

Amelia's Family Day Care LLC, here in after "provider", is dedicated to provide the highest quality in daycare services for your family.

Described below are the basic policies necessary for us to manage the facility in which your child is enrolled.

Hours of Operation

The provider's hours are from **Monday - Thursday 7:00am to 5:30pm**
Friday 7:00am to 5:00pm

All children must be picked up by **5:30pm Monday - Thursday and 5:00pm on Fridays**. Parents must inform the provider in advance if the child cannot be picked up on time. A late fee of \$2.00 for every minute for each child will be assessed and is expected to be paid at the time of pickup.

Trial Period

There will be a two week trial period, in which either party may terminate this agreement if dissatisfied. No payment will be refunded. It would be greatly appreciated if the parents would discuss any concern regarding any matter with the provider.

Vacation and Holidays

The provider will observe and close on the following holidays each year: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. In addition the provider will be closed at 1pm on Christmas Eve. In the event that any holiday falls on the weekend, the provider will indicate in advance of the day in which that holiday will be observed. **These are Paid Holidays.**

The Provider is entitled to two weeks of paid vacation per year.

At the discretion of the provider, vacation may or may not be taken in conjunction of one another. Provider will give a two-week notice in advance of taking vacation. I have two required Professional Training Days, these days are required for me to maintain my Day Care license.

Parents are responsible for all absent days, holidays and vacation days at the regular rate at the time in which they occur or are scheduled.

All Parties in regards to planned vacation must give a two-week advance notice.

Rates, Payments and Fees

One Week's Advance Payment is due the first day your child starts the Day Care.

Infants: Full Time:_____, Part time:_____ per day.

Toddler (2 years and older): Full time:_____ Part time:_____ per day.

Before and after school care:_____, Part time_____ a day \$_____ about 5 hrs per day.

Rates are subject to change on an annual basis.

Payments are due at the beginning of each work week at the time of drop-off on the first day of scheduled service for each week, if payments are not received on the first day, a late fee of \$5.00 per day will be assessed. A \$35.00 fee will be charged for each returned check.

If checks are returned due to insufficient funds, parents will be expected to pay all bank charges applied and NO future checks will be accepted.

Payments will have to be made in cash. **Day care services can be terminated without notice if payments are not made on time.**

Day Care Forms

In accordance with the licensing regulations for childcare services, it is mandatory that you provide a complete set of health and emergency forms. The day care provider will provide these forms. Prior to the first day of daycare, the following forms must be completed and submitted to the provider.

Health Inventory

Immunization Certification

Emergency Card

Signed Agreement Form

Meals

The day care will provide Breakfast, Lunch and Morning and Afternoon Snacks.

Personal Items

On the child's first day parents must bring a complete change of clothing, including socks and underwear, a small sheet and blanket. Sheets and blankets will be sent home every Friday to be laundered and returned on Monday.

Parents must supply an appropriate change of clothing for the child and an adequate supply of diapers and baby wipes, for those who need them.

All articles brought to the day care must be clearly marked with the child's full name.

Please dress your child in comfortable washable clothing each day.

Substitute

In the event of an emergency or personal leave, Benjamin Melton will substitute on my behalf.

Activities

The day care provider will supply books, games, toys, supplies, etc., to make the day care an enriching experience for the children. We will give your child careful attention, affectionate care and stimulating activities so they will experience a happy and healthy development while in our care.

The day care provider will not be held responsible for any accidents outside of her home, assuming all proper precautions were made against them, that the child was supervised, and everything in her power was done to prevent the occurrence.

Health/Safety Procedures and Absences

Covid -19 training and certification

The day care provider is not authorized to care for sick children

*** An oral temperature of 99 degrees**

***Vomiting**

***Diarrhea**

***Cough, runny nose and sore throat**

***Any undiagnosed rashes**

***Eye inflammation (conjunctivitis or pink eye)**

If the child becomes sick while in our care, the parent will be notified and will be required to pick-up the child immediately.

The day care provider will not administer any prescribed or non-prescribed medication to a child without a written parental authorization.

Inclement Weather

Amelia's Family Daycare follows the Montgomery County School closing schedule

Pick-up and Drop off

Children may be taken from the provider's care only by the person(s) signed below or on an authorization to Leave Care Form signed by the parents.

Nap Agreement

Each child will have an assigned sleeping area. It is suggested (not required) that each child bring a familiar blanket and/or toy to help give the child a feeling of security. The older children who do not wish to nap will have quiet time (i.e., books, educational tapes, and games)

Discipline Policy

Discipline means setting limits, guiding manner and helping children to learn appropriate behavior. Our means of discipline are communication, distraction and redirection.

Visitation

We have an open door policy, please feel free to stop by and join in on your child's activities and share the fun. However, we would prefer that you do not visit during nap times. Please refer to our daily schedule for nap times.

Covid-19 Training and Certification

Termination

Thirty days advance notice is required to terminate service by either party. If a parent wishes to remove their child from day care before the two-week period is up, the parent is responsible for paying the two full weeks.

THIS AGREEMENT IS SUBJECT TO CHANGE IN ONE YEAR

I hereby understand and will comply with the stated policies of this Family Day Care Agreement.

Child Name :
(Please Print)_____

Parent(s) Name:
(Please Print)_____

Parent Signature :_____

Parent Signature :_____

Provider Signature:_____