



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

START DATE: _____

Attending Days

Mon

Tue

Wed

Thur

Fri

Sat

Sun

Program Type:



Full-Day



Part-time



Drop-ins

TOTAL DAYS PER WEEK:

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.

EARLY DROP-OFF & LATE PICK-UP POLICY

Children may only be dropped off and picked up during their scheduled hours unless prior arrangements have been made.

- Early drop-off and late pick-up are subject to availability and provider approval.
- A fee of \$1 per 1 minutes will be charged for unauthorized early drop-offs or late pick-ups.
- Repeated violations may result in a schedule review or termination of care.

Thank you for respecting our program hours and helping us maintain a smooth schedule for all families.

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

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.

PARENTAL INVOLVEMENT

- Parents are encouraged to participate in special events.
- Suggestions and feedback are always welcome to improve our daycare environment.



PAYMENT POLICY

PAYMENT SCHEDULE

- Payments must be made weekly in advance. Monday before drop-off.
- Payment covers the agreed-upon schedule detailed in the Enrollment Contract.
- Accepted payment methods includes: Cash, Venmo, zelle or credit card (additional fees applied)



DELINQUENT PAYMENT AND COLLECTION POLICY

Payments not received by the due date are subject to a late fee as outlined in the childcare agreement. (Late fee \$15 the day after due date and \$10 per day onwards) If the outstanding balance, including any applicable late fees, is not paid within 5 calendar days of the due date, the account may be referred for collection through Small Claims Court or other legal means.

In the event legal action is required to recover unpaid childcare fees, the client agrees to be responsible for:

- The full outstanding balance owed
- All accumulated late fees
- Court filing fees
- Service of process fees
- Any other court-awarded costs associated with collecting the debt

Failure to pay on time may also result in immediate termination of childcare services and forfeiture of the child's enrollment space.

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

PART-TIME & DROP-IN CARE POLICY

Part-Time Enrollment Policy (2-4 Days Per Week)

Children enrolled on a part-time schedule are assigned specific days based on the agreed enrollment schedule. These reserved days are held exclusively for your child, and those spots are not offered to other families. Part-time schedules are considered fixed schedules and may not be changed from week to week based on convenience or availability. Tuition is due for all scheduled days, whether or not the child attends. No credits, refunds, or make-up days will be provided for missed scheduled days.

Any permanent schedule change requests must be discussed in advance and are subject to availability.

Drop-In Care Policy

Drop-in care is offered based on availability and must be scheduled in advance.

Once drop-in days are confirmed, payment is expected for the reserved dates.

Cancellations must be made at least 24 hours in advance to avoid charges. If less than 24 hours' notice is given, payment will still be required for the agreed reserved day(s).

Repeated last-minute cancellations may affect future drop-in availability.

Thank you for understanding and respecting these policies. These guidelines help maintain consistent scheduling and availability for all enrolled families.

TERMINATION POLICY

PARENT-INITIATED TERMINATION

Termination Policy

A two-week written notice is required for termination of childcare services by either party. Families who choose to withdraw their child from care must provide at least two weeks' notice.

Payment for the final two weeks is required regardless of attendance during that period. If proper notice is not given, families will still be responsible for payment equivalent to two weeks of tuition.

Childcare spots are reserved specifically for each enrolled child; therefore, advance notice helps allow time to fill the space.

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.

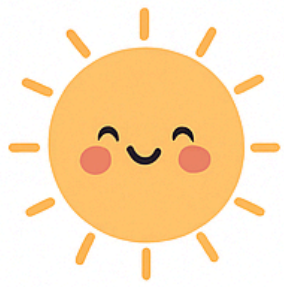
IMMEDIATE TERMINATION

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

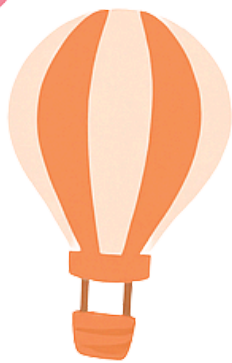


My name is:-

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:






-  **7:00 – 8:00 AM** Arrival & Free Play/exercise or kids yoga
-  **8:00 – 8:30 AM** Breakfast
-  **8:30 – 9:00 AM** Circle Time Songs (Calendar, weather, story)
-  **9:00 – 10:00 AM** Diaper change/restroom break
-  **10:00 – 10:15 AM** Learning (coloring, arts&crafts, numbers & letters)
-  **10:15 – 11:00 AM** Outdoor/Gross Motor (Playground, bubbles)
-  **11:00 – 11:30 AM** Structured Play
-  **11:45 AM – 12:15 PM** Lunch
-  **12:15pm– 12:20–**Diaper change/restroom break
-  **12:20–12:30** Wind Down (Books, soft music)
-  **12:30 – 2:30 PM** Nap / Quiet Time Resting, quiet activities
-  **2:30 – 3:00 PM** Afternoon Snack
-  **3:00 – 4:00 PM** Outdoor Play Group games, free play outside
-  **4:00 – 4:10 PM** Diaper change/restroom break
-  **4:10pm– 5:00pm** Afternoon Learning / Free Choice Music, coloring
-  **5:00 – 5:30 PM** Pick-Up Free play until dismissal





PHOTO RELEASE FORM
PERMISSION TO USE PHOTOGRAPHS

Child's name:

I GIVE PERMISSION FOR MY CHILD'S PHOTOS/VIDEOS TO BE TAKEN DURING DAYCARE ACTIVITIES.

PLEASE CHECK ONE:

YES, I ALLOW PHOTOS/VIDEOS TO BE USED (INCLUDING SHARING WITH PARENTS AND ON SOCIAL MEDIA)

NO, I DO NOT ALLOW MY CHILD'S PHOTOS/VIDEOS TO BE USED PUBLICLY

I UNDERSTAND PHOTOS WILL BE USED RESPECTFULLY AND NO PERSONAL INFORMATION WILL BE SHARED.

PARENT/GUARDIAN NAME: _____

SIGNATURE: _____

DATE: _____