

SMITH FAMILY DAYCARE APPLICATION AND AGREEMENT CONTRACT

Smith Family Child Care
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DAYCARE APPLICATION

After reading the Daycare Agreement, please read over this contract. Sign, date and return the Daycare Application and Daycare Agreement to the provider. The provider will keep these on file and you may make a copy for your records.

Child's Name _____ Sex _____ Birth date ____/____/____ Age _____

Child's Home Address _____ City _____ State _____ Zip _____

Child's Home Phone # _____ Child lives with _____

Parent or Guardian Mother _____ Marital Status _____

Parent or Guardian Father _____ Marital Status _____

Please list all members of the child's household including ages of sibling's _____

Previous Day Care Provider(s)
Name: _____ Name of business _____

Address _____ Phone # () _____ - _____

Reason for leaving: _____

EMERGENCY INFORMATION

In the event that a parent cannot be contacted, please list one person who can be notified in the case of an emergency.

Name _____ Phone _____ Relationship to child _____

Please list all people who can pick child up from care without written consent from parents.

1. _____ 2. _____
3. _____ 4. _____

Father/Guardian (Print Full Name) Date

Father (Signature)

Mother/Guardian (Print Name) Date

Mother/Guardian (Signature)

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SMITH FAMILY CHILD CARE CENTER PARENT – CHILDCARE CENTER AGREEMENT

Welcome! I am glad that you have chosen Smith Family Child Care Center to care for you child/ren. This is a licensed facility by the State of California and is *not* a babysitting service. We operate as does a child care center in a commercial building. We provide an academic program that prepares young ones for kindergarten. Children will be exposed to work that is done in the first half of kindergarten. It is important that children attend in order to receive the full benefit of the program. I may amend the contract/policies by giving the parent/guardians a copy of the new or changed policies at least two weeks before any changes go into effect.

Admission:

Smith Family Child Care Center will provide care for children between the ages of six weeks through twelve years. My operating hours are between 7 am and 6 pm. Please be aware that although I specify my hours of operation, we will contract for specific hours for your child and you may be charged additional fees if you pick up or drop off your child beyond our contracted hours (see below). I will never refuse to enroll a child on the basis of race, color, sex, sexual orientation, creed or handicap.

Enrollment Procedures:

Parents must meet with the provider in order to discuss their child's specific needs and to review the program's policies. The following forms are required to be on file for each child per Title 22 Rules and Regulations of the State of California:

- Parent information
- Enrollment and emergency medical consent form
- Authorization to administer medication form
- Authorization to transport (vehicle or walking field trips)
- Immunization Record *may be submitted within 3 days after enrollment*
- Health Report (**needs to be completed by physician**) *may be submitted within 30 days after enrollment*
- Information for children under 2
- Completed and signed contract. Policies and Procedures reviewed
- Parent's Rights
- Child's Rights
- Notification of Mandated Reporters of Suspected Physical/Sexual Abuse

This contract is between **Smith Family Daycare** and

PARENT/GUARDIAN NAME (Print): _____

START DATE: _____

1ST CHILD: _____ **2ND CHILD:** _____

3RD CHILD: _____ **4TH CHILD:** _____

CHILD CARE CONTRACTED HOURS and FEES

HOURS OF CARE: Your Hours contracted for care will be from _____ to _____ on the following days:

DAYS OF CARE: (CIRCLE)

Monday	Tuesday	Wednesday	Thursday	Friday
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It is important that arrival and departure times are punctual and brief-so that we can all get settled and proceed with our activities. If you need care beyond the contracted hours you will need to prearrange this with the provider. The provider is under no obligation to provide an extension of time if such extension conflicts with the provider's own plan. Late arrival does not justify late departure.

AGREED UPON TUITION: The basic charge will be \$_____ per _____ for full time/part time care and shall be paid each Monday morning in advance when you drop your child off for care. If your child will not be in care on Monday morning you will need to drop payment off prior to Monday morning to maintain your spot. Payment is due whether your child attends or is absent. Fee is based on contracted days and hours not attendance.

Late Fees: A one-time fee of **\$10.00** will be charged for any late payments. Childcare will not be provided for clients with outstanding fees. Childcare will be reinstated when payment and late fees are paid in full.

Non-sufficient Fund: \$40.00 will be charged for any NSF checks. See policies for information on NSF checks.

Overtime fees: Overtime is considered any time outside the agreed upon interval of time. The following charges will be assessed for overtime incurred, payable upon arrival to pick-up the child:

- ♦ **\$25.00** per hour for prearranged overtime.
- ♦ **10.00** per 15-minute increment or portion thereof starting with the first minute in cases where overtime is not prearranged.

PARENTS RECEIVING SUBSIDIZED CHILDCARE:

The Los Angeles County subsidy program (GAIN) will pay certified providers for children enrolled in this program. This daycare is not a *pay for attendance only facility*. Whether your child attends or not, daycare weekly tuition must be paid in full. If your subsidized program does not pay for absent days, you, as the parent or guardian, will be responsible to pay for the days your child was absent from the center. Providers will be paid for sick days, vacation days or days the child is not authorized for.

Please Note! In addition, parents under subsidized child care programs must give a two week notice if your child will no longer need care from Smith Family Daycare. This gives time for the center to accept new enrollments. You are responsible for the space that we are holding strictly for your child. We turn away children on a weekly basis when we have no openings. If you do not give a two week notice, you will be held responsible for the full two weeks' tuition. Failure to pay will lead to your account being turned over to collections and even Small Claims Court. You will be responsible for the two weeks' tuition, collections cost, and court fees. To avoid these procedures, please give a full two weeks' notice.

MEALS AND MEAL TIMES:

Child care center will provide children with breakfast, lunch and afternoon snack. Breakfast is served at 8:30am. Lunch is served at 11:30 pm. Afternoon snacks are served at 3:00pm and at 3:30pm for school-aged children. We are regulated by the Department of Education Federal Food Program. We are required to serve meals at certain times. If your child will be late, please make sure that you feed them prior to coming to the center. If they will be only a few minutes late, please inform the center so that we may save a meal for them. However, if they will be exceptionally late, please have them consume their meal prior to walking into the center because eating a meal while class is in session is a distraction to the other children. If your child has any allergies to the foods served, you are welcome to bring their food and we will serve them what you bring. If your child is on a special diet, you must provide their meals. Children at the facility are introduced to all foods especially those that are considered healthy. All meals are served with 1% milk as required by the State of California.

ILLNESS POLICY

It is not always easy to decide if a child should remain at home due to an illness. Children who come to childcare are expected, with few exceptions, to participate fully in child care activities. Children who are exhibiting the following symptoms will be sent home or should remain home:

- ❖ **Fever of 99.1 degrees or higher:** this signals an illness may make a child uncomfortable and unable to function well in childcare.

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- ❖ **Vomiting, diarrhea or severe nausea:** these are symptoms that require a child to remain at home until a normal diet is tolerated the night before and the next morning.
- ❖ **Rashes:** rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading or not improving.

A child who is too ill to remain in care will be isolated from the other children. The parent will be notified of their child's illness and will be required to pick up their child within THIRTY (30) minutes.

Children with communicable diseases shall not attend childcare. Examples of communicable diseases include but are not limited to:

Chicken Pox	Influenza	Pink Eye	Ringworms	Mumps	Strep Throat	Bronchitis
Impetigo	Lice	Measles	Whooping Cough	Scarlet Fever	Pneumonia	

It is important that you notify the provider if any medication has been administered to your child within the last 24 hours. Should there be a medical emergency it is crucial to report whether or not the child is on medication.

All prescriptive and non-prescriptive medications (including diaper rash creams and sunscreens) that need to be administered at childcare by the provider requires that the parent complete an *Authorization to Administer Medication Form*.

HEALTH PROCEDURE:

Each child 5 years of age or younger and is not enrolled in school, is required to have a physical examination report on file within 30 days of the first day of attendance. Children age 2 years and older must submit an updated Health Report Form every 2 years. Children under 2 must submit an updated Health Report Form every 12 months. An immunization record for all children must be completed by the parent within 3 days of the first day of attendance.

Sudden Infant Death Syndrome (SIDS):

It is the policy of this childcare and a certification standard that all infants under 1 year of age must be placed on their backs to sleep to reduce the risk of SIDS, unless otherwise instructed/directed in writing by the child's physician. A safe crib or playpen shall be available for each child under 1 year of age to use for napping.

DISCIPLINE PROCEDURE:

In accordance with the State of California rules for Child Care Centers Daycare punishment that is humiliating or frightening to a child such as hitting, spanking, verbal or sexual abuse, withholding or forcing food, binding or taping to restrict movement, enclosing a child in a confined space such as closet, basement, locked room, box (or similar cubicle) any punishment for lapses in toilet training and any forms of physical punishment are prohibited. Time-outs cannot exceed minutes according to child's age. For example, 2 minutes for a 2 year old. These forms of punishment will never be used, even at a parent's request.

TRANSPORTATION

This signed contract gives the provider permission to transport by car or stroller or walk said child/ren to the following locations off the premises. The parent will always be notified of an outing before it takes place. All children will be in regulation car/booster seats for their age and weight as stated by the law in California. All other children will wear seat belts.

1. Pre-planned Field Trips 2. School 3. Emergency Evacuation 4. _____

TERMINATION/TRIAL PERIOD

A two-week trial period will be in effect starting on the first day of care and ending on _____. During this trial period either party may choose to discontinue services with written notice. Parent will only be charged for day(s) child actually received care during trial period. Thereafter, fees will be due whether your child attends or not.

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Either party with two weeks notice or equivalent tuition payment may terminate this contract. Both parties reserve the right to terminate without notice if the other party is in substantial violation of the agreement and/or safety or health of children is endangered. This contract is by enrollment only and not based on attendance. You must pay for your block of space whether your child does not attend a few days, is out sick, or on vacation. **No Exceptions.**

I / we have read the Day Care Agreement and contract and will comply with all the provisions contained therein. At this time I/we shall enter into contract with The Smith Family Child Care for care of above named child/ren with the understanding that we shall work together on the behalf of the child/ren.

This contract is in effect until a change is mutually agreed upon in writing or upon termination of care. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

This contract is subject to review and renewal as needed. Any changes made by the provider to the terms of the contract must be made within two weeks of notifying the parent unless mutually agreed to before hand by the provider and parents or guardians who are parties to this contract. Otherwise, this contract will remain in effect until the termination of care as set forth herein.

Mother (Print Name) _____

Mother Signature _____ Date _____

Legal Address of mother _____ City _____ State _____ Zip _____

Father (Print Name) _____

Father Signature _____ Date _____

Legal Address of father _____ City _____ State _____ Zip _____

I have discussed and reviewed this contract and policy handbook and agree to provide care for the above-indicated child/ren, to be placed in my home as long as the terms of this contract are upheld.

Provider Signature _____ Date _____

Legal Address of provider _____ City _____ State _____ Zip _____

Contract Terminated on _____ Reason of termination _____

