



LI'L GATOR DAYCARE POLICIES AND PROCEDURES 2025-2026

1. The extended day care program will be open Monday through Friday from 2:30 pm to 6:00 pm during school days.
 2. You **must** register your child for participation in the daycare program. Space is limited.
 3. Li'l Gator Daycare is offered to children in K4 through 5th grades only.
 4. Li'l Gator Daycare is \$85/week for full-time students or \$10/hour for drop-in students. Fees are due on Monday morning of each week. **Students who do not pay in a timely manner may be dismissed from daycare.**
 5. **FULL RATES WILL BE CHARGED REGARDLESS OF ABSENCE.** If your child will be absent for an extended time, please notify the daycare director.
 6. **OVERTIME:** Our employees are scheduled to leave at 6:00 p.m. If your child remains past 6:00 p.m. you will be charged **\$1 per minute**, to be paid at the time your child is picked up.
 7. Any child showing signs of illness will be isolated immediately from the other children and the parents will be called to pick up the child. If your child runs any fever, regardless of sickness, they must be fever-free for at least 24 hours before returning to school.
 8. Student Information forms with medical information that are completed for the school will be provided to Faye Ellis. No medication will be administered outside of what is indicated on the parent completed Student Information form.
 9. **Be sure to sign out your child with the daycare director** so that we can keep an accurate record of your child's departure.
 10. Students are held to the behavioral codes that are outlined in the student handbook. We reserve the right to dismiss or refuse admittance to any child as determined by the director and/or headmaster.
- *** **PLEASE NOTE:** Staff will be hired according to the number of students enrolled; therefore all paperwork to be turned in as soon as possible.

PLEASE **KEEP** THIS INFORMATION FOR YOUR REFERENCE.

ENROLLMENT INFORMATION WILL BE ON FILE WITH THE MAIN OFFICE AS WELL AS WITH FAYE ELLIS.