



DAYCARE
ENROLLMENT
CONTRACT

REGGIO INSPIRED IN HOME DAYCARE &
PRE-SCHOOL

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ENROLLMENT CONTRACT

This is a child care agreement between:

Creative Kid Child Care

AND:

Parent's name: _____

Contact number/s: _____

Parent's name: _____

Contact number/s: _____

Address: _____

For the care of the following child(ren): List full name(s) and current age(s)

Emergency contact (in the event a parent cannot be reached):

OTHER NOTES:



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ENROLLMENT CONTRACT

Terms of agreement are as follows

Days of care: _____

Hours of care: _____

There will be a fee of _____, payable in advance, no later than the 1st day of care in any given week.

Early starts/late pick ups (any time after your regular scheduled pick up time) will be charged a fee of \$1.00 for every 1 minutes you are early/late. This fee is expected paid promptly on the day you are early/late.

There will be an added fee of \$20 for any checks returned NSF. Should the NSF result in any charges to my bank account, you will be expected to cover all costs on top of the \$20 fee. Once the fee is paid, you will receive grace for the first check returned. A second Non-Sufficient Funds check will result in all fees paid strictly in cash. Meals and/or snacks are provided for children over 12 months of age, and included in the weekly rate. Parents are asked to provide the following:

My policy regarding a child who is absent: The weekly fee remains the same.

Holidays: The following are considered days off and paid holidays for the provider providing they fall on a regular day of care:

New Year's Day | Fourth of July | Labor Day | Thanksgiving, the Friday following Thanksgiving | Christmas Eve Day | Christmas Day

My vacation policy is as follows:

I take a week or two off every year. You will be given a minimum of two weeks notice. There is no charge while I am on vacation.



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ENROLLMENT CONTRACT

Should you take a vacation, two-weeks notice is required. Your fee is 1/2 of your regular fee to hold the child(ren)'s spot. Should you take more than one week of vacation in any year (your year begins on the date your contract is signed), subsequent weeks are charged at the full rate.)

In the event of termination of care, by either party, there is a required two-week notice.

During the two-week notice time frame, you will be expected to pay each week in full regardless of whether your child attends daycare or not. There is a two week trial period, during which either party may terminate this agreement at any time. At the end of the two week trial period, the contract will be in full effect. This contract will be up for renewal in 12 months. The undersigned agree to the terms of this contract.

Additional information here:

Parent Signature/ date

Parent Signature/ date

Provider Signature / date



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DAYCARE POLICY HANDBOOK



Welcome to our daycare! As this space becomes a second home for your child, my commitment is to create a secure, nurturing, and home-like environment that fosters their physical, intellectual, emotional, and social development. I encourage you to review the policies of our daycare for a comprehensive understanding. Your child's well-being and growth are our top priorities, and I look forward to partnering with you on this journey.

Family Group Child Care License: In order to provide child care, I have met all requirements according to the State of New York Rules

NONDISCRIMINATION

I will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

HOUSE RULES

No shoes past the entrance. This means children and parents.

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house, bad language, etc.

DISCIPLINE

I will strive to offer praise for good behavior. Should negative behavior happen, I will deal with it in one of three ways.

Redirection: Toddlers will simply be told "no", and redirected to another activity or area.

Talking: Once a child reaches the age of two they can be talked to. They will be told in easy to understand terms why the behavior should not continue. Typically, this is highly effective.

DAYCARE POLICY HANDBOOK

Time-out: Should the behavior continue, the child will be placed in a cool down area. I use the one minute per age of the child rule (a three year old gets three minutes). Should a behavior continue after a few time outs, I will talk to the parent. A workable solution can almost always be found.

DROP OFF/ PICK UP CHILDREN

Please arrive on time. If you will be late for drop-off/pick-up, let me know as soon as possible, so I may adjust my schedule if need be. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas.

At drop-off time, make sure that you say goodbye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured that by the time you are out of the driveway, the tears have stopped. This also helps to make the child feel secure in that while you may leave them when you have to, you are coming back.

At the moment you walk in to pick up, you are in charge of your child(ren). Sometimes children will "test" to see who is really in charge. A child who has been well behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak the volumes to your child.

When you drop-off or pick up, do not linger. Ten minutes is typically more than sufficient. During day care hours, I have a job to do. If you need to talk to me, I am available after hours.

FEES

I am paid weekly. Fees are expected in advance, payable on the first day of care in any given week. Should you have a two week/monthly pay period, it is your option to pay me in advance for the two or four weeks, or pay me weekly.

My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/late, meaning any time before/after your regular scheduled hours. An early/late fee of \$5 for every 15 minutes will apply. These fees are expected to be paid immediately.

I do accept checks. Should I receive an NSF returned to me, you will be charged a fee of \$20, and will cover any costs my bank imposes upon me. A second NSF will result in all payments made in cash. Fees are expected to be paid whether or not your child attends daycare.

DAYCARE POLICY HANDBOOK

I require a two-week written notice if you are terminating child care. If none is given, two weeks' additional payment must be made, whether or not your child is present. If I find I can no longer provide care for your children, I will give you at least a two-week notice.

SAFETY

Your child's safety is paramount. All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem (i.e. medicine cabinet) are also locked. All electrical outlets have child-proof safety covers. I have smoke detectors and carbon monoxide detectors on each floor, and a fire extinguisher in the kitchen. The door at the top of the stairs is sturdy and child proof. Emergency numbers are posted next to the phone. I also have two first aid kits, several flashlight/lanterns, and a portable battery operated radio. Tornado/storm and fire drills are practiced monthly and logged.

I have taken classes in Infant/Child CPR and First Aid, Child car restraint safety, SIDS prevention (Back to Sleep Program), and a class to help reduce the risk of Shaken Baby Syndrome.

CLOTHING

Do not send your child to daycare in "dress clothes". Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances accidents happen. Make sure your child has a complete change of clothing here at all times, including underwear and socks. Please provide a different change of clothes should the one here be used or if the season changes. Provide a summer-type jacket to be left here. Please do not buy a new jacket for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally in the warmer months, a child will come without a coat, due to the warmer temperature in the morning. Should the day turn chillier, he/she will still be able to play outside in comfort.

Do not bring your child in sandals or flip-flops. Only shoes that cover the entire foot should be worn. During the summer months, I will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a swimsuit or swim diaper if you wish for your child to participate. During the winter months, make sure your child has the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and a hat (a hood that ties is not a substitute for a hat). If your child does not have the appropriate clothing he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, please feel free to do so.

DAYCARE POLICY HANDBOOK

MANDATED REPORTING

As a licensed child care provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by New York State This is simply listed to make you aware.

QUIET TIME

Every day between 1:00-3:00, we have quiet time. All younger children will lay down to rest. Older children will be given quiet time activities (coloring supplies, puzzles, movies, etc.). I ask that you keep visits and phone calls during this time to a minimum.

Items from home: Your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring anything else into the daycare setting. No toys, candy or snacks, money, etc.

MEALS AND SNACKS

All food served during the day will include servings from each basic food group as specified by the United States Department of Agriculture. Breakfast is served at 7:00am. If you will be arriving later than 7:00 am, please see that your child(ren) has eaten breakfast prior to arriving. There will be a snack served at 10:00 am, lunch at 12:00 pm, and another snack at the end of quiet time.

No supper will be served to daycare children unless we have a prearranged agreement. If any food or bottles are brought from home, they must be clearly labeled with the child's name. It is important to let me know if your child has any known food allergies.

TRANSPORTATION

I may need to transport a child in a medical emergency. I have taken the required car restraint system training. All children will be restrained in car/booster seats or seat belts (according to state law and child care rules) and will not be transported without your written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

DAYCARE POLICY HANDBOOK

SICK POLICY

I will notify you immediately should your child develop any of the following symptoms:

- The underarm temperature of 100 degrees Fahrenheit or over, or the oral temperature of 101 degrees Fahrenheit or over (no rectal temperature will be taken).
- Vomiting or diarrhea.
- Any rash other than mild diaper or heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

I'm not willing to accept a child with any of the above-listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

IMMUNIZATIONS

All children in my daycare must have the appropriate immunizations for their age or written notarized documentation on the immunization form opposing immunizations.

MEDICATIONS

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.

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SLEEPING

Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in porta cribs with waterproof mattresses or pads. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics for SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.

EMERGENCIES/ BACK-UP

If for any reason, I need to leave for an emergency, I have an adult who can come in for a short period of time until you arrive. In the event that I am ill or on vacation, and cannot provide care, you will need to have your own backup arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child.

Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her well being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

SUPERVISION

I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening. For school-age children, I am required to be available for assistance and care. Written permission is needed from you if your school-age child is to be off my property. This includes walking to/from the bus stop or school.

AUTHORIZED PERSONS

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

PARENTS IN DAYCARE:

You have the right to stop in anytime during your child's regular daycare hours. You do not need a reason. You are welcome to pop in any time.

DAYCARE POLICY HANDBOOK

SMOKING

Smoking is not allowed in my home during daycare hours.

DAYCARE FORMS

All forms must be completed prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

INSURANCE:

I am required to inform you that I have no general liability coverage.

The undersigned have read and agree to abide with the Day Care Policies.

Parent Signature/ date

Parent Signature/ date

Provider Signature / date



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EMERGENCY / HEALTH INFORMATION

Child's Full Name _____

Date of Birth _____ Age _____

Address _____

Parent Name _____

Contact number/s _____

Parent Name _____

Contact number/s _____

Emergency Contacts: (Name & Phone number)

Contact no. 1 _____

Contact no. 2 _____

Child's Doctor

Address _____

Contact number/s _____

List any problems: (ex. Surgeries, allergies and communicable diseases child has had, etc.)

Parent Signature/ date

Parent Signature/ date



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ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I acknowledge I have received a copy of the Parent Handbook.

Parent Signature/ date

Provider Signature / date

I understand that I may visit this childcare home unannounced at any time during the hours that my child is in care.

Parent Signature/ date

Provider Signature / date