

Parent / Provider Contract
(_____, __, 2019 to _____, __, 2020)

This contract is between _____, parent(s) of _____ and **Gloria Tellez**, owner of **Gloria Childcare** and is effective as of _____, __, 2019. Both parties agree to the following terms:

1. Gloria Childcare is open according to the following schedule: The students can come from 7 to 5 pm or 7:30 to 5:30 pm. Gloria Childcare is open from Monday through Friday and it is closed on Saturday and Sunday. See paragraph #15 for special schedule Absences.

2. If you plan to keep your child home due to illness, or any other reason, you must notify me no later than your regular drop off time. I also expect to be notified if you anticipate being late in dropping off your child in the morning.

Appointments and early pick-ups

3. Please notify me when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving and returning again later in the day.

Termination

4. Either the parent or provider has the right to terminate service for any reason, providing a two (2) weeks written notice is given.

Emergency/Substitute Care

5. Though I will be happy to provide parents with a list of other providers in the area, it is ultimately the parent's responsibility to arrange for substitute and/or emergency care for their child.

Vacations

6. Parents will receive at least 30 days' advance written notice of the exact dates if there is a Vacation (it can be a week on summer time and/or a week for Christmas time) and a Substitute Teacher will replace if it is necessary. We will notify to parents every year the exact vacation days. I will suggest you consider this information for your planning. However, if you need daycare service for this period time, we can make special arrangements, but you need to notify me one (1) month in advance. Any arrangement will be formulated case by case.

Payment during Family Vacations / change schedules

7. If you plan to have a family vacation tuition must be paid up front for the period in order to hold your child's slot. However, if there is due to special circumstances it will be reviewed case by case.

Holidays

8. Gloria Childcare will be closed on the following PAID holidays. Please arrange for alternative care on those days.

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<ul style="list-style-type: none">• New Year's Day• Martin Luther King, Jr., Day• Presidents Day• Memorial Day• Independence Day	<ul style="list-style-type: none">• Labor Day• Veterans Day• (2) Thanksgiving and the day after (Friday)• (2) Christmas Eve & Christmas Day• Good Friday will be closed after 12 pm.
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9. If Montgomery County Public Schools are closed due to emergency weather, we will close too.

Supplies

10. Parents are responsible for supplying diapers, wipes and sun creams and water for their child.

11. Upon enrollment, and every 6 months afterwards, each family must contribute water, nonperishable food items and a full set of clothing for their child, to be stored with the emergency supplies in case of natural disaster or emergencies.

Change of Clothing

12. Parents are responsible for maintaining a spare set of clothing in their child's cubbies. Babies grow fast, please check frequently to make sure the spare set of clothing matches your child's current size.

Parent Involvement

13. I expect parents to be partners in their child's care. I know parents are busy, and it is difficult to always find time to talk, but daily communication helps me to better meet your needs and the needs of your child.

14. I meet individually with parents on a regular basis.

Tuition Fees

15. The following table may be updated, and the services provider will communicate to parents in that case.

Age	Full Time (7am to 5 pm)*	- Part Time
0-12 months	\$300/week	
12-24 months	\$300/week	\$75/day
24-36 months	\$270/week	
3+ years	\$260/week	Case by case

*/ The tuition fees may vary, and any changes will be notified with one month in advance.

*/ If your child needs different schedule, we can accommodate if it is possible case by case.

*/ In case of Special Cost, it must be specified in the paragraph 23 "Cost Contract Agreement" of this Document.

A late charge of \$10 per every 15 minutes per student will be expected at the time of pickup.

16. Schools in the area: Sequoyah Elementary School, hours 9.25 am – 3.50 pm
Redland Middle School, hours 8.15 am – 3 pm

Health Immunizations

17. Complete Immunization Records Health Inventory Emergency Form, Medication Administration, and Emergency medical consent, must be on file prior to your child's first day of enrollment.

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Illness

18. You must keep your child home If your child has any of the following illnesses or conditions: * A temperature above 100 degrees Fahrenheit * Vomiting (2 or more times in 24 hours) * Diarrhea (3 or more watery stools in 24 hours) * A rash or nits * Eye infection * Sore throat * Any Communicable-Disease * If it's clear your child is just not feeling good. Depending upon the illness, you may be required to obtain a doctor's note before your child returns to care.

Medications

19. Any medication must be in the original bottle or container and prescription medications must include the original prescription label and instructions. Gloria Childcare will not administer any medications, creams or sunscreen without written consent from a Physician/Nurse Practitioner and a child's parent. Parents must hand all medications, instructions and consent forms to me personally.

Safety

20. The doors are locked at all the times. Teachers and teacher-aid have the required training to mitigate any issue as evacuation or provide CPR. Fire drills are conducted monthly and recorded on a log. Disaster drill are conducted twice a year and recorded on a log.

STATEMENT OF NON-DISCRIMINATION

21. Gloria Childcare welcomes all families, regardless of, race, religion, national origin, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional or learning disability.

Spring break - Summer Time

22. Starting in 2020, Gloria childcare will be closed in Spring break week following Montgomery County Public School regulations. Gloria Childcare suggests parents be proactive to make plans for this week, and if they need childcare services for this period; parents need to communicate in advance to work in any possible solution case-by-case. Summertime is scheduled according to the calendar of Academic School year provided by Montgomery County Public School. Visit school calendar at: <http://news.montgomeryschoolsmd.org/tag/> this period will be updated accordingly every year.

23. Parents grant permission for Gloria Childcare to photograph and video record their child(ren) during childcare activities and to then share those images and videos via Google photo album with parents. In addition, these images can be used in print or in electronic form for promoting the Gloria Childcare services at no cost.

24. **Cost Contract Agreement** Cost: \$ ____/bi-weekly ____ am to ____ pm (Monday to Friday) - the first payment is 2 weeks in advance.

Parent Name _____ Signed _____ Date __/__/__
Parent Legal Home Address _____

Gloria Childcare Owner Name: **Gloria Tellez** Signed _____ Date __/__/__
Address: **6716 Garrett Rd Derwood MD 20855**