

Oak Valley Kids

ENROLLMENT AGREEMENT

Child's Name _____

DOB ____ / ____ / ____

Circle all that apply:

(information only used for processing program data)

Race: American or Alaskan Native Asian Black or African American
Native Hawaiian/Pacific Islander White
(circle all that apply)

Ethnicity: Latino or Hispanic Not Latino or Hispanic

Child's Name _____

DOB ____ / ____ / ____

Circle all that apply:

(information only used for processing program data)

Race: American or Alaskan Native Asian Black or African American
Native Hawaiian/Pacific Islander White
(circle all that apply)

Ethnicity: Latino or Hispanic Not Latino or Hispanic

(1)Parent's Name _____

Address _____

Home (____) ____ - _____

City _____ State _____ ZIP _____

Daytime number (____) ____ - _____ Evening Number (____) ____ - _____

Mobile Number (____) ____ - _____

E-mail _____@_____._____

Employer _____

Employer's Address _____

(2)Parent's
Name _____

Address _____ Home (____) ____ - _____

City _____ State _____ ZIP _____

Daytime number (____) ____ - _____ Evening Number (____) ____ - _____

Mobile Number (____) ____ - _____

E-mail _____@_____._____

Employer _____

Employer's Address _____

Child's Primary Residence: Same Parent 1 Parent 2 Split (circle one)

In order for Oak Valley Kids to provide care for _____ I/we
agree to the following:

Contracted Hours of Care:

Oak Valley Kids operating hours are Monday-Friday 6:00am to 5:15 pm.

Type of Care:

Full-Time (3-5 days) Part-Time (2-3 days)

Drop-In (1 day/occasional) Evening Weekend

Days/Times of Care:

Days: (select days) Mon Tues Wed Thurs Fri

Times: _____AM to _____PM

Payment Option: Weekly Bi-Weekly Monthly Day of Care (Drop-In/Evening/Weekend Only)

Receipts required: Monthly Annually Day of Care (Drop-In/Evening/Weekend Only)

Fees for Care:

Fees can be paid weekly or monthly

Infant Care (under 2 years):	\$234 per week or \$1013 per month
Preschool Care (over 2 years):	\$190 per week or \$823 per month
Part Time (3 days or less per week):	\$50 per day

Full-Time & Part-Time- A non-refundable, one-time \$25.00 registration fee per child and the final week's tuition in the amount of \$ _____ are due before care begins. This holds an open space for three weeks and the fees will be applied to the child's final week of enrollment. After the three-week period, the parent/guardians must make payments for the space or the space and all fees paid are forfeited. Alternate arrangements may be made for expectant families.

Fees are paid 52 weeks a year, regardless of attendance.

For _____ the Full or Part time monthly/weekly rate is \$ _____.

For _____ the Full or Part time monthly/weekly rate is \$ _____.

The total fees are _____ per week/month.

Invoicing and Payment of Fees- Families are expected to pay fees the week before care by 5:15pm on Friday. Cash, check, electronic payments via Venmo and money orders are acceptable forms of payment. Payment must be received by close Friday to avoid late fees. Parents may, by prearrangement, pay in cash before care begins on Monday. Our Venmo is @Bethany-Dinger. Please friend in Venmo if paying this way.

Late Payment Fees: For fees unpaid by 5:15PM Friday, a late payment fee of \$40.00 will be assessed per day until it is paid (including weekends). A space that not paid for seven (7) consecutive days will be considered vacated without notice. A child cannot attend care with unpaid fees. Exception can be discussed on a case-by-case basis.

Early Hours or After Hours Care Fees: Early or After Hours care that is agreed upon by pre-arrangement is \$6.00/30 minutes.

Late Pick-Up Fee- Unless agreed upon 24 hrs beforehand, when children are still in the day care past closing time (5:30pm), families will be charged a \$25.00 late fee. After 15 minutes, a \$4.00 per minute fee will be applied. After 60 minutes, a \$100 fee will be applied to the accruing fees. The 4.00/minute fees will continue to accrue until the child(ren) are picked up. This includes the time a parent is in the day care retrieving the child(ren). Children may not return to the day care until this fee is paid in full. After 3 late pick-ups, care may be terminated. (After hours by pre-arrangement care is \$6.00/30 minutes)

LATE PICK UP for a SICK Child: Sick children MUST be picked up 90 minutes after parents are notified that a child is too ill to stay in care. Late fees are **doubled** for sick children and time begins when the parent is notified to pick up.

**If extenuating circumstances warrant a reduced or waived fee, Oak Valley Kids may waive or adjust the Late Pick Up Fee. This is solely at the discretion of the provider in the daycare at the time of pick up.

Fee Refunds- Fees for care will only be refunded (minus the registration fee) if either party terminates care in a child's first two weeks of care. After this period, all fees paid are non-refundable. This includes, but is not limited to, illness, vacations, poor weather conditions and/or situations or conditions beyond the control of Oak Valley Kids. After the first two weeks of care, all fees paid are non-refundable.

In the instance that parents decide not to use Oak Valley Kids after signing this agreement, they forfeit any fees already paid to Oak Valley Kids.

Rate Changes: In December, families will receive a new childcare contract which may have a 2.5% fee increase from the current year as well as any new policies. Contracts are due back on within 14 days of receiving the contract and changes take effect the first Monday in January

Drop-In Care: Children attending one day per week will have drop in status. Drop in does not require a deposit, However, drop-in care is not guaranteed unless the day is pre-paid 24 hours or more before care is to begin.

Drop-In Fees- \$ 60/child/day, when available, for registered and enrolled children. Drop-In fees must be paid in full before care begins

Summer Fees: Parents can hold their spot for the next school year and have reduced fees during the summer months. Parents pay 50% of tuition during the summer to hold their spot. Children will have two scheduled days each week and may opt for more days if space allows at \$40.00/day. These families are expected to return for the next school year. If they do not return, they are required to pay \$900 per child for next September's fee, as the child(ren) were expected for the following school year.

Additional Fees- On occasion, Oak Valley Kids may charge additional fees to cover costs incurred for trips, enrichment programs and visitors. These fees will be considered part of the regular fees. Payment of these additional fees is not negotiable.

Enrollment Priority- Full-time, full year enrollment with Oak Valley Kids takes priority. Were there to be no available full spots when a family wishes to contract for full-time care, the last family enrolled with a Part Time schedule will be given the option of taking full enrollment or offering 2 weeks' notice of withdrawal from the program.

Inclement Weather- Oak Valley Kids follows **Harford County Government (not HCPS)** for inclement weather for delays and early closings. If Oak Valley Kids were to close, parents will get a text directly from us. For more specifics and clarification, see the Oak Valley Kids Handbook.

2021 Scheduled Closings- Oak Valley Kids closes for the following paid holidays in 2021:

New Year's Day 1/1/2021

January 20th 1/20/2021

Good Friday and Easter Monday 4/2/2021 and 4/5/2021

Memorial Day 5/

Maryland Primary Election Day

Fourth of July

Labor Day

Maryland State Family Childcare Association Annual Conference (usually the second Wednesday-Saturday of October. Dates TBD)

General Election Day

Thanksgiving Day & Black Friday

December 24th-January 2nd (same days as HCPS Winter Break)

Oak Valley Kids reserves the right to close for five (5) paid floating sick/personal days. At least thirty days' notice will be given in the event of a floating holidays/personal days. Unfortunately, an emergency or sick day may happen with little or no notice.

Provider Sick/Vacation Leave- By initialing here (_____) Parents recognize that Oak Valley Kids closes for a paid vacation (maximum total of 10 weekdays) during July or August. Typically, this in the last few weeks of August. Families will be notified of these dates before May 1st. If the providers(s) are diagnosed with COVID-19, the program will be closed for the minimum of 14 day or until Harford County Department deems it safe to reopen.

Bereavement Leave- In the case of a death in the family, Oak Valley Kids may close for 2-4 paid bereavement days. Families will be given as much notice as possible but understand that the notice may be immediate.

Termination of Care:

Notice of Withdrawal- Four week written notice is necessary if, for any reason, a family wishes to end care. The fees paid at enrollment (minus the registration fee) will be applied to the final weeks of care. Invoices are not prorated for the end of care if a family leaves mid-week.

Oak Valley Kids reserves the right to terminate care for, but is not limited to, the following reasons:

- * Failure to pay or failure to pay on time
- * Lack of compliance with Oak Valley Kids policies
- * Lack of parent or guardian cooperation
- * Three or more unapproved late pick-ups
- * Failure of the child(ren) to adjust to the daycare after a reasonable period of time
- * Verbal or physical abuse of any person in the daycare
- * Destruction of property by the enrolled child or anyone in the daycare due to the child's enrollment
- * Serious illness of provider or in provider's family member(s)
- * False information given by parent or guardian either verbally or in writing
- * Changes in Oak Valley Kids policies or programming

If a child is having difficulty in the Oak Valley Kids program, the family may be asked to end care. Oak Valley Kids will try to help families in this period and provide care through the last week. However, if the child's behavior is a danger to him/herself or others and/or he/she is too much of a distraction to the other children, the child will be removed from the program immediately. Unused fees will not be refunded.

Parents will receive a minimum one-week written notice of termination. Full tuition will be due whether or not the child is in attendance. However, Oak Valley Kids reserves the right to give written notice of immediate termination when there are extreme circumstances that affect the wellbeing of staff, residents of the home, or other children in the day care.

If there is an outstanding balance at the end of a child's time in care, Oak Valley Kids will do everything possible to settle the dispute amicably and collect all fees owed to Oak Valley Kids. In cases of non-payment, legal actions may be taken, and the parents will pay any and all legal fees incurred. End-of-Year tax information/a w10 form will not be issued unless all fees are paid in full.

Pets/Animals- At the signing of this contract, Oak Valley Kids keeps no animals in the daycare areas. Any animals in the daycare will be limited to fish and aquatic animals, hermit crabs, and hamsters or other small rodents. They will always be aquarium kept and never, at any time, have physical contact with the children. There are no pets of any kind in the family areas of the house.

Behavior Management – From our Parent Handbook:

«We may not do anything that will hurt ourselves, our friends or things in the daycare.»

This is our motto and it sums up the behavior expected of everyone: children, caregivers and parents included. Free play, outside play, group time; any time can be governed by this one simple rule. We believe that it means we consider other's bodies and feelings when we act. We won't do anything that would injure ourselves or anyone else. We apologize when someone or their feelings are hurt. We clean up the messes we make. We will not place ourselves in danger. We replace materials or toys that are damaged with intent. We reinforce these ideals over and over in a variety of settings and scenarios, each in an age and developmentally appropriate manner.

Children need opportunities to learn to accept responsibility for the consequences of their actions. Children will be disciplined with positive re-enforcers that promote self-esteem, encourage self-control and self-direction. We expect parents to reinforce our day care rules and remind their children to abide by these rules while at the day care, inside or out. Please know that good discipline is not a "one size fits all" practice and every child is different. What one child responds to may not work for another. Each child develops at a different rate and what may be appropriate for one may be too harsh or too vague for another child of the same age. Limits and rules will be consistent, but tactics and strategies may vary a bit among the children. We will expect the same appropriate behavior from all children, but the methods of achieving good discipline or directing behavior may differ slightly from child to child. Oak Valley Kids respects and treasures the differences in all children.

We use a variety of methods to bring out the best behavior in all children. First and foremost, children need to feel safe and have consistent limits. If they have problems with maintaining appropriate behavior in this environment, we employ age appropriate strategies to reduce undesirable behaviors and reinforce acceptable behavior.

*****Never at ANY TIME is discipline connected with rest, meals, or toilet training.*** For further details, please refer to the Oak Valley Kids Parent Handbook**

Illness- Children must not be ill while in the care of Oak Valley Kids. Children may not be in care with a temperature higher than 100.00 degrees F. Other symptoms such as a cough or discolored runny nose may also be exclusionary. This will be determined on a case-by-case basis. Vomiting, diarrhea and a temp over 100 degrees F are all symptoms a child may not have while in care. They will not be admitted or will be sent home immediately if any of the three are exhibited. The parent of any child deemed ill (please see the Oak Valley Kids Parent Handbook) will be notified and the child must be picked up within 90 minutes. After 90 minutes, late fees will apply and be doubled to \$40.00 every 15 minutes. After an hour, fees will be \$8.00 per minute. Excessive lateness in picking up an ill child could result termination of services. **SEE THE COVID-19 ADDENDUM.**

Medications and Shots- All medication must be prescribed for the child. No over the counter medications will be administered without doctor's instructions on a Medication Authorization Form (A Doctor's signature is not required if the medication come to Oak Valley Kids with a prescription label.) **Children receiving shots or immunizations may NOT be in care during the day after they were administered. Children may return the next morning, barring any reactions.**

Milk and Beverages- Oak Valley Kids provides Whole Milk for children age 1 year to 2 years and fat free milk for children over 2 years. Apple Juice, White Grape Juice and Orange Juice are served occasionally. Soy milk is available upon request. Water is available to children throughout the day.

Crib Permission for Infants- By initialing here (_____) Parents/Guardians understand that Office of Child Care, the division of the Maryland State Department of Education that oversees Child Care and Early Childhood Education, requires permission for children over one (1) year to remain sleeping in a crib or Pack & Play. Oak Valley Kids feels that this is an arbitrary age that does not reflect the needs of the individual child and/or the wishes of the parents. The parents will be consulted so a smooth and appropriate transition will be made when all parties, parents and caregivers, feel that the child is ready.

Topical Medication/Treatment- Per Office of Child Care regulations, parents must supply topical medications and treatments used for the care of their child(ren). Please list the exact brand you will be supplying for your child(ren). All items must be labeled with the child's name.

Diaper Cream-_____

Lip Balm-_____

Sun Block-_____

Bug Spray-_____

Other-_____

By initialing here (____) I, _____, give Oak Valley Kids permission to apply any of the above mentioned topical treatments as needed. **ONLY** the above listed items may be used, when supplied by the parent. Per MSDE regulations, Oak Valley Kids may not substitute or supply these products.

Emergency Care and Medical Insurance- Were a child to be injured while in care, Oak Valley Kids is allowed to administer first aid or arrange for emergency medical care. Parents agree to pay all expenses incurred for such treatment and hold Oak Valley Kids harmless of any liability. All children must have adequate medical insurance through their parent or guardian. Oak Valley Kids does not provide any medical insurance coverage or reimbursement for medical costs in case of illness or injury suffered while the child is in attendance. By enrolling their child, parents acknowledge and agree that, should their child become ill or suffer injury requiring medical treatment while in the custody of Oak Valley Kids, that their child will be covered by their own medical insurance policy and any medical insurance claims arising from illness or injury suffered while in the custody of Oak Valley Kids will be not be reimbursed.

Child's insurance carrier: _____

By initialing here (____), parents acknowledge that they have read MSDE's "A Parent's Guide to Regulated Child Care." It can be found in the Parent Resources section of the Oak Valley Kids website. If parents do not have internet access, they can request a paper copy before signing this contract. (**___ Hard copy PGRCC requested.**)

Television, Computers and the Internet- TV and computers are used sparingly. Only Interactive Technology is used, except for special occasions or events. Please see the OVK handbook for more details on the Policy. **By initialing here (____),** parents confirm they have read and understand the OVK Television, Computers and the Internet policy.

Oak Valley Kids is not responsible for lost, stolen or damaged property. Families are strongly encouraged to leave all personal property, other than the required items, at home. Children's belonging should be clearly and permanently labeled. Property left in the daycare 10 days past the final day of enrollment becomes the property of Oak Valley Kids to donate or repurpose as necessary.

Parents are responsible for any and all costs associated with replacing day care or personal property that is willfully and/or intentionally damaged or destroyed by their children.

Parents agree to abide by all policies outlined in the Oak Valley Kids Parent Handbook, including any handbook addendums, without exception. All revisions will be posted on the Oak Valley Kids website at OakValleyKids.com. Parents may request a written copy at any time.

