



LITTLE DUCKLING

Childcare

812-564-4147



Name of Person Legally Responsible for the Daycare: Samantha Woroszylo

Date of Admission _____

Child's name _____

Present Age _____

Gender _____

I understand I must make a copy of the child's Birth Certificate no later than the first day of attendance:

Home Address

Mother's Name _____

(Address if not the same)

Cell Phone _____

Work Phone _____

Father's Name _____

(Address if not the same)

Cell Phone _____

Work Phone _____

Admission Policies

The childcare center shall accept only children at a stage of growth and development that enables them to benefit from its program and for whom the center is staffed and equipped to provide care.

Suspension/Expulsion Policies

The childcare center shall not admit or maintain any child whose needs it cannot meet or whose behavior would be dangerous to other children, with explicit, documented reasons for expulsion to be provided to the parents. There shall be no discrimination based on race, color, religion, sex, national origin, or handicap.

Authorization for Child's Release

Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must ensure that a staff member is aware of the child's arrival and departure times. Parents shall sign the child in and out by name and time of arrival and departure.

Information to be used in case of an emergency:

Physician's Name

Address

Phone #

Dentist's Name

Address

Person(s) authorized to leave the childcare center with our child &/or responsible for being called to come for your child in case of illness or other emergency, if the parent cannot be reached:

Name

Phone #

Name

Phone #

Name

Phone #

Photo Release

I, _____, grant permission for my child's picture to be used for school activities and the school website or Facebook account. Photo release does or does not.

Court Orders

If a court order prevents a particular individual from having contact with a child, Little Duckling Childcare shall comply. A copy of the court order will be in the child's file.

Emergency Medical Authorization

I agree, and by my signature, give consent, that my child will be given emergency medical care in any case of an accident, injury, or illness of a severe nature. I understand that I will be contacted immediately or as soon as possible should I be away from the phone numbers provided with this application.

Field Trips

Two weeks' notice is given to all families when field trips are scheduled. If you will, you or a designated authorized individual will transport them so they can attend the field trip. Staff will transport your child. Unless it is a significant group outing (like Holiday World, for example)

Payment Plan

Payment is due in advance on Monday of the current week for weekly payments, the first Monday in two weeks for semi-monthly payments, or the first of the month for monthly payments. If not paid on the Monday of that period, I will be charged \$5 per day late. After three late payments, the grounds for cancellation of services are met. You must provide a 2-week notice for withdrawing your child and be responsible for the total amount.

Discipline Policy

The childcare center uses a positive disciplinary approach with children. Caregivers communicate with children using positive statements, encouraging them, with adult support, to use their own words and solutions to resolve conflicts. This involves communicating with children at eye level and calmly discussing what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record. The teachers will create an actionable plan to help support the student, and the parents will need to meet with the teacher to review the plan. If the child cannot engage with their peers or teachers after implementing the strategy, we will ask the student to refrain from returning.

Policy about Children Left After Closing Time

Children are expected to be picked up by closing time. Any family picking up the child after closing time, when they are there for 15 minutes or more, will be assessed a \$1.00 per minute charge per child. If any child is not picked up 30 minutes after closing time, Child Protective Services will be contacted to pick up your child.

TERMINATION POLICY

If a child is a safety concern and a danger to other children, you will be called to come pick up the child immediately, the first time. The second time, the child will be terminated if no one comes to pick up the child within an hour.

Signature of Parent

Date

**By signing this contract, you agree not only to all the policies in this form but also to the policies and regulations in our Student Handbook. **



Childcare Payment Contract

Parties to the contract

Little Duckling Childcare and _____
Parents name

Child's name and birthday

Child's name and birthday

Agreed upon hours of care.

Carlisle location Monday to Friday, 6:45 am to 5:30 pm

Sullivan location Monday to Friday, 6:30 am to 5:30 pm

Terms of payment

Tuition is \$29 a day and \$145 a week per child and is Due on Monday each week.

You are paying for a spot, not attendance.

Payment is due each Monday by 5:30 p.m. Invoices are sent through Brightwheel.

Email for the invoice.

A late fee of \$5 per day will be charged until the amount is paid. You will also be charged \$1 a minute if your child is not picked up by 5:35, which is due at drop-off the following day. You are to give two weeks' notice when drawing your child. Two of the three weeks of vacation will be paid weeks.

The provider can immediately terminate this contract without any notice.

Signature of parties to the contract

Failing to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms. Parents or guardians are responsible for reviewing and understanding the policies, procedures, and regulations of this childcare facility. By signing this agreement, you certify that you received a Policy Handbook and agree to respect the

policies and procedures outlined. The provider reserves the right to review and update policies and prices at any time. Parents/guardians will be notified of such changes in advance.

Right to Wave

Failing to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms.

Closed paid Days and Weeks

New Year's Eve and New Year's Day 12/31 & 01/01

June 20th

July 4th

Labor Day, Sept 2nd

Dugger's Fall Break Oct 14th-18th, pay week

Thanksgiving Break Nov 27th -30th

Christmas Break Dec 23rd-27th, pay week

When my children have an event, I will close early. As soon as I know the days and times, I will let everyone know.

Parent/Guardian Name	Parent/Guardian Signature	Date
Parent/Guardian Name	Parent/Guardian Signature	Date
Provider Name	Provider Signature	Date

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