

Brenda Bailey Home Family Childcare: Parent Policy and Contract

Welcome to Brenda Bailey Home Family Childcare. This handbook outlines our operational policies, philosophies, and standard procedures. By enrolling your child, you agree to comply with all rules stated below.

1. Enrollment, Hours, and Attendance

- **Operating Hours:** Our standard operating hours are **7:00 AM to 6:00 PM**, Monday through Friday.
- **Enrollment Requirements:** Before a child's first day of care, parents must submit all MSDE-required forms, including:
 - OCC 1214 (Emergency Form)
 - DHMH 896 (Maryland Immunization Certificate)
 - OCC 1215 (Health Inventory / Physical Exam)
- **Absences:** Please notify the provider by **8:00 AM** if your child will be absent for the day. Full weekly tuition is required regardless of your child's attendance.

2. Financial Policies & Tuition Structure

- **Payment Schedule:** Tuition is due in advance on **Friday evening by 6:00 PM** for the upcoming week of care.
- **Accepted Payment Methods:** Payments can be made via electronic transfer (Zelle/Apple Pay) or cash.
- **Late Payment Fee:** If tuition is not received by Monday morning at drop-off, a late fee of **\$25 per day** will be assessed. Care will be suspended if payment is more than 3 days overdue.
- **Late Pick-up Fees:** Our day ends strictly at your contracted pick-up time. A late fee of **\$1.00 per minute** will be charged for any child remaining past their scheduled time. This fee is due immediately upon arrival.

3. Maryland Screen Time Regulation (COMAR 13A.15.08.02)

In strict compliance with Maryland State licensing regulations for family childcare homes, our policy regarding television, digital media, and screens ensures healthy physical and neurological development:

Strict Screen Time Rule:

Screen Time Activities.

(1) Definitions. In this section, the following terms have the meanings indicated:

(a) “Interactive technology” means educational and age-appropriate technology, including programs, applications (apps), noncommercial television programming, videos, streaming media, and ebooks, that is designed to:

- (i) Facilitate active and creative use of technology; and
- (ii) Encourage social engagement with other children and adults.

(b) “Passive technology” means noninteractive television, videos, and streaming media.

(2) Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children 2 years old or older.

(3) Viewing Restrictions. Except as set forth in §B(4) of this regulation, a child in attendance who is:

- (a) Younger than 2 years old may not be permitted to view any passive technology; and
- (b) 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week.

(4) Exceptions.

(a) An occasional exception to the weekly passive technology viewing limit set forth in §B(3) of this regulation may be made for a special event or project, including a holiday or birthday celebration, or for educational content that is related to the family child care home’s curriculum.

(b) If an exception to the weekly passive technology viewing limit is made, a written record of the exception shall be made and retained on file that documents the:

- (i) Nature and duration of the programming viewed; and
- (ii) Reason for the exception.

(5) No child may be permitted to view any:

- (a) Passive or interactive technology during a meal or a snack; or
- (b) Media with brand placement or advertising for unhealthy or sugary food or beverages.

(6) The provider shall give the parent of each enrolled child a written screen time policy that addresses the use of passive and interactive technology during child care hours.

C. Upon the request of a parent of a child in care, the provider shall assist the parent with scheduling a time and convenient location for the local lead agency responsible for administering the Maryland Infants and Toddlers Program to provide the appropriate screening for the child.

4. Health, Illness, and Medication

To maintain a safe environment for all scholars, children who exhibit signs of contagious illness must remain home.

- **Exclusion Policy:** Children must be kept home if they display a fever of 100.4°F or higher, vomiting, diarrhea, unexplained rashes, or highly contagious conditions (e.g., pink eye, strep throat).
- **The 24-Hour Rule:** Children must be completely symptom-free **without the aid of fever-reducing medication for at least 24 hours** before returning to childcare.
- **Medication Administration:** No medication (prescription or over-the-counter) will be administered without a completed MSDE Medication Administration Authorization Form signed by both the parent and a licensed physician.

5. Guidance and Discipline

Our home uses positive guidance techniques, redirection, and clear boundaries to foster emotional intelligence. Physical or corporal punishment of any kind is strictly prohibited under Maryland law and will never be tolerated within this facility.

6. Parent's Guide to Regulated/ Licensed Child Care

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_carev2_all_y_jm_2.pdf. (refer to this link for more information)

Official Childcare Contract

Between Brenda Bailey Home Family Childcare and Parent/Guardian

This Contract is entered into on this _____ day of _____, 2026, by and between:

Childcare Provider: Brenda Bailey

Parent/Guardian Name(s): _____

Child's Full Name: _____ **Date of Birth:** _____

1. Contracted Schedule of Care

The Provider agrees to provide regular childcare services for the child listed above during the following specified hours:

- **Monday:** _____ AM to _____ PM
- **Tuesday:** _____ AM to _____ PM
- **Wednesday:** _____ AM to _____ PM
- **Thursday:** _____ AM to _____ PM
- **Friday:** _____ AM to _____ PM

2. Fees and Compensation

- **Weekly Tuition Rate:** The Parent agrees to pay a flat weekly rate of \$_____ for the contracted hours listed above.
- **Payment Term:** Tuition must be paid every Friday for the following week. No deductions or refunds will be issued for child absences, family vacations, illness, or days the facility is closed for state holidays.

3. Termination of Contract

- **Notice Period:** This contract may be terminated by either party by giving a minimum of **four (4) weeks written notice**.
- **Immediate Termination:** The Provider reserves the right to terminate this contract immediately and without notice if tuition payments are delinquent, if the parent displays

hostile behavior, or if the child's behavior poses an active safety threat to themselves or others in the home.

4. Legal Agreement and Acknowledgement

By signing below, the Parent/Guardian acknowledges that they have received, read, fully understand, and agree to abide by all financial rates, scheduling policies, and state health/screen-time rules outlined in the **Brenda Bailey Home Family Childcare Policy Handbook**.

Parent/Guardian Signature: _____ **Date:** _____

Childcare Provider Signature: _____ **Date:** _____



**CHILDCARE SCHOLARSHIPS ACCEPTED
RANDALLSTOWN, MD**

SOTP CHILDCARE

RMSO CURRICULUM & PROGRAM
READING, MATH, SCIENCE, ART

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FAMILY REWARDS & INCENTIVE PROGRAM

We deeply value your family's partnership, trust, and dedication to our educational community. To show our sincere appreciation, we are proud to offer the SOTP Family Rewards Program. Designed to support your family's budget while celebrating your loyalty, these exclusive benefits are our way of saying thank you for letting us partner in your child's journey!

OUR FEATURED FAMILY INCENTIVES

MILESTONE & LOYALTY REWARDS

The “ Three Month Milestone” Free Week

The Reward: Receive **1 week of free childcare tuition after 3 consecutive months** of active enrollment.

To celebrate your child settling into our program, your 3-month milestone is rewarded with an entire week of tuition on us!

How to Redeem: This free week is to be used before the end of the current calendar year. scheduling, please provide a written request to our administrative team at least two weeks prior to the week you wish to claim as free.

LOYALTY SPECIAL

The 6-Month Loyalty Discount

The Reward: Enjoy **50% off one month of tuition** after your first 6 months of enrollment.

We appreciate your continuous commitment to our daycare! Halfway through your first year, we slash your monthly bill in half to thank you for being a reliable member of our family.

How to Redeem: This high-value reward is to be used before the end of the current calendar year. To claim this discount, please notify us at least 1 month in advance.

THE CASH DISCOUNT REWARD

Direct Savings

The Reward: Save an automatic **3% discount on your tuition** when you pay in cash.

By paying in cash, we avoid heavy processing fees from online banking or card systems. We believe those processing savings belong right back in your pocket!

Important Safety Policy: For absolute safety and professional bookkeeping, cash payments must be handed directly to us. Cash should never be placed in a child's backpack. A digital or physical receipt is immediately issued for your personal and tax records.

How to Redeem: Pay in cash.

THE "SPREAD THE LOVE" REFERRAL

Unlimited Bonus

The Reward: Get a **\$100 tuition credit** for every new full-time family you refer who enrolls!

Word-of-mouth is our absolute favorite way to grow! Share your experience with friends and neighbors in Randallstown, and we'll reward your support directly on your invoice.

How to Redeem: Once your referred family completes registration and their first 30 days of active care, a \$100 credit is applied directly to your next billing cycle.

THE SOTP “DATE NIGHT” PASS

Parent Wellness

The Reward: **One free Friday Night "Parents' Night Out"** babysitting session (6:00 PM – 9:30 PM).

We know that parenting is beautiful but demanding work! To support your wellness and give you a night off, we offer a free evening of care for every 6 months of continuous enrollment. Your children will enjoy a fun, themed pajama-and-movie night with healthy snacks, while you enjoy peace of mind and some well-deserved child-free time.

How to Redeem: SOTP hosts special "Parents' Night Out" events quarterly. Eligible families will receive an invitation to RSVP for the session of their choice.

THE SIBLING DISCOUNT

Multi-Child Discount

The Reward: Save an automatic **10% off the tuition** for siblings

We love keeping siblings together! To help ease the financial transition of caring for multiple children, we happily apply this discount when you enroll two or more siblings full-time in our academy (including full-day care and before/after school care).

Note: This discount remains active for as long as both siblings are enrolled full-time in our programs.

How to Redeem: During the application process.

THE EARLY BIRD

Monthly Pre-Payment Discount

The Reward: Receive a **5% discount** on your child's total monthly tuition.

If you prefer to align your childcare costs with monthly budgeting rather than weekly payments, we are glad to reward that foresight with direct savings!

Terms: To qualify for the 5% monthly discount, the entire month's tuition must be paid in full on or before the 1st of that month.

How to Redeem: By paying in advance.

If you have any questions about how these incentives are calculated, or if you are ready to claim a milestone or register a referral, connect with us today!

SOTP Childcare • Randallstown, MD • Partnering in your scholar's success!

www.sotppreparatoryacademy.com