

Sue & Alan Miller – Miller's Preschool

2645 East Locust Avenue Orange, California 92867
Cell Phone (714) 906-8257 / Business Phone (714) 744-2774
License Number 304206268

Home Child Care Contract/Agreement

Child's Name _____ Child's Date of Birth _____

Scheduled Cared

Monday: _____ A.M. _____ P.M

Tuesday: _____ A.M. _____ P.M

Wednesday: _____ A.M. _____ P.M

Thursday: _____ A.M. _____ P.M

Friday: _____ A.M. _____ P.M

Parent/Guardian Info

Father _____

Mother _____

Address _____

Address _____

Drivers License# _____

Drivers License# _____

Email _____

Email _____

Home Phone# _____

Home Phone# _____

Cell Phone# _____

Cell Phone# _____

Employer Name _____

Employer Name _____

Employer Address _____

Employer Address _____

Initials

Initials

Fees and Payments

The agreed upon rate is \$80.00 per day for each day scheduled (for pick up time by 5:00pm) for the month including holidays and absences due to child or parent illness or personal time off.

There is also a registration fee of thirty (\$30.00) three times a year thereafter. The registration is due on April 1st, July 1st and October 1st every calendar year after the initial enrollment registration fee. **These amounts are non-refundable.**

Monthly payment is due thereafter upon arrival of child care one month in advance on the 1st of every month **and will be considered delinquent if not received by 8 am.** If the 1st of the month is on a Saturday or Sunday, then submit the check prior to the 1st of the month with a post date for the 1st of the next month. A delinquency charge of fifteen dollars (\$15.00) for each day received late will be added to your balance due. An additional twenty-five dollars will be billed for a non-sufficient check.

If a child is picked - up late (after the agreed upon departure time), an additional late charge of one dollar (\$1.00), per minute, per child will be added to the balance due. The amount is due in cash the following morning upon arrival of care. The rates listed above are subject to change upon a two (2) week notice from provider to Authorized Representative(s).

Additional fees; *such as* entrance fee for field trips will apply. Field trips are optional for children and are subject to availability, age and maturity for each child to attend each event. The authorized representative(s) are fully responsible for all damages done by their child to the provider's home. Full reimbursement will be expected to cover any and all replacement costs.

Four (4) weeks advance notice is required in writing if a child is to be withdrawn from the child care program.

The first twenty-one (21) days of the start date of child care attendance will be a trial period for provider, parent, and child. During that period, this contract/agreement may be terminated at any time. The review date and time will be scheduled when enrolling the child to evaluate the placement and any concerns.

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Holidays: It is understood that the following days are *paid* holidays for the child care provider:

New Year's Eve Day & New Year's Day
Martin Luther King Day
President's Day & Lincoln's Birthday
Memorial Day
Juneteenth
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Week
Christmas Eve
Christmas Day

If the holiday falls on a Saturday, the Friday before the holiday will be observed. If the holiday falls on a Sunday the Monday after the holiday will be observed.

Vacations The child care provider will close down for one (1) week of *paid time period* during *Thanksgiving Week, Winter Break, and Spring Break* consisting of five days of a paid time period each calendar year. Provider will give you a written notification in the month of December, each year, regarding vacation time for the year.

Print Parent/Guardian Name Date

Parent/Guardian **Signature**

Print Parent/Guardian Name Date

Parent/Guardian **Signature**

Print /Provider/Owner's Name Date

Provider/Owner's **Signature**

Arrival and Departure

Children must arrive dressed and ready for the day in comfortable play clothes and **Close-Toed Shoes** with **Velcro Closures** that are appropriate for the weather or Crocs. Clothing needs to be easy for the child to put on (i.e; pull up elastic pants without zipper or snaps) or remove to encourage self- help skills.

If your child will be arriving later than their scheduled check-in time, it is important to call by 7:30 A.M. as a courtesy to the provider. **Entrance/Departure** to/from school is at the side gate where the driveway is located. To provide quality care for every child: at mealtimes and during our preschool time- check in time is no later than 9:00 a.m., unless special arrangements have been made. The sign - in/sign-out form **MUST** be **COMPLETED** each day your child is in care. Your child will **ONLY** be released to the parents/guardians, or to individuals that have your written authorization.

Mealtime

The following meals will be served each day:

-----Breakfast is served at 8:30 a.m. (or 8:00a.m if going on a field trip)

-----Lunch is served at 11:30 or 12:00 p.m.

-----Snack is served at 2:30 pm or 3:00 pm

All of the children are feed within the food program guidelines regulated by the U.S. Department of Agriculture (USDA). If your child medically requires a special diet or has an allergy you will need to fill out form "Medical Statement to Request Special Meals and/ or Accommodations". Candy, gum, or junk food stays home with your child. Food brought from the child's home to be shared for special occasions is welcomed (ex: your child's birthday)

Print Parent/Guardian Name Date

Parent/Guardian **Signature**

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Parent/Guardian **Signature**

Print /Provider/Owner's Name Date

Provider/Owner's **Signature**

The Parents Responsibilities

In child care, the children are taught to share with one another. It is difficult for toddlers to share their own toys. Therefore, we ask that you leave your child's toys at home. On "Share Days" they are allowed to bring 1 item (please see monthly calendar). The child care provider will not be responsible for any theft, damage, or loss of articles brought into the home.

Changes of Essential Information

Please inform your child care provider of **any changes of address, telephone numbers, etc.** as soon as possible. This information *is very, very important* and **MUST** be kept current for the welfare and safety of your child.

Sick Child

If your child will not be attending child care due to illness you will need to text the provider by 8:00 AM for each day they will not be here. Should your child become ill during the day of attendance, you will immediately be notified. The child must be picked up within **30 minutes** of the time of notification. Arrange ahead of time for a relative or friend to take care of your child as a backup when he/she is too sick to attend the child care program. **You should always be prepared with backup caregivers.**

A child is too sick to attend if the child does not feel well enough to participate comfortably in the program's activities (including eating same type of foods as the other children eat); if the provider cannot adequately care for the child without compromising the care of the other children; or if the child has other signs or symptoms of illness such as rash, vomiting, diarrhea, etc.

If your child has a fever of 100 degrees, he/she needs to remain at home 24 hour free of a fever before returning to this child care facility. If your child contracts a contagious disease such as chicken pox, impetigo etc. you will be required to submit a doctor's release note for him/her to return to child care. **Medicine/Prescriptions:** All prescription/non - prescription medication to be administered to your child by the provider must come in a clearly labeled (child's name, doctor, date, etc.), original prescription bottle/box with dosage information. The prescription label must be current and for your child. All medications require you to complete a "Medication Permission Form." All medications must be stored in a locked cabinet.

Print Parent/Guardian Name Date

Parent/Guardian **Signature**

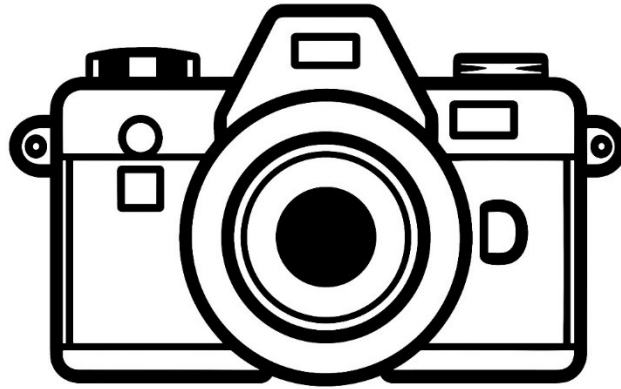
Print Parent/Guardian Name Date

Parent/Guardian **Signature**

Print /Provider/Owner's Name Date

Provider/Owner's **Signature**

Picture Permission



I, _____ the parent/legal guardian of _____, hereby give permission for the staff or child care parents of Miller's Preschool to take picture(s)/video(s) of my child/family. The pictures may be used for Miller's Preschool to surprise parents/guardians, for observation, and for use in advertising for Sue Miller/Miller's Preschool.

Pictures are posted without names shown. Please note that during after-hours events other parents and families will be taking pictures and your child may appear in the background or be included in group pictures. We encourage parents to share photos from our events with the provider via text message for possible use on our social media pages.

Child's Name: _____

Print Parent/Guardian Name

Date

Parent/Guardian **Signature**

Print Parent/Guardian Name

Date

Parent/Guardian **Signature**

Print /Provider/Owner's Name

Date

Provider/Owner's **Signature**

Persons Authorized to Take Children from Facility

All authorized persons will be required to present a photo I.D. upon picking up your child

Name

Relationship

Telephone Number

For the Safety of the Child: Under State regulations, if an authorized individual arrives to pick up your child and is deemed by the Child Care Provider that the individual is impaired (i.e. drugs, alcohol, etc.) the child will not be released to that individual. At this point, other arrangements will need to be made to pick up your child from your emergency pick up list sheet.

The Child Care Provider retains the right to terminate this Contract/Agreement at any time.

The first three (3) weeks of child care attendance will be a trial period for provider, parent, and child. During that period, this contract/agreement may be terminated at any time. However, as you have been advised on page two of this contract, the Enrollment Fee \is NON-Refundable.

Fees, payments and registration fees will be reviewed and renewed at the beginning of the month of April, July and Oct for each calendar year. The Provider will give notice prior to any significant changes. Keep a copy of the Contract/Agreement so that you may refer to it at any time.

I have read and *received* a copy of the Contract/Agreement. After thoroughly reading and reviewing this Contract/Agreement, I fully understand all the terms and conditions contained herein. By signing this Contract/Agreement, I agree to fully comply with all the terms and conditions contained herein.

Child's Name: _____

Print Parent/Guardian Name

Date

Parent/Guardian **Signature**

Print Parent/Guardian Name

Date

Parent/Guardian **Signature**

Print /Provider/Owner's Name

Date

Provider/Owner's **Signature**