**KIDDIE CORNER DAYCARE HANDBOOK/CONTRACT** **3786 Voltaire Avenue, MEMPHIS, TN 38128 www.kiddiecornermemphis.com PHONE: 901.512.4559**



This childcare handbook has been compiled to provide information and clarification concerning your child’s childcare. The following guidelines and procedures are some mutual beneficial requirements that are non-negotiable and are legally binding. This handbook will serve not only as a binding contract between you (the parents) and Kiddie Corner Daycare (caregiver/owner) but will also serve as the parent’s ultimate guide when it comes to your background, curricula, activities, rules and regulations. Application fee is one time fee of $25.00, must be paid before enrollment. Annual enrollment fee is a yearly fee of $25.00, every year on your enrollment anniversary date. The curriculum fee is one time fee of $25.00, must be paid ONLY for age groups 31 months and up upon enrollment. ALL are NONREFUNDABLE under any terms.

**HOURS OF OPERATION**

Normal hours of operation for Kiddie Corner Daycare are Monday- Friday from 6:30 a.m. to 4:30 p.m. but we can operate lesser hours. Specific hours of childcare will be outlined in the contracted fee/rate agreement for child to child. There is a cut-off time daily for morning drop off at 9am. If your child misses the scheduled mealtime, you are required to supply the child with a substitute meal and feed your child that meal off-site. A two-week written notice is required if you plan to change your enrollment hours or days & it must be accepted by KCD before any changes are made. Kiddie Corner Daycare will issue a supply list for each child upon enrollment.

**PICK-UP/ DROP- OFF**

Children are to arrive on- time with a backpack, blanket, and maintain cleanliness and good hygiene. Only designated persons will be allowed to pick up child/ren. All persons name must be on the child pick-up form. All parents/guardians, and or designated person must pick up their child and sign him/ her in/out daily. No child will be released to any honking horns. Late Pick-Up- There will be a $1.00/min charge for any child being picked up after contracted pick- up time. If there is a continuous in being late to pick-up child, childcare provider has the right to *TERMINATE* contract. No child will be admitted in the daycare after cut off time, which is 9am unless a doctor note is provided. All authorized persons for pick up/drop off will be assigned a unique code

**TRANSPORTATION**

Due to the many challenges of transporting young children safely and our concern for your child’s well-being, Kiddie Corner Daycare does not transport children at this time except in the case of an emergency or a scheduled field trip.

**FEES**

Application fee is one time fee of $25.00 Curriculum fee is one time fee of $25.00 (3yr+

Annual Enrollment fee is a yearly fee of $25.00 Weekly Tuition (outlined in contract)

**HOLIDAYS/ VACATIONS**

Kiddie Corner Daycare will be closed and paid for all major breaks & holidays. The following holidays no childcare services will be provided. If a holiday listed below falls on a Saturday, Kiddie Corner will be closed the preceding Friday. If a holiday listed below falls on a Sunday, Kiddie Corner will be closed the following Monday. ½ days are permitted and ALL holidays will be provided to parents in advance by notice on monthly calendars.

Kiddie Corner will be closed for personal vacation 1 time yearly. The date and length of the vacation time will be provided to parents in a written notice well before the vacation date. While the daycare is closed for personal vacation, no parent is responsible for payment. However, if a parent decides to take a family vacation the daycare is to be notified as soon as possible and weekly childcare is still due. Parents are still to make payment for childcare for breaks, holidays, non-attending days, and closures as outlined in fee agreement attendance. NO EXCEPTIONS!!

KCD will be closed for 5 breaks- SPRING SUMMER FALL WINTER & CHRISTMAS breaks.

**ATTENDANCE POLICY**

EVERY full-time child is expected to be in attendance daily, (Monday-Friday). If a child will not be in childcare, please notify us as soon as possible by telephone or app. If the phone goes unanswered, please leave a voicemail and we will check messages and document the absence. Parents are still to make payment for childcare as outlined in the fee agreement for the days that the child is not in attendance. If there is an extended absence and childcare is paid, the child’s spot is still saved/reserved. ***No refunds will be given if your child is not in attendance.*** All children attending KCD 2 years and older MUST wear a facial shield or mask. If there is an extended absence and childcare is not paid time, the child’s spot will be terminated. There will be a balance on the account with accrued late charges, the account is subject to court and attorney fees. Parents are responsible for having alternate care for low attendance days where no care will be provided resulting in closure or early closure for the day.

**OPEN DOOR POLICY**

While your child is in our care, you can always be assured that the door is open to you. For the safety of staff and the children doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for visit. If the phone goes unanswered, please do not become alarmed, simply leave a voicemail and a return call will be made to you. Parent participation is expected in this program. Individual and group parent conferences and meetings can be held by appointment. There will always be parent information listed on parent bulletin board and monthly calendars/newsletters. No other persons except the parents can drop in on each child.

**MEDICAL EMERGENCIES**

Minor bumps, scrapes, and injuries will receive appropriate first aid and you will be contacted via accident/injury report. If an emergency injury or illness occurs, you will be contacted immediately. We will call the emergency contact numbers supplied. If necessary, your child will be transported by ambulance to the nearest hospital.

**HEAD BEAD POLICY- ALL children should refrain from wearing any hair beads to prevent choking.**

**OUR PROGRAM**

* A comfortable, nurturing environment that promotes secure attachments
* A GOLD SNEAKER INITIATIVE PROVIDER
* A bright, cheerful environment with developmentally appropriate toys and materials
* Promoting Keeping Kids Safe Curriculum
* A daily routine that balances the teacher and child
* Opportunities to participate in activities with other children
* A daily report detailing the child’s eating, sleeping, diapering, activities and mood throughout the day.
* Support and encouragement for parents and families
* PERSONAL TOYS- Children are allowed to bring a personal toy from home

**ENROLLMENT**

* Admission is open to all children aged ten months to twelve years, regardless of race, gender, color, religion, national origin, handicap, ancestry, or sexual orientation.
* You will be required to pay 2 weeks in advance plus the 1st week of childcare fees.
* All forms must be filled out and returned before beginning childcare.
* Read, sign, become familiar, and agree with policies and procedures.
* All prescription medication forms must be filled out completely and on file before any medication can be administered. ***NO OVER THE COUNTER MEDICATION***
* Parents agree to submit on or before the first day of care a copy of each child’s current immunization records. Updated forms are **Mandatory**, or childcare will be suspended.
* Parents are fully responsible to have substitute arrangements for childcare in the event of LOW attendance days, or an emergency and no care can be provided. ***NO REFUNDS***

**POTTY TRAINING**

Potty training is to be done mostly in the home environment with the guidance of the parents. We will assist in potty training according to the parents' requirements. Please ensure that you begin potty training with your child when both you and your child are ready and able to dedicate the time, patience and consistency required. Your child must come dressed in a pull up (and provide several changes of clothing and pull-ups) until shown to be fully potty trained. Pull-Up must have Velcro-adjustable sides so that the child does not have to be fully de-dressed for changing/ bathroom breaks. Soiled clothing will be placed in a zip-lock bag for you to sort and clean.

**CLOTHING/SUPPLIES**

Please send a blanket on Monday with the child’s name on each item. Blankets will be sent home on Fridays to be washed and must be returned with the child every Monday morning. All parents/guardians are responsible for diapers and special-needs foods with the child’s name labeled on each item. All parents/guardians should supply the child with an extra change of clothes, weather/season permitting. Sippy cups also must have the child’s name written on the outside the cup. Sleeping mats/cots for all children to use during nap time will be provided.

**PAYMENT**

Your specific rate will be outlined in your fee agreement. There are multiple acceptable forms of payment, cash, credit/debit card, bank to bank deposit-transfer, and money order. Payments are payable in advance by cash or money order and are due no later than at the time of drop off on Friday mornings. No checks will be accepted. If Friday is a holiday, or your child is absent payment is expected on the previous day. A late fee will be applied if any payments are received after Friday morning by 9am. Receipts will be available on the date of payment. Year-end summaries will also be provided. If you are making payments monthly, all payments are due on the 1st of each month. There is no grace period or refunds, and if the 1st falls on the weekend or holiday, you are expected to make payment on the previous day. Full fees are required regardless of whether your child is absent or ill. ***No refunds will be given if your child is not in attendance*.** Tuition may be paid weekly, bi-weekly, or monthly and must be outlined in fee agreement. At least a two week written notice will be given to parents before any rate changes are put into effect. At least a two week written notice should be given to director/owner that serves as your intent to terminate your childcare contract. During that two week time period, all past due and current childcare fees are due immediately. ***AFTER THE NOTICE IS GIVEN, IN THE EVENT YOUR CHILD IS NOT IN ATTENDANCE DURING THOSE TWO WEEKS, CHILDCARE IS STILL DUE IN FULL***. All childcare services offered are on a full-time basis unless otherwise stated in the fee agreement and contract. If an account has a balance owed and not paid, NO TAX INFORMATION (EIN) can be verified or given until the account is current and paid in full. Upon enrollment, (TDHS voucher) you will be required to pay 2 weeks in advance plus the 1st week of childcare fees. If a two-week notice is not provided by a parent and childcare is terminated, that child/family cannot return/re-enroll to Kiddie Corner Daycare.

Childcare services will be **SUSPENDED IMMEDIATELY** until all fees are paid in full. In addition, we will only accept cash or money order as a form of payment after a returned credit/debit card payment due to NSF. Childcare services can be ***TERMINATED*** at any time due to non-payment.

**LATE FEES**

**Late Payment Fees**- If payment is not received when due there is a $15.00/ day late fee charge. The late fee will be applied to your total balance and must be paid before your child can receive care. If payments are not received by 9am on Friday mornings, a late fee of 15.00/day will be applied to the total balance, including weekends. All late pick- up charges are due same day or the next day following late pick up or the child can not receive care. If there is a continuous in being late to pick-up child OR late on childcare payment, childcare provider has the right to TERMINATE contract. If you paid your childcare fees, but late fees aren’t paid then you can not receive care.

**NUTRITION MENU/MEALS**

The nutrition policy is encouraged to help develop good eating habits that will last a lifetime. Due to our desire to promote your child’s health and provide good childcare nutrition KIDDIE CORNER DAYCARE has become a member of the Federal Child and Adult Care Food Program (CACFP). A four-week rotational menu is available by front door on the parent bulletin board. Food is available only at scheduled meal times. Children who choose not to eat will need to wait until the next scheduled meal or snack. If your child is absent during a scheduled feeding, it is your responsibility to feed him/her before she/he arrives. If your child has a special dietary need or allergy, then you can bring special food labeled with his/her name. NO candy in the mornings!

**DISCIPLINARY PHILOSOPHY**

At all times, the disciplinary procedure will employ a loving and nurturing manner to encourage self-control, to teach self-respect, and respect for others. We use positive guidance and re-direction several times before any disciplinary action is taken. If necessary, the time-out method will be used. If unacceptable behaviors occur, the parent will be notified, and the child could not receive rewards and end of the day treats. We realize that no single technique will work for every child every time, however if a child is consistently exhibiting unacceptable behavior, a conference will be requested with the child’s parents to consider other alternatives before terminating care. If you child displays any form of disciplinary problem, parents will be notified either written or verbally so we can take a course of action together to rectify the problem expeditiously. If unacceptable behavior continues, child could be ***TERMINATED.*** **Time-out Method**- is removing the child from the current situation and placing him/her by him/herself for a period. The time a child is left in time- out is one minute for each year of the child. An appropriately structured daily routine can help reinforce positive behaviors in children and minimize negative behaviors

**WITHDRAWAL/TERMINATION NOTICE**

We may be subject to giving parents a notice of termination, in which care is not able to be offered. All Parents are responsible for providing a written two-week notice of intent to withdrawal/terminate the daycare contract and those weeks are still due in full by the parent. If a 2 weeks’ notice is not received, childcare is still due for your child at the full rate. Failure to provide a notice will leave account with outstanding balance, no tax information EIN can be provided, and child(ren) will not be able to reenroll at Kiddie Corner Daycare. Regular tuition payments are due during this time whether the child is in attendance or not. Failure to provide such notice will result in being charged the full rate for two weeks, plus any back childcare owed, late fees, and attorney fees. Failure to pay all fees within 30 calendar days will result in the account being sent to small claims court. When a written notice of withdrawal/ termination is given by the parent or by the center all outstanding bills must be paid at that time. No Exceptions!! Kiddie Corner Daycare may terminate your child immediately for any of the following reasons: FAILURE TO PAY TUITION AND FEES ON TIME, LACK OF PARENTAL COOPERATION, INABILITY TO MEET NEEDS OF THE CHILD, FAILURE TO DROP-OFF PICK-UP CHILD ON TIME, FAILURE TO COMPLETE/RETURN REQUIRED FORMS, VERBAL/PHYSICAL ABUSE OR THREAT BY A PARENT, CHILD’S BEHAVIOR, AND FOR ANY OTHER REASON AS DEEMED NECESSARY BY KIDDIE CORNER DAYCARE.

**TAX INFORMATION**

ALL Year- End Summaries are provided to parent/guardian at the beginning of the year for the previous ending year. If an account has a balance owed and not paid, NO TAX INFORMATION (EIN) can be verified or given until the account is current and paid in full. All Summaries must be signed and dated by parent/guardian yearly. If a child terminates without a full 2 weeks’ notice, those weeks are still due and must be paid before any tax information is verified. All copies are $25.00

**SALES TAX KCD will add sales tax of 9.25%to all childcare fees starting 8/1/22.**

**UNRULY BEHAVIORS**

If your child is continuously disruptive, violent, using profanity, fighting, biting, hitting, pushing etc then he/she will be terminated after corrective action has been taken but failed. If we are subject to giving parents a notice of termination, in which care is not able to be offered then this is IMMEDIATE. NO 2 weeks’ notice is needed from either party. This policy is for parents also.

**EMERGENCIES**

***FIRE*** There are 4 fire extinguishers located in Kiddie Corner Daycare. One is in the bathroom area, two in the kitchen area, and the other is in common area. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so that children will be familiar and prepared in the event of a fire. The fire evacuation plan is located on file and free for you to view at any time.

***TORNADO*** In the event that there is a tornado warning, the children will gather in the safest area. We will remain there until the inclement weather has passed. Tornado drills will also be practiced monthly.

***POWER OUTAGES*** There are flashlights located throughout the daycare for immediate lights. If the weather is inclement and the house is getting to cold or too hot for the children, then you will be called to arrange pick-up for your child. If the power remains out for a long period of time, parents will be called to pick-up your child and non-perishables will be given to children for snacks. Parents are fully responsible to have substitute arrangements for childcare in the event of outages or emergencies. ***NO MONIES WILL BE REFUNDED IN THIS EVENT***

**INCLEMENT WEATHER**

During the cold wintery months, we want to ensure that all children are safe and in a comfortable environment. Daycare operations follow the MSCS system district. Also, it is your responsibility to drop off/pick up your child from daycare. Therefore, all childcare payments are still due and due on the same due dates. If the weather causes any emergencies, power outage or non-working water, *NO DAYCARE SERVICES CAN BE PROVIDED.* ***NO REFUNDS WILL BE GIVEN IF YOUR CHILD IS NOT IN ATTENDANCE. ALL CHILDCARE IS STILL DUE WHETHER YOUR CHILD IS IN ATTENDANCE. NO EXCESSIVE ABSENT WHEN CHILDCARE IS NOT PAID; THIS WILL RESULT IN YOUR CONTRACT BEING TERMINATED.***

**REFERRAL PROGRAM**

The referral program was developed to allow pleased parents of KIDDIE CORNER DAYCARE a chance to willingly refer family members, friends, and colleagues. For your time and effort KIDDIE CORNER DAYCARE will apply an one-time discount to your next week childcare fees, after the referred party has enrolled his/her child for a minimum of one month at KIDDIE CORNER DAYCARE.

**DAYCARE COMMUNICATION- is done mostly from teacher by daycare app or telephone.**

**PARENT MEETINGS**

ALL parent meetings are mandatory and required for parent participation with our agency. Non-attendance is subject to the child’s termination from the program. Parent meetings are assigned and provided in advance for proper attendance count. Meetings are made convenient for all parents by using ZOOM. We will have 4 parent meetings per year.

**CHILD ABUSE/NEGLECT**

It is the law and our responsibility as a childcare provider to report any and all abuse or neglect, including alcohol/drug usage. We will notify Children’s Protective Services and the Police Department when it appears that a child in care is being physically, sexually, or emotionally abused, neglected, or exploited. No child will be released to any persons showing signs of impairment. EARLY PICK-UP Parents have 30 min. max to reply to calls/messages and for pick up maximum of 1 hour before authorities are called for removal of the child(ren).

**FIELD TRIP**

Children may participate in field trips at various times throughout the year. Notice of field trips will usually be given in the monthly newsletter/calendar. It is not necessary for your child attend these field trips, but you will be required to find alternate care for your child if he/she does not attend. Regular childcare fees will still apply for field trips days, whether your child attends. Field Trip Permission Slips must be signed prior to the designated trip date. Field Trip days aren’t regular attendance days but an extracurricular day. Parents or guardians are expected to chaperone and participate in field trips for transportation purposes, safety, and dismissal. In the event that a parent or guardian cannot attend a scheduled field trip- the parent can elect a family member of their choice to participate and transport. However, IF YOU CAN’T CHAPERONE OR HAVE A MEMBER OF THE FAMILY CHAPERONE, THEN YOUR CHILD IS NOT ABLE TO ATTEND. After all scheduled field trips, we do not return to the daycare, and we dismiss for the day from the event. Extracurricular activities and events are bonding opportunities, time to play with friends from school and parents get to know the friends. Daycare T shirts are required for all field trips.

**SICK POLICY**

If a child became sick while in the care of Kiddie Corner, an illness report will go home with the child detailing the illness and a phone call to the parent to pick the sick child up. Your child MUST stay out of school for min. 24 hours or until all symptoms clear up. All parents will be required to fill out, return, and sign a medical emergency care authorization upon enrollment. All medication forms must be filled out completely and on file before any medication can be administered to a child. A child will not be allowed to stay at the daycare and must be picked- up IMMEDIATELY if there is a fever, diarrhea, or other contagious symptoms. *Please notify us if there has been an illness in the family.* ***Keep the child home!*** Therefore, all childcare payments are still due and due on same due dates for this policy and COVID-19. **If there is a constant flow of nasal fluids (any color), sneezing, or coughing** your child cannot stay at daycare, you will be contacted for pick up, and is considered ILL including allergies or sinus. KCD staff will notify CPS DHS or MPD if your child is not picked up timely from the agency for any reason deemed necessary by the director. Doctor notes are required after returning from any illness, however doctor notes return dates do not supersede the daycare agency policy if symptoms still appear or the child is not well.

**CURRICULUM**

We offer an aged, based curriculum to all children enrolled with Kiddie Corner Daycare. However, children aged 31 months and older must be assessed a curriculum fee of $25.00 for the more diverse and classroom level curriculum that will be provided.

**FULL/ PART TIME CARE**

Full time care is provided to children for 5 days a week, Monday- Friday. Part time care is provided to children 3 days a week. Drop in care is provided to children on a need to basis if the space is available. Full time care recipients have a secured weekly spot, however part time and drop in care recipients DO NOT. The spots are first come, first served according to availability. If you are under part time care and your childcare payment has not been received by 9am Friday morning, then that spot is subject to be available for any waiting families. If a child will not be in childcare (full or part time), please notify us as soon as possible. Parents are still to make payment for childcare as outlined in fee agreement for the days that the child is not in attendance. If there is an extended absence and childcare is paid, the child’s spot is still saved/reserved. Low Attendance days occurs from time to time as the agency can’t be at fault or responsible. In the event of a low attendance day, illness/infection spread throughout- the agency will be closed or closing early for that day you will be required to find alternate care for your child. ***No refunds***

**TNDHS RECIPIENTS ONLY**

DHS voucher recipients must pay their copay amount supplied by DHS in full along with any overages “difference” in the childcare fee. All copay and overages are the parents full responsibility and must be paid for 2 weeks versus weekly like self-pay parents.

DHS vouchers will ONLY be offered on a full time childcare basis. If there is no copay due but an overage “difference” then you are required to pay that overage. You will be terminated immediately if you display any of the following: expired voucher certificate, negative-disrupting behaviors, non-payment, lack of parental cooperation, threats or profanity towards staffing.

**If an account has a balance owed and not paid, NO TAX INFORMATION (EIN) can be verified or given until the account is current and paid in full. If a two-week notice is not provided by a parent and childcare is terminated, that child/family cannot return/re-enroll to Kiddie Corner Daycare.** Failure to pay all fees within 30 calendar days will result in the account being sent to small claims court. In addition, no clearance letter for transfer will be provided to the childcare caseworker if the parent owes a balance.

Termination: All Parents are responsible for providing a written two-week notice of intent to withdrawal/terminate the daycare contract and those weeks are still due in full by the parent.

**\*DHS Voucher Recipients\* All childcare co-payments and fees are due on Friday morning for 2 weeks by 9am. If your voucher does not pay the full childcare amount for your family, then the parent(s) are responsible for covering the full childcare rate for your child (ren). If your voucher expires and is not renewed no childcare can be provided until renew date has been provided to Kiddie Corner.**

**Upon enrollment, 1st week childcare fees are due, in addition 2 weeks of termination fees. Termination fees are paid upfront to avoid not being paid once a parent wants to terminate.**

**All DHS voucher recipients must email a copy of the certificate and the caseworker name and email address to our email address below:** [**info@kiddiecornermemphis.com**](mailto:info@kiddiecornermemphis.com)

**SUPPLY LISTS**

ALL children will be provided with a supply list upon enrollment and at the beginning of the academic year in August. Supplies are mandatory and expected to be purchased.

**DIRECTOR CONTACT INFORMATION:**

Please feel free to contact director Ms. Neicy with any immediate concerns or emergencies. Call or text, and a response will be granted. Cell phone is 901.438.1625. Let’s please be fair and respectful of her time and off days if it’s not an emergency. This option is for immediate concerns only otherwise please use the daycare phone number 9015124559 or the daycare app to send messages after hour matters. This cell phone is not for early dismissals, welfare checks, daily reports, etc. please use the daycare line. If you’d ever need to request a parent meeting, please do so by email. Send a request to [info@kiddiecornermemphis.com](mailto:info@kiddiecornermemphis.com) time/date.

**FINANCIAL PROBATION POLICY:**

When a parent or family of a child, is either continuously late paying childcare fees and or copay/overages, that family or parent can be placed on financial probation. This is the final step before termination of the childcare contract, due to payment issues. This is a courtesy and is offered at the director discretion. Financial Probation will consist of the parent having to pay up 2 weeks of childcare fees or copay/overage versus weekly payments. If a family is placed on financial probation by the director, then it is mandatory that the fees are paid in advance.

**RENEWAL OF TNDHS VOUCHER POLICY:**

If you are receiving TNDHS payment assist for childcare, then the parent assumes 100 percent responsibility for renewing vouchers and being current with contact information with the department. KCD will and can send reminders to renew your voucher 30 days before the end date, however this is not a guarantee that you will get the voucher renewed.

Please reapply using the customer portal and resubmit all documentation with your application for quicker approval. If the voucher is not renewed, the child losses his/her spot and parent will have to pay the full amount of childcare immediately and any other fees due, i.e. late fees.

**DAILY SCHEDULING**

Children need consistency in their daily routines. They thrive on routine; it helps them make sense of the world and gives them a sense of security. Our daily childcare schedule provides routine and structure for children so that they know what to expect from day to day. An aged, based ABC 123 or ABC Mouse curriculum is used for all children during group activities. Parents are responsible for having alternate care for low attendance days where no care will be provided resulting in closure or early closure for the day

**COVID- 19 SICK POLICY**

All children that have tested positive for covid-19 or have a family member that is positive

must be re-tested before continuing or returning to school. Any child who tested positive must

stay out of daycare and cannot continue daycare until NEGATIVE with a minimum of 10 days.

A child will not be allowed to stay at the daycare and must be picked- up IMMEDIATELY if

there is fever, diarrhea, vomiting, covid-19 relayed symptom(s), or other contagious symptoms.

KIDDIE CORNER DAYCARE IS A TENURE CHIDLCARE AGENCY. WE ARE LICENSED BY THE STATE OF TENNESSEE AND HAVE A 3 STAR RATING. We provide services to all regardless of sex, religion, color, or national origin.

**Kiddie Corner HANDBOOK AGREEMENT**

Please read this manual carefully and cooperate with us in this effort. If you have any questions, suggestions, or concerns, please feel free to contact me.

By signing this form below, you agree to abide by the policies mentioned. This policy agreement is subject to change at any time but a two- weeks written notice must be given to the parent prior to any change. By signing this form below, you also agree to the fee agreement. By signing below, I (the parent) am in receipt of the handbook/policies and TN summary of licensing requirements.

Child NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kiddie Corner Daycare Fee Agreement**

This agreement is made by KIDDIE CORNER DAYCARE, Child Care Provider and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The following has been agreed upon between the two parties beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: I have read and agree to full contents of the Parent’s Handbook. I understand that disregarding these policies can result in termination from childcare enrollment. I understand that I must follow the termination policy as it is written in the Parent’s Handbook. I agree to the weekly rate of $\_\_\_\_\_\_\_\_\_, to be paid the Friday morning before the week begins for my child(ren).

Our arrival time will be \_\_\_\_\_\_\_and pick up time will be no later than\_\_\_\_\_\_\_ Monday through Friday. Parents are only allowed 8 hours per day, a total of 40 hours per week for childcare. After this time, $1.00/ minute will be charged to my account and a $15/day charge for late payments. I agree that staff will communicate with 2 parents maximum per child not multiple family members for a child. It is the parent’s responsibility to communicate any special requests deemed necessary to the child(ren) additional family members.

**Provider Signature Date**

**Childs Name**

**Parent Signature Date**

**Parent Signature Date**

**KIDDIE CORNER DAYCARE ADDRESS: 3786 VOLTAIRE PHONE: 901.512.4559**

**I agree to pay KIDDIE CORNER DAYCARE a weekly, bi-weekly, monthly fee of**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide childcare to my (child)ren by Friday Morning by 9am.**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am aware of the**

**(THE PARENT) (THE PARENT)**

**conditions stated in the KIDDIE CORNER DAYCARE Financial Agreement and agree to abide by the above requirements. If I the parent would like to terminate my childcare contract, I will give a written two-week’s notice of my intent. I am in receipt of the TN DHS Licensing Summary.**

**WE ALSO NEED PHOTO ID FROM PARENT(S) & Child Social Security number**

**ADJUSTMENT PERIOD/ TRIAL PERIOD**

This period is for 2 weeks maximum upon initial enrollment of your child. This time allows the child(ren), parent(s), and provider to get adjusted to one another, the environment, rules/policies, and daily schedule. After this time period, if the parent or child hasn’t properly adjusted or isn’t a good fit for daycare then the child can be terminated at the director’s discretion and will not be subject to providing 2 weeks’ notice. The parent will be notified and asked to withdraw the child from the care of KCD. This is including but not limited to continuous non-stop crying, yelling, screaming, destructive behaviors, foul language, or violence.

By signing this form below, you agree to abide by the policies mentioned. This policy agreement is subject to change at any time, but two weeks’ written notice must be given to the parent prior to any change. Kiddie Corner Daycare relocation site is RALEIGH EGYPT HIGH SCHOOL.

**Provider Signature Date**

**Parent Signature Date**

**Parent Signature Date**

***Childcare Goals/ Philosophy***

The goal as your childcare provider is to provide your child a safe, clean, comfortable, environment where they can play and learn with guidance and loving care while you are away at work or school, which promotes all aspects of development. We believe a child’s early experiences enrich and stimulate future growth. We respect each child’s need for love, security, acceptance, warmth, and stimulation. Activities will be offered which will stimulate sensory motor skills, language development, and social interaction. We take seriously the privilege and responsibility of providing quality care in a learning environment. We hope you and your family will have many happy and rewarding experiences through your experience here in Kiddie Corner Daycare.

We provide services to all regardless to race, color, or national origin

KIDDIE CORNER MEMPHIS