



BRIGHTLY
DAYCARE

MURRIETA, CA
SHAPING BRIGHT FUTURES

Enrollment contract

Nurturing In-Home Child Care



ENROLLMENT CONTRACT

Welcome to Brightly Daycare! We are delighted that you've chosen us to care for and nurture your child. This contract outlines the agreement between the daycare provider and the parent/guardian, ensuring clarity and understanding of our policies, procedures, and expectations



PARENT/GUARDIAN INFO

Parent/Guardian Name: _____

Child's Name: _____

Phone Number: _____ Email: _____

Address: _____

CHILD CARE SERVICES & HOURS

SERVICE PERIOD: From _____ to _____

Attending Days

Mon	Tue	Wed	Thur	Fri	Sat	Sun
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Program Type: Full-Day Half-Day After School Care

TOTAL WEEKLY HOURS: _____

POLICIES ACKNOWLEDGMENT

I have read and agree to the policies, procedures, and expectations outlined by Brightly daycare. I understand the terms of this agreement and will adhere to the guidelines provided.

Parent/Guardian Signature: _____ Date: _____

DAYCARE POLICIES

To ensure a safe, nurturing, and productive environment for all children, we have established the following policies. These guidelines outline expectations and procedures for both parents and staff at Brightly daycare.

ARRIVAL AND DEPARTURE

- Hours of Operation: 7:00 am to 5:30pm.
- Children must be signed in and out daily by a parent or authorized guardian.
- Notify us in advance if someone other than the listed guardian will be picking up your child. A valid photo ID will be required.

ATTENDANCE

- Please inform us of your child's absence
- Regular attendance is important for your child's development and routine.

BEHAVIOR AND DISCIPLINE

- Our approach to discipline is positive and supportive, focusing on redirection and teaching problem-solving skills.
- Physical punishment, shaming, or yelling are strictly prohibited.
- Parents will be informed if recurring behavioral challenges arise, and a collaborative plan will be developed to address them

HEALTH AND FITNESS POLICY

- Children showing symptoms of illness (e.g., fever, vomiting, diarrhea) must remain at home until symptom-free for 24 hours.
- Notify us immediately if your child contracts a contagious illness; a doctor's note may be required for re-entry.
- Medications will only be administered with a signed permission form and must be in the original labeled container.



HANDWASHING:

Children and staff must wash their hands thoroughly with soap and water before and after meals, after using the bathroom, after outdoor play, and after any activities involving shared materials.

IMMUNIZATIONS:

Children must have up-to-date immunizations as required by state law to attend daycare. Proof of vaccination is required for enrollment.

FIRST AID:

Staff will be trained in CPR and first aid. A fully stocked first aid kit will be available at all times. Any injuries or accidents will be documented and parents will be notified immediately.

NUTRITION AND MEALS

PARENT-PROVIDED MEALS

Parents must provide a labeled lunchbox if you decide to supply meals for your kids. Provide meal that includes a variety of fruits, vegetables, whole grains, and proteins.

MEALS AND SNACKS BY THE DAYCARE:

Meals and snacks provided by the daycare will follow nutritional guidelines, focusing on fresh, whole foods to support children's growth and development.



NAP/QUIET TIME

- A daily nap or quiet time will be scheduled from 12:30-2:30pm.
- Children are encouraged to rest but will not be forced to sleep. Quiet activities will be provided for non-sleeping children.



PERSONAL BELONGINGS

- Please provide a labeled bag with extra clothing, diapers, wipes, and other essentials.
- Toys from home are discouraged unless specified for special events or comfort purposes.
- The daycare is not responsible for lost or damaged items.



COMMUNICATION

- We maintain open communication with parents through text/call and daily reports.
- Parent-provider conferences are scheduled periodically to discuss your child's development.

PARENTAL INVOLVEMENT

- Parents are encouraged to participate in special events.
- Suggestions and feedback are always welcome to improve our daycare environment.
- Regular parent-provider meetings will be held to discuss each child's progress, share updates, and collaborate on their development.



PAYMENT POLICY

PAYMENT SCHEDULE

- Payments must be made weekly or monthly in advance, on or before Friday. Monthly payment will be on or before the last day of the month.
- Payment covers the agreed-upon schedule detailed in the Enrollment Contract.
- Accepted payment methods includes: Check, cash, Venmo or zelle.



FEES AND LATE PAYMENT

- Regular Fees: Tuition rates are outlined based on the program type (Full-Day, Half-Day, or After-School Care).
- Payments not received by the due date are subject to a late fee of \$15.
- If payment is overdue by 5 days, childcare services may be suspended until the account is paid in full.

REFUNDS AND ABSENCES

- Refunds: No refunds will be issued for days when the child does not attend due to illness, vacation, or other absences.
- Holidays and Closures: Tuition remains due during holidays or emergency closures unless explicitly stated otherwise.

RECORD OF PAYMENTS

- Receipts will be provided upon request for all payments made.
- Year-end statements for tax purposes will be available by January 29

HOLIDAYS POLICY

INCLEMENT WEATHER CLOSURES

In the case of severe weather conditions such as snowstorms, flooding, or other hazardous situations, the daycare may close to ensure the safety of children, families, and staff. Parents will be notified as early as possible via email, text message, or phone call. Information about closures will also be posted on our website and/or social media pages.

SCHEDULED HOLIDAYS

Parents will be provided with a yearly calendar at the start of enrollment or each calendar year, detailing the exact dates of closures. These holidays may include major federal holidays, such as New Year's Day, Independence Day, Thanksgiving, and Christmas, as well as any additional days specific to the daycare's schedule (e.g., staff development days).



EMERGENCY CLOSURES

Unforeseen circumstances such as power outages, natural disasters, or health-related emergencies (e.g., a contagious outbreak) may also necessitate closures. In such cases, the daycare will notify parents promptly with detailed instructions on any next steps, such as reopening dates or virtual alternatives (if applicable).

MAKE-UP POLICY

Scheduled holidays and emergency closures are not eligible for refunds or make-up days, as tuition fees are structured to cover the overall operational costs of the daycare.

TERMINATION POLICY

PARENT-INITIATED TERMINATION

Parents may terminate daycare services at any time with a written notice of 2 weeks. Failure to provide notice may result in forfeiture of the security deposit. Any prepaid tuition for unused services beyond the notice period will be refunded, minus applicable fees.

DAYCARE-INITIATED TERMINATION

The daycare may terminate services for:

- Non-Payment: Repeated failure to pay fees.
- Behavioral Issues: Ongoing behavior that endangers others after interventions.
- Policy Violations: Non-compliance with daycare policies or health guidelines.
- Health and Safety Risks: If a child poses risks that cannot be reasonably accommodated.

Parents will receive written notice and, when possible, a timeline for transition.

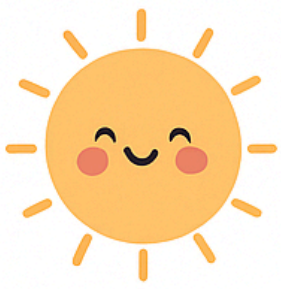
IMMEDIATE TERMINATION

Immediate termination may occur for:

- Violent Behavior: Actions endangering others by the child or parents.
- Severe Policy Breach: Falsified information or major non-compliance.

FINAL ACCOUNT SETTLEMENT

A final account statement will detail any outstanding balances, refundable deposits, or adjustments. All balances must be settled within 5 days.



ALL ABOUT ME



My name is:

I am

old

This is me:



My family is the best because:

I love to:

My favorite food is:

When I grow up, I want to be:

3 THINGS THAT MAKE ME SMILE:

