

PHILOSOPHY OF AN EDUCATOR

At A Blessed Child Daycare we believe that children learn best in a clean safe environment with child initiated activities and teachers educated in early childhood to provide guidance for stimulated learning and creativity.

The basics of our curriculum will contribute to our children's social, emotional, intellectual, and physical development through sensory activities and teacher guided play. This will include manners, sharing, kindness to others, creativity and physical activity. I believe that children learn best in an environment that promotes learning, justice, and empathy towards others.

Some of the features of a good learning environment for infants, toddlers, and preschool children are sensory experiences, manipulative activities, and activities that promote cognitive development /creativity, and gross motor activities.

Health, safety, nutrition, self-esteem, and love are a few of the basic needs that we provide in order for children to grow and learn at their best. We try to meet these needs by providing a clean and safe environment for children to play. We feed the children nutritious meals and snacks that meet the nutritional requirement and guidelines of the family and social services child care administration. We spend quality one on one time with each child daily loving and encouraging each one. I believe the personal qualities that are important to have when teaching infants, toddlers and preschool children are caring, kindness, patience, creativity, enthusiasm, a bit of silliness and good physical and mental health.

MISSION STATEMENT

It is our mission to provide a safe, healthy, and nurturing learning environment so all children will be able to learn and grow socially, emotionally, physically, intellectually and spiritually. We serve children from 6 weeks- 6 years of age from all cultural and racial backgrounds. We will make adaptations to our learning activities in an attempt to include any child that has special needs. We will accomplish this through offering a safe environment where children will participate in many hands-on, sensory, and creative experiences that are developmentally appropriate for each individual child. In addition to this, each teacher will know every child and their parents.

We serve families with children ages 6 weeks through 12 years of age

ENROLLMENT FORM

Start Date _____ End Date _____

Child's Full Name _____

Days in Attendance _____

Birth Date _____

Father's Name _____

Email Address _____

Home Address _____

Home Phone Number _____ Cell Phone _____

Employer/Address/Phone _____

Work Hours _____ am _____ pm

Mother's Name _____

Email Address _____

Home Address _____

Home Phone Number _____ Cell Phone _____

Employer/Address/Phone _____

Work Hours _____ am _____ pm

Parent's Marital Status: Married Separated Divorced Single Widowed

Child Lives With _____

If Divorced, Who Has Legal Custody _____

May the Non-Custodial Parent Pickup Child: Y N

Please do not leave any children in your car unattended during drop off and/or pick-up!

Please inform us of any health/safety developments with your child in the previous 24 hours at the time of drop off.

If your child is ill and will not be in attendance, please notify us by 10:30 am with reason for absence

COURT ORDER

If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the order in the child's file.

EMERGENCY CONTACT (NON- PARENTAL)

Name _____ Phone _____

Name _____ Phone _____

Child's Physician/Phone _____

Child's Dentist/Phone _____

Does your child have any known allergies? Y N If yes, please list allergens: _____

Special instructions in case of an allergic reaction:

Are you concerned that your child may be prone to any type of allergies?

Does your child have any medical conditions which we should be made aware of?

Medical Release Consent

The hospital that we would take your child to in the case of an emergency is IU North. In case of sickness or accident, I GIVE PERMISSION to the doctor, clinic personal, or emergency room personnel to provide emergency care through the doctor's office, clinic or hospital. I understand all efforts will be made to contact me in the event of an injury/ illness to my child. I have insurance or will pay for medical expenses incurred and release A Blessed Child Daycare of this liability.

Parent Signature _____ Date _____

AUTHORIZATION FOR CHILD PICK UP (ID will be required at the door)

Name _____ Phone _____

Name _____ Phone _____

ADDITIONAL ENROLLMENT ITEMS

Listed below is a list of forms that you need to return to A Blessed Child Daycare before your child’s first day. No Exceptions! All forms must be updated annually, sometimes sooner according to need. Please inform me immediately of any changes.

Enrollment items needed:

- A copy of your child’s birth certificate
- A completed and signed “ALL ABOUT ME” packet
- A copy of current immunizations
- A photo copy of your insurance card

PHOTOGRAPHY RELEASE

A Blessed Child Daycare has a website and Facebook page (this is a closed group page) that features our children/ parents and the activities in which we participate. These sites are for the children and their parents. Please indicate below if you give A Blessed Child Daycare permission or not to place your child’s work and photo on our sites. Thank you.

_____ A Blessed Child Daycare DOES have permission to photograph my child participating in classroom activities and their work on the website and Facebook.

Parent/ Guardian’s Signature _____

_____ A Blessed Child Daycare DOES NOT have permission to photograph my child participating in classroom activities and their work on the website and Facebook.

Parent/ Guardian’s Signature _____

Special Instructions :

All About Me

Child's Name _____ Nickname _____

I have ____ brothers & ____ sisters, their names and ages are: _____

Do you have any pets? Y N If so, what type and names

Has your child been in childcare before Y N If yes, what type _____

Was it a positive experience? Y N _____

Does your child have a regular bedtime schedule? Y N

What time does your child usually go to bed at night? _____

What time does your child usually wake up in the morning? _____

Does your child have trouble sleeping? _____ Night Terrors? ____ Trouble going to sleep? _____

Other: _____

Are there any special dolls, blankets, etc. that your child needs to go to sleep?

Is your child potty trained? Y N

Can your child indicate the need to use the bathroom? Y N

Does your child have any fears related with toileting? Y N

Does your child have many "accidents"? Y N

What words does your child use for:

Bowel movements _____ Urination _____

What is your child's eating habits? (trying new things, times usually eat, etc.)

Child's usual dining habits: (circle all that apply)

High chair

Booster seat

Feeds self

Uses utensils

Bottle

Sippy cup

Regular cup

Does your child eat unaided? Y N Does he/she enjoy eating? Y N

Does your child have a special diet? Y N If yes, please explain

Favorites:

Food _____ Color _____ Song _____

Activities _____

Book _____ Toy _____ Game _____

Does your child know the following?

Basic shapes Y N

ABCs Y N

Colors Y N

Numbers Y N

Has your child had experience playing with other children? Y N

How does your child show his/her feeling?

When afraid:

When happy:

When angry:

Please tell us about your family. Do you observe any special holidays or traditions that you would like to share with us?

DAILY ACTIVITY CONSENT



I/We hereby give permission to A Blessed Child Daycare to take my/our child, _____, to participate in the following activities and on excursions that will take place during regular child care hours. I understand that trips will be supervised and all precautions will be made for the safety and well-being of all the children.

I also understand A Blessed Child Daycare and its employees will not be liable for any accident or injury. Consent is for normal activities unless indicated below. The following activities may occur during the course of the day.

Walking field trips

Play in sand or water

Ride bike in fenced area

No child will be transported in any personal vehicle for field trip or recreational purposes.

Are there any activities in which your child should not participate?

Parent's Signature _____

Date _____

Special Instructions:

PARENT HANDBOOK

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

INSURANCE

A Blessed Child does carry Childcare Insurance. A policy is available for review at the parents request.

AGES and NEEDS SERVED

The ages of the children served are 6 weeks to Pre-Kindergarten. Any child with special needs is welcome provided our staff has adequate training and knowledge to be able to care for them. Adaptations to our environments and program will be made to accommodate their needs.

DAYS AND HOURS OF OPERATION

A Blessed Child is open Monday - Friday. Childcare is never offered on weekends, evenings, or holidays. Childcare hours are 6:30 a.m. to 6:00 p.m.

ABSENCES/LATE ARRIVAL

If your child will be absent or late, please call to let me know. This will help us plan our day and is especially helpful in planning meals. Your child's absence will **NOT** reduce your weekly fee.

CHILDCARE RATES / HOLDING FEE ON AVAILABLE SPOT

Your weekly childcare rates are outlined in your *Financial Agreement*. As stated in that document, upon acceptance into *A Blessed Child*, and the signing of the contract, you will be required to pay a deposit. This is equal to one week's tuition. This is payment in advance of your first week and serves to hold your child's spot in our program. Your spot has not been reserved without this payment. It is a non-refundable deposit.

PART-TIME CARE

A Blessed Child LLC does not offer part-time care other than if two families choose to split a full-time spot the following rules will apply:

The days will be split with the same child being in attendance for consecutive days, never splitting days ie: one family can choose Monday-Wednesday and the other family would then utilize Thursday and Friday. Never would I consider doing Monday, Wednesday, and Friday for one family and Tuesday, Thursday for the other family. Splitting days is very hard on the children/ families and staff as routine and structure is what children thrive on. Your weekly fee will be based on the current weekly rate divided by 5. The fee for each family would remain the same each week as would the days they choose ie: if a child is ill and unable to attend the second family is not able to pick up those days. It will be stated in the financial agreement signed by all parties which days and what the fee is for those days. No altering is allowed without signing a new contract. If one of the families becomes non-active the other family will be given the option to start a full-time position at the current weekly rate or forfeit their full-time spot to another family.

Payments must be made on each Friday by check. ***Monday is a grace period day. If payment is not received by Monday at pick up, this could result in immediate suspension until all fees and late fees are paid. Accounts not current are subject to immediate termination of your contract and you will lose your position at A Blessed Child.***

LATE FEES / ADDITIONAL FEES

You will be required to contract for specific times in which you will need care for your child. Any additional hours must be approved by *A Blessed Child*. . All late / additional fees are outlined in your signed Financial Agreement.

NSF CHECKS

Checks are always an acceptable form of payment until you present me with a bad check. You are responsible for all charges I may incur from my bank as a result of your bad check. You will also be charged \$35 or the amount currently allowed by law. Childcare will be halted until you reimburse me the amount of the check and all expenses that have incurred. Reimbursement will be in cash only. Future payments will be required to be made in cash. In the event you do not pay for this NSF check, you can expect to be taken to small claims court to settle the dispute.

HOLIDAYS /VACATION CLOSINGS

A Blessed Child is closed for the following holidays/vacation days:

- *Memorial Day
- *Week of July 4th
- *Labor Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve through New Year's Day

Please arrange for back-up care if needed. ***These are paid holidays and vacation closings and your fee will not reduce during daycare closure.*** If any normally observed holiday is on Saturday or Sunday, I will take off the Friday before or the Monday after. Typically, this would be the same day that most businesses observe.

Each family will accrue one week's credit (5 days) after being with A Blessed Child for six continuous months. Vacation days must be prearranged (minimum one week) with a completed vacation credit form. A vacation is 2 or more consecutive days. This credit may be used on days we are closed or for sick days along with any family vacation you may take.

We are a Christian program and reserve the right to teach children about the Christian holidays of Christmas, Easter, and any other Christian traditions.

We also teach children the Pledge of Allegiance to the American flag.

OPEN DOOR POLICY

At *A Blessed Child* you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you or made when you can visit unnoticed as to not interrupt your child's day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart. You are also invited to call and check on your child during the day. You may also communicate any information to me via email or text. There are at least three social events per year that you will be encouraged to attend. Muffins For Mom, Donuts For Dad, and our annual Christmas party.

PROGRAMMING

Our teaching style incorporates play based learning and supports children at their current developmental level while helping them build upon their abilities. The active learning that is promoted means that students directly engage with objects and ideas through hands-on experiences. Parent /teacher conferences are offer annually and you are encouraged to participate. Daily information is provided through the write and wipe board and class Dojo. Monthly newsletters are provided also. You are your child's first teacher. We want to collaborate with you for your child's best learning experience.

OUR DAILY SCHEDULE

6:30-7:15	Free Play
7:45- 8:00	Bathroom breaks
7:45-9:00-	Breakfast and Free Play
9:00-9:15	Pledge Of Allegiance
9:15-11:30	Separate ages - Morning meeting and age appropriate activities.
9:30-10:00	Preschool Bathroom break
10:00-10:30	<u>3-5 Gross Motor (outside if weather permits)</u>
11:00-11:30	<u>Infant/toddler Gross Motor (outside if weather permits)</u>
11:30-12:00	Lunch
12:15-12:30	Story Time
12:30-2:30	Relaxing music and Rest Time
2:30-3:00	Bathroom break
2:15-3:15	Afternoon snack and free play as children rise from naptime
3:30-5:00	Separate for age appropriate free play
4:30-4:45	Bathroom Break
5:00-6:00	Combine classes for free play until pick-up

This schedule is just an example of our day and is followed as closely as possible. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children. Also, if you will not have your child here for a scheduled meal, please let me know so we can plan accordingly.

PROPER ATTIRE

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect them to keep clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their cubbies at least every 3 months to assure we have a garment that fits and are weather appropriate. Children do not wear shoes when inside the home. They must take them off and keep them in the breezeway with their coats. We require socks or slippers for all children while inside. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance. A change of clothing of an "end of day" event may be kept in your child's cubbie just in case.

REST TIME

Infants and young toddlers nap at varying times and their personal schedules take precedence. Usually by the time a child reaches one year of age, they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon between the hours of 12:30p.m. and 2:30p.m. Children are not required to fall asleep, but they are required to lie quietly on their cots. Please understand that no child is allowed to be excluded from rest time. A quiet activity is provided for those that wake early from rest time or those who have been lying quietly on their cots for thirty minutes. Cots are supplied for the children. A child sized blanket and one sleep companion may be brought for rest time. If you arrive during rest time, please quietly enter and keep your child quiet on your way out as to not disturb the other children. All rest time items **MUST** be laundered weekly by you.

INFANT SLEEP ARRANGEMENTS

State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS *Back to Sleep Program* are followed when caring for a sleeping infant.

SUPPLIES NEEDED FOR YOUR INFANT

*2 empty bottles to be left at daycare. We will wash/sterilize these bottles after each use. Breast milk may be brought in bulk amounts if you so desire, and will be kept in our chest freezer until needed.

*Diapers and wipes, a full unopened container of each

*A COMPLETE change of clothing and any personal items.

Please label all items and they will be kept in your child's cubby.

SUPPLIES NEEDED FOR YOUR TODDLER/PRESCHOOLER

*A COMPLETE change of clothing

*An adequate amount of diapers/pullups and wipes

*Blanket and naptime companion

Please label all items and they will be kept in your child's cubbie.

DISCIPLINE

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your child, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not:

- Use threats or bribes
- Use physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Use humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary.

Discipline Process for repeated aggressive behavior:

Should any child show signs of aggressive behavior towards other children, teachers or property, for the safety of all involved A Blessed Child Daycare has a four-step process in place for handling aggressive behavior.

Step 1: After the first instance of aggressive behavior or anti-social behavior (i.e. intentionally hitting, biting, or kicking another child or teacher, threatening another child, consistently picking on the same child, using inappropriate language or malicious teasing, etc.) The parents will receive an incident report documenting the details of the inappropriate behavior or language. A copy of the report will then be placed in the child's file.

Step 2: If another incident occurs the same day, the parents will be notified and asked to immediately pick up the child and not return for the remainder of the day.

Step 3: If three incidents occur during the same week the child will be removed from the school for 3 school days or the remainder of the week. Whichever of these is less.

Step 4: Upon the child's return to school, the director or other staff member along with the child's teacher will meet with the parents and complete an individual action plan for the child. If the plan does not improve the child's behavior, and the behavior does not cease within three weeks from the original incident, the child will be asked to leave the school and the parent will be given two weeks to find new childcare/preschool arrangement.

DIAPERING

The diapering surface is waterproof and free of cracks. After use, the changing table is cleaned and sprayed with a bleach/water solution for disinfecting and cleaning. Soiled diapers and wipes are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are checked often and changed as needed (with a minimum of every 2 hrs.). Creams and ointments are not routinely used unless you specifically request. The only products that will be used will be those that you bring for your child and they must be on their medical permission form.

TOILET TRAINING

I am always willing to assist a child with toilet training. However, your child must be ready and you must be ready as well. Training takes both daycare and home participation. Toilet training must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well.

HAND WASHING

Children's hands are washed:

Before and After:

- Assisting with meal and snack preparation
- After Eating
- Toileting or a diaper change
- Touching bodily fluids
- Coughing into hands

Provider's hands are washed:

Before and After

- Preparing meals and snack
- Eating
- Feeding infants and children
- Bathing infants and children
- Wiping noses
- Diapering and assisting children with toileting

INFANT FEEDING

Infant formula and baby food will need to be provided by you the parent. If your child is taking breast milk, there are a few extra steps that you will need to follow.

- 1) Please bring in sterilized bottles each day.
- 2) You may bring frozen breastmilk, We have a chest freezer in the basement.
- 3) All bottles will be sent home with you each evening.

Meal Times- All meals are provided meeting the Child and Adult Care Food Program guidelines for nutrition and portion sizes. If you will not be here for lunch please let us know by 10:30am.

Breakfast 7:15-9:00
Lunch 11:30-12:15
Snack 2:15-3:15 pm

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate but are asked to try everything just once. If your child has any allergies, please let me know. If your child brings food for meals (instead of eating what we provide) please know that they may be separated from the other children while they eat as to not create a disturbance. If your child wishes to bring an occasional treat, please call me to verify quantity and approved foods. All treats etc. must be store bought (no homemade treats, thank you). We practice manners at childcare. We use thank you, please, your welcome and many more! All children join us at the dinner table; learn proper seating, table manners and we say prayer at every meal. Children will help set tables and prepare the table and meal when possible. Children will also help clean up afterwards. Menus are posted weekly on the side of the refrigerator

SAFETY

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help insure your child's safety are

Inside

- *Adequate ventilation throughout the home. .
- *Fire drills practiced at least quarterly. Fire primary egress routes are out the front door in the main room and out the sliding glass door in the back. Illuminated signs provided.
- *Fire extinguishers are maintained properly.
- *Fire extinguishers available in every room care is provided and in the kitchen. In case of severe weather children will gather in the interior room off of the garage. The Carmel fire and police dept have us red flagged in their system and will carry all children and staff to fire station # 43
- *Toys are age appropriate and in safe manner.
- *Electrical outlets are covered.
- *Pens, pencils and office supplies are out of reach.
- *Knives and scissors are kept out of reach.
- *Cleaners and chemicals are out of reach.
- *The hot water heater is regulated at 120 Degree's.
- * Medications are out of reach.
- *A well-stocked first aid kit is kept near- by and expiration dates are observed.
- *Providers are CPR and First Aid certified.

Outside

- *Safe grassy areas to play, yard routinely treated to prevent insects
- *Playground free of harmful objects.
- *Safety approved play equipment and toys.
- *Ground where play set sits is rubber chips.
- *Entire back yard is fenced and gate is kept locked.

OUTSIDE PLAY

When weather permits, we will play outside every chance we get. Please send appropriate clothing. This includes snow gear in the winter. When weather is below 25 degrees in the winter children will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.

TOYS AND PERSONAL ARTICLES FROM HOME

No toys should be brought from home except on show and tell days. Show and tell toys should be home create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. I am not responsible for lost, broken, or stolen objects that are brought from home.

EMERGENCIES

In the event of an emergency with your child, you will be called, and if necessary, the child will be transported by ambulance to the nearest hospital. You will be financially responsible for all medical treatment for your child's well-being. Your liability is not limited to emergency room care, ambulance visits, and co-pays to your insurance company. This policy applies to all staff as well.

ILLNESS AND SICK CARE

The health and well-being of all of the children here are of utmost importance to me. It is for the protection of the children that I must insist on strict adherence to my Health Policy for both children and staff. Please read it carefully. Even with all of our precaution's children do get sick and or hurt. Due to my concern for all of the children enrolled in my childcare there are certain guidelines that I require my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to childcare. Please have your doctor provide this letter of clearance. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. In the event that your child becomes ill in our care you will be called and expected to have the child picked up within 30 minutes of our call.

Due to multiple care providers in the event that one care provider was ill and unable to work other care providers would fill in for them.

There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. Please have an alternate care plan in place. There are also some illnesses that by law exclude the child from attending childcare. Some of those illnesses are but not limited to:

Infectious Conjunctivitis
Infectious Diarrhea
Impetigo
Chicken Pox
Hepatitis A
Scarlet Fever

Scabies
Lice
Ringworm
Strep throat

FEVER

If a child is ill with a contagious disease or a fever, the child will not be allowed to attend A Bless Child Daycare. Any child experiencing the following symptoms will be sent home and must be symptom free for 24 hours (or on antibiotics for 24 hours, if applicable) or acquire a doctor's statement indicating the child is not contagious and is able to take part in group child care before returning to A Blessed Child. A fever of 101 or higher will result in an immediate call for pick up.

VOMITING OR UPSET STOMACH

If your child vomits, and has additional signs of illness, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

RUNNY NOSE

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. If your child has green/ yellowish nasal drainage, please keep your child home and a call to their pediatrician is recommended, it is a sign of infection. Thank you!

CHILDREN WITH SPECIAL NEEDS

We do accept, and will make special adaptations to our curriculum to accommodate any child with special needs. Other than making the changes as necessary all children will be mainstreamed together. However, we shall accept only children who are at a stage of growth and development which enables them to benefit from our program. We will not be able to admit or maintain any child whose needs it obviously cannot meet, or whose behavior would be dangerous to/for other children. There will be no discrimination on the basis of race, color, religion, sex, national origin, or handicap.

MEDICATIONS

If your child is on medication and it must be administered while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage, and when it is to be taken. Medication will be given at the time (or with the meal) you specify and a written record kept in the parent information area.

TERMINATION

If you decide to remove your child from *A Blessed Child*, I require a **two-week written** notice. You are required to pay for these two weeks. If I decide I can no longer provide care for your family I will also provide you with a two-week written notice.

AGREEMENT

I have read and fully understand this *A Blessed Child* Parent Handbook. I now agree to enter into this agreement with *A Blessed Child*. I understand that the contents of this contract may be changed at any time. Anytime a change is made I will be given an addendum to my contract. Usually this is done electronically, and I will be asked to sign a sheet stating that I understand and will abide by the changes.

Parent Signature_____ Date_____

Parent Signature_____ Date_____

Provider Signature_____ Date_____

Welcome to *A Blessed Child* Daycare!

FINANCIAL AGREEMENT

Date_____

Deposit

I will require a deposit equal to the agreed upon rate for one week of care for all families.

PLEASE NOTE: I will not start providing childcare nor will your opening with us be considered saved until this deposit is paid. I (the parent) have paid a deposit of \$_____ to A Blessed Child Daycare for Full-time care_____ Part-Time care_____ please check one.

Childcare is a prepaid expense. Each child’s payment is due every Friday for the following week. Payment is late if not received by pick up time on Friday. When the Friday falls on a statutory holiday, fees are due on the Thursday before. Due to cost of living increases, weekly childcare fees may increase annually. The monthly fees established in the Financial Agreement will be effective on: _____. I reserve the right to change rates as needed.

- Security deposit one week’s tuition
- Returned check fee \$37 (plus any acquired expense that results from the over-draft)
- Late Tuition fee \$25/day
- Late pick up fee \$1/ minute

I will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian is responsible for all court costs.

I agree to pay \$_____/ weekly or \$_____/ daily to provide childcare to my child(ren). I (the parent) hereby acknowledge that I (the Parent) am aware of the conditions stated in the

A Blessed Child Financial Agreement Contract and agree to abide by the above requirements.

Parent Full Name_____ Parent Signature_____

Parent Full Name_____ Parent Signature_____

Child Care Provider Full Name _____

Child Care Provider Signature_____