**As a parent enrolling my child in Lil Einstein’s Educational Childcare, I agree to:**

* The Parent Handbook that I received from the Provider upon enrollment either In-Person or via E-mail.
* Inform the provider of my home and work address and telephone numbers.
* Arrange for an emergency contact to pick up my child in the event I cannot be reached.
* Notify the provider if my child cannot be picked up or dropped off at the regular time.
* Inform the provider if someone other than parents will pick up my child.
* Give the provider an up-to-date immunization record and physician's examination statement for my child.
* Inform the provider if my child contracts a contagious disease.
* Pick up my child immediately if notified that he/she is ill.
* Maintain the appropriate seasonal clothing for my child.
* *I understand that a late fee $10 for the 1st 5 minutes than $2 for every addtl, payable on the next childcare day, will be charged if I am late picking up my child.*

**As your child's childcare provider, I agree to:**

* Discuss your child's daily activity routines with you.
* Provide a safe, healthy, stimulating environment for your child.
* Inform you of the name of the substitute provide who will care for the children in my absence.
* Inform you about any pets in my home.
* Permit you to visit my home at any time when enrolled children are present.
* Inform you about my policy regarding the admission of sick children and the administration of prescribed medication to children.
* Notify you immediately if your child is seriously injured, or by the end of the injury is not serious. I will give you a written accident report by the end of the next working day.
* Obtain your written permission before transporting your child.

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Referrals

**A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare need our attention during business hours**.**

**By signing this agreement, you have read and comprehend the Parent Handbook in its entirety.**

