

PARENT / GUARDIAN FULL NAME	
CHILD (1) FULL NAME	
DOR	AGE

TYPE OF SERVICE (PART TIMER - FULL TIME - DROP IN)	ESTIMATED HOURS OF SERVICE
ESTIMATED DAYS	
<input type="radio"/> MONDAY <input type="radio"/> TUESDAY <input type="radio"/> WEDNESDAY <input type="radio"/> THURSDAY <input type="radio"/> FRIDAY	
ADDITIONAL SERVICES	
<input type="radio"/> TRANSPORTATION <input type="radio"/> SCHOOL HOMEWORK <input type="radio"/> SPANISH LESSONS	
THE CHARGES FOR THE AGREED-UPON SCHEDULE WILL BE AS FOLLOWS: \$ /	

GENERAL GUIDELINES

- Child absences must be reported in advance to the care provider. parents or guardians will still be charged for the absence, and there will be no refunds, credits, or replacement of days. our prices are set based on operational expenses and requirements raised during the enrollment process.
- Payments are required to be made in advance at the time of enrollment. if payment is not received in full by friday of the anticipated week, a late fee will be charged. if payment is not made by monday, service could be canceled by wednesday of the following week.
- A registration fee \$75 per child is required at the time of enrollment and is non-refundable. if the child is withdrawn and wishes to return, the registration fee must be paid again.
- Personal items should not be brought as shooting star will not be responsible for damaged or lost items.
- Shooting Star Daycare Center will be closed on holidays, and parents are advised to refer to the policies and procedures manual to make necessary adjustments.
- The policies and procedures manual is attached to this document as part of the service contract. by signing this section, parents are also agreeing to each of the policies' clauses.
- Parents or guardians acknowledge and agree that while all reasonable precautions will be taken to ensure the safety and well-being of the children under our care, [Daycare Name] and its staff shall not be held responsible for any injury, accidents, or incidents that may occur during the child's time at the daycare. By enrolling their child, parents or guardians accept that the care and supervision provided are without liability on the part of [Daycare Name] for any injuries sustained.

POLICIES AND PROCEDURES MANUAL

- Welcome to Shooting Star Daycare Center, where we provide a safe and nurturing environment for your children to grow and thrive. As a mother of three, I understand the importance of listening to and meeting the daily needs of children. This inspired me to open my own Dayccare center. Our aim is to ensure the safety, comfort, health, and happiness of all children in our care. We provide a personalized learning experience that allows children to learn at their own pace. Additionally, we regularly pursue continuing education and training to enhance our skills. We value open communication and encourage parents to contact us with any questions or concerns. Please review our handbook for important policies and procedures related to your child's care and family. Thank you for choosing Shooting Star Daycare Center.
- We can accommodate a maximum of 36 children between the ages of 3 month and 12 years old. Admission will not be denied based on race or religion. Rest assured that any information provided will be kept strictly confidential and used solely for record-keeping purposes. As the caregiver, the safety, security, and emotional well-being of every child under my care are my top priorities. To ensure this, initial interviews with all parties involved will be conducted outside of regular business hours. It is important to note that only authorized legal guardians will be granted access to the children. We foster a community-driven and collaborative environment, and we highly value the relationships with the families and extended families of the children. These relationships are established over time through consistent communication.
- Hours of operation are Monday to Friday, 6:00 a.m. to 5:30 p.m. There is an automatic annual tuition increase beginning on January 1. The rate includes a non-refundable registration fee and one week of tuition, both due with a signed contract. Late payment incurs a fee of \$5 per day, and full payment must be received prior to the child's care on Monday. If payment, including accrued late fees, is not received by Wednesday at 5:30 p.m., the position will be considered abandoned, rescinded, and available. Early arrival or late pick-up is available for a fee of \$5 per 15 minutes, with 48 hours prior notice and agreement. Unscheduled late pick-up incurs additional fees, and any child not picked up by 5:25 p.m. will have phone calls made for an ETA. There is a returned check service fee of \$35 plus bank charges. Tuition must be paid for 52 weeks a year to secure the child's position, and no discounts are offered for missed days due to illness or vacation. Late payments or pick-ups are considered contract violations and may result in termination of care if they occur more than three times in a year. Please ensure timely payments to avoid late fees and possible termination of care.
- For full-time enrollment, the maximum number of hours per week is 45. For part-time enrollment, the maximum number of hours per week is 24. Exceeding these hours will incur additional late fees.
- Tuition must be paid throughout the year to secure your child's spot. Payment for the following week's care is due by 5:30 pm Friday and can be made through autopay, cash, check, Zelle, or Venmo. A \$35 service charge will be required in case of a returned check, along with repayment of any fees incurred. Cash payments will be required for subsequent payments. Written receipts are available upon request.
- Children are encouraged to try new foods, but are not forced to eat anything they do not like. Repeated exposure to new foods often increases their appeal. Second servings are available upon request. Children will naturally eat when they are hungry and can receive all the necessary nutrients by being offered a variety of healthy options. Please inform us of any allergies or dietary restrictions, and note that special foods may require an additional charge. Meals and snacks will be provided for children on the meal plan, but parents should provide their child's meals and snacks if they choose not to participate. Babies are fed on demand. Meal times are breakfast at 8:00am, morning snack at 10:30am, lunch at 12:30pm, and afternoon snack at 4:30pm. All food will be cut into safe sizes and served in child-sized portions.
- Physical punishment, including hitting, spanking, shaking, and withholding or forcing food, as well as verbal or sexual abuse and punishment for lapses in toilet training, are strictly prohibited in my care. I prioritize the safety and well-being of children by maintaining a childproof environment and changing the environment if a child needs to be removed from a situation more than twice.
- Toys may be placed in "time-out" for causing disruption. I provide immediate and consistent guidance, frequently praising good behavior and discouraging inappropriate actions such as hitting, biting, kicking, and tantrum throwing.
- For preschoolers, inappropriate behavior will be explained and acceptable choices will be given to experience natural consequences (not dangerous). Suggestions will be made to encourage problem-solving, and children can solve disagreements if there is no danger. Apologies will be encouraged to stop offending behavior and teach responsibility and empathy positively. Older children will be encouraged to apologize and discuss the appropriateness of apologies, without coercion.

- For school-age children, involve them in setting their own guidance and consequences for breaking rules. There are few but specific rules at home for consistency and building trust. Focus on teaching positive behavior. Rules include no hitting, keeping hands to oneself, walking inside, keeping toy cars on carpet, no climbing on furniture, sitting in seats, only putting food in mouth, keeping baby items sanitary, and no throwing for toddlers. Ensuring safety is the top priority, and if a serious discipline problem arises, a conference with parents will be requested and termination of contract may be necessary.
- Potty training should be based on your child's emotional and physical readiness, typically around 29 months of age. I can provide verbal assistance and resources, but please wait until your child has had prolonged toileting success at home before requesting training. Your child should wear diapers or Pull-Ups at daycare until they have been accident-free at home for at least four weeks. Prematurely allowing your child to go without diapers can cause unnecessary stress for everyone involved.
- No smoking is permitted in my facility. Please don't leave cigarette butts on the premises. Alcohol won't be served or consumed by anyone in my Daycare. If a parent or guardian is under the influence of alcohol or illegal drugs when picking up their child, I'll try to arrange alternative transport. If not, I must release the child into your custody and notify the police.

RELEASING CHILDREN

- I will only release your child to their parent or legal guardian unless you provide a signed consent form in advance for someone else to pick them up. Valid government ID is required. Anyone picking up your child must have a proper car seat. Legal situations affecting custody must be reported, and court orders provided. In case of an emergency, I will contact the authorized individuals in the order listed on the enrollment forms.

AUTHORIZED PARENT / GUARDIAN FULL NAME AND PHONE NUMBER

HOLIDAYS

- We will be closed with pay on major holidays:
 - **Memorial Day,**
 - **July 4th,**
 - **Labor Day,**
 - **Thanksgiving Day,**
 - **Friday after Thanksgiving Day,**
 - **Christmas Season (Dec. 23-Jan. 2).**
 - (If a holiday falls on a Saturday, I will take off the Friday before. If it falls on a Sunday, I will take off the Monday after)

SICK POLICY

- I will attempt to alert you at the first sign of any illness. In order to protect the health of all children in my care, I will call you and request that you pick up your child within one hour if s/he exhibits any of the following symptoms:
 - Fever of 100.4 degrees Fahrenheit for more than 1 hour
 - Excessive diarrhea for 2 consecutive diapers or toiletings
 - Vomiting in excess of typical infant spit-ups
 - Conjunctivitis - "pink eye"
 - Persistent complaints of ear or stomach pain bleeding other than minor cuts and scrapes
 - Excessive greenish nasal discharge, indicating possible infection
 - Head lice
- In the event your child is sent home due to one of the above conditions, s/he will not be allowed to return until they have been symptom free, WITHOUT the assistance of medication, such as Tylenol or Pepto, for a full 24 hours, or until accompanied by a signed note from your child's doctor. This policy is intended to help prevent the unnecessary infection of the other children in my care. Although it may seem inconvenient when your child is sent home, you will appreciate knowing your child's exposure is minimized when other children become ill.
- I will not send a child home with a common cold, unless accompanied by a fever or other sever symptoms. However, many times when young children are ill, they may not exhibit classic signs of illness (fever, vomiting, etc.), but will be excessively fussy and/or require constant cuddling and attention. While I believe in providing as much cuddling as desired, if a child is ill and requires my undivided attention, this detracts from my ability to provide quality care to all the children in the group.
- Also, please advise me whenever a member of your family has an illness so that I can be alert to the possibility of symptoms developing in the overall childcare family group.
- I am certified in CPR and first aid for all ages. Minor injuries will be properly cared for, and I will promptly notify you of any incidents. In case of a medical emergency, I will follow the contact list provided and prioritize the child's safety, taking necessary steps and calling for medical assistance if needed. In case of a fire, we have a practiced evacuation plan posted, and in case of external danger, we will take refuge inside, and if inside danger, we will seek refuge outside in the back of the house. Parents are responsible for emergency medical treatment costs.

MEDICATION ADMINISTRATION GUIDELINES:

1. Only life-sustaining/life-saving medication, such as epi-pens, insulin, and asthma treatments, will be administered.
2. Medication must be in a clearly labeled prescription container with pharmacy information.
3. Both first and last name must be on the medication label.
4. Dosing aids must be provided in a plastic bag labeled with the child's name.
5. Epi-pens and inhalers should be in their original package with the child's name.
6. A written log of all administered medication will be kept.
7. A current long-term medication form must be on file and renewed annually.
8. Due to safety concerns, I cannot guarantee clear walkways and driveways during inclement weather. Please wear appropriate footwear and use caution when dropping off and picking up your child[ren]. Ice melt and grit will be available, but I may close if there is more than 2 inches of snow, as transportation may be dangerous. I will do my best to clear the drive and paths, but I am not liable for weather-related accidents beyond my control.

EMERGENCY PROCEDURES

- In the event of any emergency situation, children and their documentation will remain with the provider when possible. Parents will always be notified and kept informed when possible and will have the option of taking their children elsewhere.
- **BOMB THREAT – EVACUATE** – Bomb threats should be treated as viable until proven otherwise. Children will walk holding hands and children and toddlers who are not moving will ride in the car or stroller to the Price Chopper food court until the threat is removed.
- **FIRE – EVACUATION:** In the event of a fire, we would evacuate the house immediately and meet in the backyard in the large glider next to the playground. This is practiced monthly so that the children become familiar with the procedure. A floor plan marked with a primary escape route and an alternate escape route to the designated meeting place is posted in the hallway. The date and time of all monthly fire drills are kept on a written log by the front door.
- **FLOODING:** We will be on the lookout for any flooding information, if that is the case of external flooding, we will walk to Bonneville High School for safe shelter and Parents will be called to notify them of their children. In the case of flooding inside the house, we will seek shelter in the back of the house, near the play area as if it were a fire.
- **MISSING CHILD** - If a child appears to be missing, a thorough search of the home and grounds will be conducted. If the child was not located, the police and parents will be notified immediately. A search of the neighborhood would begin, the proceedings would be conducted by the local police.
- If a child does not arrive on a scheduled day, the provider will call the parent if the child is more than one hour late and the parent has not notified the provider, to ensure the child is not left unattended in a car.
- **SEVERE WEATHER - SHELTER IN** - If severe weather arises and a tornado warning is issued, we will proceed to the basement where children will drop down and cover their heads. Parents will be notified and the front door will be left unlocked for parent access. This will be practiced monthly and recorded accordingly.
- **UTILITIES AND MAINTENANCE ISSUES – SHELTERING/EVACUATION** – If the issue is not a health risk, then we will continue our day. If maintenance workers are working on the property, we will shelter inside. If the problem poses a health hazard, parents will be contacted to pick up their children. Lack of water or heat for an extended period of time will be grounds for evacuation.
- If there is a gas leak, chemical spill, neighboring fire, or other emergency that requires an immediate evacuation, the older children will walk holding hands and the non-mobile will ride the wagon or stroller to the Price Chopper food court for Parents pick them up.
- **VIOLENT SITUATION: LOCKOUT/EVACUATION:** Terrorist threats, local chases, intruders, arrival of a non-custodial parent, or inappropriate parental behavior will result in the immediate closing of all exterior doors and windows, the closing of all exterior doors interiors and turning off the lights. and take the children out into the hallway away from the windows. Kids will get their busy bag bin and stories to keep them calm, entertained, and calm as they shelter.
- If the violent situation arises indoors, children will be instructed to conduct a fire drill to evacuate the premises and remain outside until called.
- Supervision during naps includes placing babies on their backs in a pack-n-play with a pacifier if used. No bottle-feeding is allowed in bed. Children are checked every 15 minutes while napping, and children under three sleep in sight. Bedding is provided and laundered weekly. Morning naps are offered as needed, and afternoon naps are expected for children under three. Children over three can rest quietly. Avoid disrupting afternoon naps and knock quietly on the door.

OTHER PROCEDURES

1. You can bring a treat for your child's birthday but it's not mandatory. I'll inform you beforehand about any cultural or religious celebrations and welcome your family's traditions in my lessons. While this is a Christian home, I respect and accept all religions.
2. Child abuse is a serious issue that cannot be ignored. As a childcare provider, I am trained to recognize and prevent all forms of abuse, and I am obligated to report any suspected abuse to the child's parents and the appropriate authorities. I will communicate any concerns I have with parents and document any symptoms I observe. Notes I send home are for general awareness and to protect myself from mistaken accusations of abuse.
3. Either party may terminate the contract with proper notice, which involves providing the provider with a written notice and giving a minimum of two weeks' notice per child to be removed. Termination without proper notice will result in payment equal to the proper notice period. In extreme cases, care may be terminated with written notice if the parent or child is deemed a safety risk. Regular or consistent policy violations may also lead to termination, with immediate termination reserved for safety and behavior issues with significant impact.
4. Video viewing is limited but sometimes necessary, and will be age-appropriate and 90% educational.
5. By signing a contract with Shooting Star Daycare, you grant permission for your child to view children's television shows, videos loaned from the library or brought from home, and videos obtained by the provider. Children under age 2 will not be exposed to video.
6. Signing the initial contract for the first enrolled child implies an agreement to automatically bind any future enrollments to the same terms, policies, and current tuition rates, despite the lack of a signed contract specifically for those future enrollments.
7. I am an impartial third party in family disputes and only represent the child. If subpoenaed, the requesting party must pay \$300 for my testimony and \$150 for a substitute provider. If no substitute is available, the requesting party must pay \$50 per child for alternate care. You must pay for all legal fees if you fail to fulfill obligations related to Termination of Care. This includes fees for legal action and collection of owed funds.

MARKETING MATERIALS

- By signing a contract with Shooting Star Daycare, you permit your child to be photographed and/or recorded. The pictures may be shared with parents, posted on the website, included in newsletters, scrapbooks, social media, and provider training materials. Children won't be identified by name in any public media. Parent-created and instructional videos may also be uploaded to the website and Social media.

I GIVE MY PERMISSION TO USE MY CHILD IMAGE/VIDEO FOR MARKETING PURPOSES AND /OR PARENTAL UPDATES. FULL NAME AND SIGNATURE

SCHEDULE

1. Below is a basic outline of our day. The times may vary (with the exception of meal times), but the activities will remain the same. We have a summer and winter schedule, shifting our outside times around the weather.
 - 6:00 am Start arrivals, Naps, free play, table time.
 - 8:00 am Breakfast
 - 8:45 am School time/activity
 - 10:30 am AM Snack
 - 10:45 am Outside, Story time, singing, table time. (Depending on weather*)
 - 12:00 am Free play while We fix lunch, (Video as needed)
 - 12:30 pm Lunch
 - 1:30 pm Nap/quiet time/table time/free play
 - 4:30 pm PM Snack
 - 4:45 pm School time/activity
 - 5:20pm Clean up
 - 5:30pm Pick up.

Note: *Children will have outdoor time daily, weather permitting. In the event of extreme weather conditions such as heavy rain, storms, excessive heat, or severe cold, outdoor activities will be adjusted or conducted indoors for the safety and well-being of the children.

TERMINATION

1. Our contract may be terminated at any time for any reason by either party with proper notice. Proper notice will consist of written notice, a minimum of two weeks notice per child to be removed.
2. If at any time, after consultation with the parent or guardian, I feel that you or your child is a safety risk to myself or any of the children in my care, including the child his/herself, I will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and I will first attempt to resolve any issues with you before resorting to termination of care.
3. Regular/consistent violation of policy: late payment, unscheduled early arrival/late pick-up, or any policy contained herein or as amended, will be grounds for termination.
4. Immediate termination will be reserved for safety and behavior issues that are blatant violations that could cause dramatic impact to myself, my family, or the other parents and children in my care. For instance, client making physical threats, child causing malicious physical harm, knowingly bringing a sick child, client lying to provider, client being found mentally or physically dangerous.

ADDITIONAL INFORMATION OF YOUR CHILD

Does your child have allergies, medical problems or special diet? (Nutritious meals and snacks will be provided for the children. In the event that a child has a specific allergy that cannot be accommodated by the provided meals, parents or guardians must supply appropriate food for their child, meeting their dietary restrictions. Allergies must be communicated in writing, accompanied by a doctor's note detailing the specific allergies and necessary accommodations. This is to ensure the safety and well-being of all children in our care.)

What dishes or foods are preferred?

For young children: Does your child already use the toilet?

Can your child use the toilet without help?

Does your child take naps?

What activities does your child prefer?

Please detail any other information that you think is useful for the care of your child.

SIGNATURES

PARENT / GUARDIAN SIGNATURE

PHONE NUMBER

ADDRESS

E-MAIL

TODAY'S DATE

SERVICE STARTS DATE