



## Contract

It is my goal to provide excellent care for your child/children at Little Angels Day Care. I hope to create a warm home away from home for your little angels, by giving them the care they need to grow physically, mentally, and emotionally, to the best of my ability. I will carefully follow any special instructions needed for individual children as long as it does not take away from my ability to supervise all other children in my care.

Name of Child \_\_\_\_\_

Name of Parent(s) \_\_\_\_\_

### Schedule

#### Day Care Hours

Mon-Fri 7:30am-5:30pm

#### Drop Off and Pick Up

You are expected to drop-off and pick-up your child/children at designated time on contract. You are expected to pay for hours contracted regardless of **late drop-off**. However, for **late pick-up** there is a \$5.00 fee per fifteen minutes, or any part thereof without prior consent of provider. You will be allowed two late pick-ups (of not more than ten minutes) per month before a late fee is charged. Once you have used up your two late pick-ups, you will be responsible for adding the late charge to your next paid fee. If arrangements have been made for a late pick-up, the late fee will be based on a rate of \$5.00 per half hour, or any part thereof, and will be due with your next paid fee.

Please understand: The Day Care open hours are "childcare hours" only and does not reflect all of the additional hours necessary to provide quality care. I am here for you in case of an emergency, but will only work overtime (hours outside of regular hours) with at least 2 days notice and will charge \$10.00 an hour for overtime hours.

#### Holidays and Vacation

Little Angels Day Care is closed on national holidays. If for some reason the Day Care is closed on a day that is not a holiday or vacation, parents will have at least a one-month notice (unless an emergency arises) to give them plenty of time to make alternate day care arrangements, and therefore parents will not be charged for service during that time.

#### Holiday's Day Care is closed

Lincoln/Washington's B-Day's  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Weekend (Thurs/Fri)  
Christmas Eve Day-New Years Day (Dec 24-Jan 1)

Parent/Guardian Initials \_\_\_\_\_



### **Meals**

Breakfast, lunch, and two snacks are served each day at no additional charge; our meal schedule is as follows:

Breakfast 7:30am-8:30am      Lunch 12:30pm-1:00pm      Snacks 2:30/4:00pm

Should your child arrive later than a mealtime, you will be responsible for feeding him/her. Except for special occasions, an illness requiring a special diet, or the desire for your child to eat food you prepare for them, please do not send any food with your child. This includes, but is not limited to gum, candy, chips, cookies, cereal, etc. Arrangements can be made for special days. I will make every attempt to provide enjoyable and nutritious meals for your child. I offer a variety of foods. Your child is encouraged, but not forced to try new things.

### **Absences**

If a child is absent due to illness or for any other reason, parents will be charged normal daily rate, in order to reserve the child/children's place(s) in the day care.

### **Termination**

The first ten days of care are probationary for provider, parent, and child. This agreement may be terminated any time during that period, without advance notice.

Parents have the right to withdraw their child from the Day Care at any time, for any reason, however, two weeks notice is required along with two weeks fees and will be due with notice of plans to discontinue or change enrollment.

In the case of gross misconduct on the part of child, parent, or provider no notice is necessary and is grounds for immediate discontinuation of services.

In addition, if the Day Care cannot meet the needs of a child, I retain the right to terminate service. In this event there will be a refund of deposit, minus any outstanding charges.

### **Behavior and Discipline**

Children are expected to follow the rules of the Day Care in order to ensure the safety of all the children. (See rules sheet). I believe in "positive reinforcement", "redirection", "correction," and "time-out" as forms of training and discipline to help the children learn and grow socially. So depending on the circumstance and child one or all of these methods of training might be used, if necessary. If there is repeated unacceptable behavior by a child that puts other children in daycare at risk of physical, mental, or emotional harm or danger, parents will be notified and I reserve the right to cancel service to that child, for the other children's best interest.

### **Parent Responsibilities**

#### **Parents are responsible for providing:**

- \*sufficient diapers, /baby wipes/diaper rash cream or ointment
- \*blanket for naptime
- \*a complete change of clothes (including extra socks), all labeled with child's name or initials.

I provide an ample supply of toys, activities, games, videos, and books. Except for a favorite blanket or other special item, I prefer that your child not bring anything from home. If this cannot be avoided, parent will accept responsibility for the item.

**Parent/Guardian Initials \_\_\_\_\_**



### Illness

**If your child is contagiously ill, you should make other arrangements for the care of your child.** When your child is no longer contagious and is healthy enough to actively play with other children they will be accepted back to Day Care. At parent's request I can administer medications that they provide, once the "Authorization to Administer Medication" form is filled out and signed by the parent.

Should your child become ill at the Day Care, you will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home, by you the parent or another authorized person to provide care or removal from Day Care.

I will always respect your need to be at work when it comes to an ill child. I ask, however, when deciding if your child should be at home, you give consideration to the other children in the Day Care and ask how you would feel if your child were here and well and another child were as ill as your child is now.

**Specifically, I will not provide care if fever is in excess of 100 degrees, vomiting, diarrhea, or any potentially contagious disorder.** Furthermore, there are times when a child is not that ill, but is terribly uncomfortable and really needs some "one on one" time that cannot be provided in fairness to the other children. At those times I will strongly urge you to consider keeping your child at home.

These are common symptoms that a child has a contagious condition:

- Active sneezing or coughing.
- Colored discharge from nose, eyes, or ears
- A sore throat (with fever and swollen glands).
- Diarrhea (three or more watery stools in 24 hours).
- Vomiting (two or more times in 24 hours).
- A fever (100 degrees or more).
- An eye infection.
- Rash (especially with a fever or itching).
- Lice or nits.

I will be happy to administer over-the-counter or prescription medication, or Benadryl (in case an allergic reaction occurs) as long as it is in the original prescription bottle with the child's name on it, with written instructions regarding when and how much to give, and with parent signature on "**Authorization to Administer Medication" form.**

### Immunizations

All In-Home Day Care facilities are by California Law now required to keep immunizations records of all children. It is your responsibility to update any past due immunizations your child needs. If immunizations are not updated you will be given a notice and will have two weeks to update your child's immunizations; if after the two weeks the immunizations are not updated and there are no other arrangements made to do so, your child will not be allowed in the Day Care until immunizations are current. Unless, you have signed the back of the official blue card stating you have chosen not to immunize.

### Potty Training

**Potty Trained:** The child is capable of using the toilet, but it is the adult who is trained to get the child to the bathroom on time. Accidents occur often. It is the first step in the total process.

**Potty Learned:** The child is not only capable of using the toilet, but has the developmental ability to express the need to go. Accidents occur, but infrequently.

If potty training has begun when your child is ready, the task is usually easy and quick. If a parent undertakes the task of potty training when THEY want it to happen, the task is arduous and painful for all concerned. Thirty months of age is a good rule of thumb to start checking for signs of readiness.

**Parent/Guardian Initials \_\_\_\_\_**



When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, NO wearing of overalls or clothing with suspenders, snaps, buckles, belts, or zippers, during potty training time.

Elastic waisted pants ONLY. Anything else sets your child up for failure. In addition, your child's diaper bag or cubby MUST have two complete changes of clothes and several pairs of Pull-Ups. If your child does not have immediate success, he/she will be put back into diapers and after ample time has passed, the process will be attempted again. This does not harm the child in any way; in fact, keeping a child in "grown-up" pants when they are not successful can be harmful.

#### **Miscellaneous**

Any changes in personal address or phone numbers should be given to provider as soon as possible. Names and phone numbers on emergency form must be kept current.

Note that your child will only be released to persons other than the parent or legal guardian if their name appears on your signed emergency form. In case of an emergency a phone call will suffice as long as the person picking up the child shows identification.

#### **Contract Changes**

Two weeks notice will be given by provider prior to any significant changes in this contract.

#### **Transportation Agreement**

I authorize Brooke Metten to provide suitable transportation as needed within the range of activities provided.

#### **Fees**

Although family day care is a form of self-employment, unlike other businesses, there is no room for growth or expansion due to licensing regulations. I do not receive the benefits that most employees do such as: health insurance, paid sick days, vacations days, personal days, workmen's compensation, retirement/pension plan, unemployment insurance, annual raises, and bonuses.

Fees are due in advance and payable no later than the first day of the week that your child attends. If paying **monthly**, payment for the month is due at the beginning of the month prior to care. If paying **weekly**, payment for the week is due no later than the first day of the week/day that your child attends. A \$25.00 fee will be assessed if your fee is not paid on time and your child may not be accepted until your fee is paid, except under special circumstances prearranged and agreed to by provider. **Your payment will be based on contract hours not attendance hours.**

There is a \$40 yearly fee for Full-Time, and a \$20.00 yearly fee for Part-Time care to replace any broken toys, damages to furniture or house, (during Day Care hours), which is due at time of enrollment and each new year of care, for full-time and part-time care only. There is the option to pay by cash or check. However, if the bank returns two checks, your fee will be accepted in cash only. You will be responsible for any fees assessed to provider's account, in addition to a \$25.00 NSF charge.

**Parent/Guardian Initials** \_\_\_\_\_



Parents will be informed of possible field trips or activities, which require additional fees and will be charged one week before the activity.

Beginning date of service \_\_\_\_\_ End date of service \_\_\_\_\_

Full-time \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs \_\_\_\_\_ Fri. \_\_\_\_\_

Part-time \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs \_\_\_\_\_ Fri. \_\_\_\_\_

Drop-in \_\_\_\_\_

Rate \_\_\_\_\_ (to be filled after confirmed with Day Care)

Payment Day \_\_\_\_\_ (to be filled after confirmed with Day Care)

I/We agree to pay the above stated fee required by Little Angels Day Care for my child/or children at the beginning of each month/week/day prior to service. I/We also agree to pay the yearly fee and last weeks deposit. We understand that this is a guaranteed rate and includes full pay for holidays (for FT/PT) with no credit for absent days, including your vacation time.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Provider Responsibilities**

All possible care is taken to provide a safe and healthy environment; however, children do have accidents. I am certified in Pediatric/Adult CPR, First Aid, and Preventive Health. In case of an accident I will: tend to child, notify parent. In case of emergency I will: tend to child, call 911, notify parent. Your child will be taken to Pomerado or Children's Hospital if that becomes necessary. It is incumbent upon you to check with the Hospital Emergency room to find out what kind of forms they require to be on file for treatment in case of parental absence.

**Pomerado Hospital** 15615 Pomerado Rd. Poway, Ca 92604 858-613-4000

**Children's Hospital** 3020 Children's Way San Diego, Ca 92123

Does child have medical insurance? \_\_\_\_yes \_\_\_\_no

I am a mandated reporter of suspected child abuse. While your child's welfare will ALWAYS come first, I will consult with you, if possible, before taking any action. Please understand, however, that I have few choices.

Any person picking up your child in an impaired condition (in my estimation inebriated or on drugs) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a legal guardian but if I feel a child is in jeopardy I will not hesitate to contact the police.

Open communication is the key to a happy, long lasting relationship between a family childcare provider and her childcare families. Please do not ever hesitate to contact me about anything that affects the well being of your child, and I will not hesitate to do so either.

**Brooke Metten**  
Provider/Director

I/WE parent(s) of \_\_\_\_\_ have read and agree to follow all of the Policies and Procedures of Little Angels Day Care and have received a copy of all 6 pages of this agreement.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_