)
- Intergenerational activities
- Free bus transportation to and from Rushford-Peterson School
- Free summer transportation to swimming lessons, T-ball, baseball and softball day activities
- Field trips, special events and holiday parties

The contract signing fee is \$25.00 which is the same as last year to help our center pay for extra supplies and replacement equipment throughout the year. If you have more than one child enrolled and are signing more than one contract, a family contract fee discount is available.

On the contract you will need to specify the days and times your child will be attending the center. This helps ensure adequate staffing for each day. After you have recorded the days and number of hours per day your child will attend the center, add up the number of hours each day your child will be attending the center to get your total weekly hours. Once you have determined your weekly contract hours check the weekly rate amount that corresponds to your child's room (Infant, Toddler, Preschool or School Age). Remember you will have 14 sick/vacation days to use throughout the year that you will not be charged for. Please refer to the contract Terms of Agreement for an explanation on how the Sick/Vacation days work.

Good Shepherd Child Care Allergy Form

New this year as part of our yearly contracts parents are responsible to fill out a Child Care Allergy Form. If your child has any known allergies please fill out the form in its entirety. If your child does not have any known allergies please fill out the top portion of the form and check the box stating that your child does not have any known allergies.

Food Program Household Income Statement & Food Program Child Enrollment Form

The food program offered by Good Shepherd requires that a new Household Income Statement and Enrollment Form be filled out each year. Please fill this information out in its entirety and return with your signed contract.

Child Care Immunization Record

If you have not filled out an updated Child Care Immunization Record for your child within the last year you must return the attached form signed by a physician with your child's immunizations. You may have an updated report faxed to Good Shepherd at 507-864-2842 Attention: Jenny Carrier. Your child must have an up to date immunization record to be enrolled in our center. This is a state licensing requirement.

Health Care Summary

The Health Care Summary is primarily filled out by a physician upon enrollment and at the time your child changes classrooms. If your child has changed rooms within the last year and you have not returned this updated form you must do so at this time. Health Care Summary's are a requirement for child care centers by the State of Minnesota Department of Human Services. You may also give these forms to your child's physician and have them faxed back to Good Shepherd.

A new contract must be signed by October 1, 2011 or you will be charged the drop-in rate for your child's room. We encourage all families to sign a child care contract to ensure your child's spot for the year. If you have any questions please feel free to contact Jenny Carrier, Child Care Director or Rhonda Spece, Chief Financial Officer.

Packet Check List

Please make sure you have completed the following required paperwork before returning your contract information.

Required Information by October 1st, 2011:

- Signed Contract for each child
- Contract Fee \$25 (Please make out a separate check)
- Allergy Form
- Household Income Statement (Food Program)
- Child Enrollment Form (Food Program)

Required within the last year:

- Child Care Immunization Record
- Health Care Summary

Thank you!
Jenny Carrier
Child Care Director

All the forms listed above are also available on-line at www.gschildcare.org