

Elise Love & Care Academy Contract

Date of application: _____

Date of start date: _____

Parents Name: _____

Child's name: _____

- 1 Daycare payments can be made by cash, (Brightwheel) invoice, cashapp: \$eliseloveandcare,
- 2 We are open MONDAY through FRIDAY. From 6:30 AM to 6 PM.
- 3 We will need childcare for our child normally beginning at _____ o'clock and ending at _____ o'clock.
- 4 Please mark the days of the week you will need childcare:
5 Monday Tuesday Wednesday Thursday Friday
- 6 Check one: We prefer to pay weekly (due on Monday of each week).
 We prefer to pay Monthly (due on the 1st of each month).

Payment

Child Weekly Cost \$ _____

Payment is expected for 50 weeks of the year, **INCLUDING** vacations, sick days and absences. This **DOES INCLUDE** when the daycare is closed.

The first payment is due prior to the first day that the child starts. All tuition is to be prepaid on Monday for that week or the first of the month for that month.

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents.

Admission Requirements

- This parent contract signed and dated

- All forms included in enrollment packet signed and dated
- First payment made

Late Fee

A \$5 late fee will be charged in 1-minute increments after the designated pick up time of 6pm or early drop off before 6:30am.

All tuition fees are paid on Monday. Late fee of \$25 will be added after 6pm on Tuesday

Holidays

We will be closed on these holidays: **Independence Day, Christmas Eve, Christmas Day, Thanksgiving Day, Labor Day, Good Friday, Juneteenth, Memorial Day, New Year's Eve, New Year's Day**

We will have half day's 12:30 PM: **Thanksgiving Eve, Veteran's Day,**

Sick Days

There may be days that we are sick or have a family emergency. These days are rare but still may occur. In the event of a family emergency, medical emergency, or extreme illness we will have to close. We will always take the least amount as possible and consider the needs of your family.

Vacation Days

We will be closed for 10 days of the year for vacation. A two-week notice will be given in advance. Payment is still expected on these days. Please give us a two week notice of your vacation days.

Termination

You must give a **TWO WEEK** written notice when voluntarily withdrawing your child from daycare. You will be responsible for all final payments through the end of the notice period, whether your child is in attendance or not.

If the rules and polices set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

Arrival and Departure

Each child must be signed in and out each day. Parents are responsible for informing us if a child will be absent or late. **Children must arrive before 9am** to be counted for

the day unless given prior notice (Doctor's Appointment: Note). This way we can accurately account for meals and activities. Breakfast will not be served after 8:45am

If children are unaccounted for two days without parent contact, their spot will be terminated.

Only adults listed on the child's contract and/or child pick up form will be permitted to pick the child up.

Please consider not arriving or departing between 12pm - 2:30pm. If your child has to be picked up between these times, please let us know so that we can make arrangements for nap time. Nap time is a very vital part of child development at this age and essential to their day and we want to give every child an opportunity to rest uninterrupted.

Birthdays

Items brought for birthdays are welcome! Only food that is purchased from the store is allowed to be served.

Meals

Breakfast will Start at 7:00 AM and ends at 8:35 AM.

Lunch is Starts: 11:00 AM and End 11:45 AM

Snack time (s) Starts at: 3:00PM and ends at 3:45 PM

Any allergies: _____

Expected Behavior

At no time will a child be subjected to physical punishment, shaming, frightening or humiliating methods of discipline. Nor will they be disciplined with verbal abuse, threats, or derogatory remarks. No person(s) including parents or guardians will be allowed to use such methods of discipline while on the premises of the daycare.

We encourage children to have self-discipline, to be respectful of property and respectful to others. Our focus is positive guidance and redirection. We try to give choices to children so they can experience making decisions on their own. We often remind them that good choices get good outcomes. Our communication is the most important thing for the success of your child while attending our daycare. We will inform you of any behavioral issues or concerns we have. We can then discuss a more successful outcome for the situation. We are responsible to keep every child, including yours, safe and in an enjoyable, clean and loving environment. We are counting on teamwork from everyone to provide up most quality care. In the event that serious

behavioral issues are not resolved after communicating the issues to parents or guardians, we reserve the right to terminate the contract.

Sick Policy

Children showing signs or symptoms of illness, which include a fever 100.0 greater, diarrhea, vomiting, eye discharge, yellow skin or eyes etc. must be picked up within one hour of being notified. After 1 hour and parents will be charged \$5 per minute fee. Children must be fever free for 24 hours.

Medication may only be given with a signed consent form and in its original labeled container. No medication will be given to your child unless these procedures are followed.

Outside

Weather permitting, we will have outside time. Please provide sunscreen and bug spray for your child prior to dropping them off.

Potty Training

We always look forward to helping children develop new skills. Toilet training is an area every child will face at their own pace. When the time comes and your child is developmentally and physically ready for potty training, a plan of action will be discussed between us to help your child succeed.

Emergency Plan

In the event of a medical emergency we will call 911 and notify the parent.

In the event of severe weather, including tornadoes, we will take shelter by NORMANDY VILLAGE ELEMENTARY

In the event of a fire we will follow the evacuation plan that is posted and locate to our safe area away from the fire and locate: OUTSIDE IN THE BACK YARD .

In the event of a minor accident, we will provide an accident report that will be kept on file and signed by the parent or guardian. We can also provide a copy to the parent if requested.

Please bring the following items for your child:

- 4 pairs of clothes
- Full pack of diapers or pull ups
- Pack of Baby wipes
- Bug repellent
- Sunscreen
- Diaper rash cream if still in diapers
- 3 Bottles and unopened formula for infants or a zip lock bag of at least a weeks worth of breast milk
- Baby food or cereal if baby is not eating solid foods

I have read and fully understand these policies and procedures. I agree to abide by the policies outlined in this contract.

Parent Signature: _____ **Date:** _____

Child's Name: _____

