



Contractual Agreement and Policies

Welcome to my Fun Luvin Child Care & Preschool! It is so important to find a suitable safe environment for your child or children while you are apart. We believe that a child's best interests are very important. They are individuals and should be respected for their unique ideas and beliefs. They need encouragement and praise. They want to feel needed and helpful. We try to make them feel at home while they are here.

Admission and Enrollment Procedures

Acceptance Criteria Children will be accepted into Fun Luvin's Childcare program after an initial interview between the child/children, parent(s), director, and my assistants. This allows the child/children and the parents to become familiar with the setting and the provider. It may also make the transition more comfortable for your children.

Enrollment Forms Before a child is admitted for care in Fun Luvin Childcare, the following all required paperwork must be received. We will not assume care for your child if the necessary paperwork, fees, and supplies are not received. All information will be kept confidential and is for our records only. Below is a checklist of necessary paperwork you will need to bring with your child on the first day. A non-refundable document/registration fee of **\$25.00** per child is to be paid to Fun Luvin Childcare upon receipt of an enrollment packet.

Health Forms Upon Admission Fun Luvin Childcare must receive a complete Health Status Form sign by a physician and a current copy of your child's Immunization Records before start date.

Initial Fees Initial Fees as the first agreed upon payment for services should accompany the signed contract and other forms at the time of enrollment. A full week deposit is required; the deposit will cover you first week's tuition. We will only hold a spot for 2 weeks. **After a spot is reserved and the child does not assume care at the program and the first agreed start date, the deposit will be forfeited.**

Signed contract & policy handbook agreement Before a child is admitted for care, the provider must receive a signed Contract and Handbook Agreement Page.

Paperwork

- Fun Luvin Childcare Contract
- Child Registration Form
- Emergency Release Form
- Healthcare Assessment/Immunization Document

Supplies

- Complete change of clothes everyday (weather appropriate).
- Diapers/Pull Ups, diaper rash cream and wipes (Along with required form allowing us to apply)
- Cups, Bottles, Pre-prepared Formula, and baby food for infants
- Sheet and Pillow (Children above 12 months)
- Blanket for child over 12 months under 12 months sleep sack is acceptable



Please initial next to each item to ensure that you have read and understood each item below.

My Desired Start Date Will Be: _____

1. _____ A deposit of your child's FIRST week's tuition is required on or before your child's first day of enrollment. Should your child be enrolled in the Care4Kids state funded program, you are still required to pay the full-rate amount (not your adjusted amount) until Care4Kids is processed. Unless you already have an active family certificate from them.

Child care fees are due and payable no later than Monday morning of the week the child's attendance.
Clients should keep in mind that they are contracting to reserve a slot to for their child and this time must be paid for whether or not it is used. **No exceptions! If you do not pay on time please include the late fee in the payment when you pay.**

A **\$25** fee will be assessed if your regular childcare fee is not paid on time by end of business day Monday. Services may be terminated until all fees are paid in full. Acceptable payments will be made in ProCare App, cash, check or money order to **Fun Luvin Childcare**. If you pay with a card an additional processing fee will apply, dependent of card processor. If you do not bring your child in the day when Payment is due, please add the late fee to the payment when you bring in your child. Remember that the late fee is a daily fee. If not paid upon arrival an additional fee of \$10 per day will accumulate on top of the initial late fee, until the tuition is up to date.

Rate Increase Fun Luvin Childcare reserves the right to review childcare rates and to raise them periodically to accommodate increasing business costs. We will provide two week's written notice to parents in the event of a rate increase.

2. _____ Returned *checks* will incur a fee of \$30.00 per occurrence. A limit of 2 bounced checks within a two-month time frame will require that all future payment; be made in cash.

Hours Of Operation Monday Thru Friday ----- 6:30 AM TO 5:30 PM



3. _____ A balance accrued of more than 2 weeks of non-payment will require your child to be withdrawn from Fun Luvin Childcare & Preschool.
4. _____ The following holidays Fun Luvin Childcare will be closed. Payment is expected for the holidays. If the holiday falls on a Saturday, Fun Luvin Childcare will close in observance of the holidays the Friday before. If the Holiday falls on a Sunday, we will be closed the following Monday. We will close the following Holidays: Half Day closing time is 1:00.
- We will be closed in between the timeframe of Christmas Day and New Year's Day
 - New Years Day (Day after New Year's Day if it falls during the week)
 - Martin Luther King Jr. Day
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Half of a Day Before Thanksgiving Day
 - Thanksgiving Day & the Day after Thanksgiving
 - Christmas Eve half day

Please take note that Fun Luvin Childcare closes between Christmas Day and New Year's Day. Opening back up on January 2nd. Fun Luvin Childcare will reserve the right to close for that day should less than 10 families be in need of care for their children.

Withdrawal of your child(ren) requires a written two week notice in writing. The letter is to include the last day your child will be in attendance and the reason for withdrawing your child(ren). You must re-register your child as a new enrollment if you are taking a leave of absence of more than 4 weeks' time. Please take note that there is NO GUARANTEES a space will be available later should you choose to withdraw your child(ren).

5. _____ This contract is valid from the enrollment of your child(ren) to either a new contract is drafted or withdrawal of your child(ren) whichever comes first. A separate contract for the summer months June, July, and August, with a \$25.00 Arts and Crafts Fee per child is due by June 1st every year your child is in attendance during the summer months. Deciding to continue enrollment during the summer automatically holds your child's place for readmission in the fall. Choosing to withdraw your child(ren) during the summer months, may cause your child's place to be given up to a new enrollment.



6. _____ Fun Luvin Childcare reserves the right to terminate a child's enrollment under various circumstances. If Fun Luvin Childcare should ever find it necessary to end our agreement, the parent will be given a two-week notice. Except for reasons such as, but not limited to:

- Destructive uncontrollable or violent behavior
- Habitual tardiness in pick up or drop offs
- Excessive absences without notice
- Lateness of payment or non-payment
- Lack of Parental Cooperation
- Failure to maintain required supplies for child/children

If it becomes necessary for Fun Luvin Childcare to take legal actions to collect fees, the parent(s) will be responsible for all legal fees additional of the Childcare fees that we may incur.

A two-week written notice minimum is required to withdraw your child from care. If less than two weeks' notice is given, payment in full for two weeks is still expected.

7. _____ Absences: Should your child be "out" (sick or on vacation), full amount of your weekly contract tuition agreement is due upon your child's return to Fun Luvin Childcare.

8. _____ Fun Luvin Childcare is open Monday thru Friday. Opening at 6:30 A. M. and closing promptly at 5:30 PM. The following programs are offered at Fun Luvin Childcare & Preschool North Campus.

- | | |
|--|-------------------|
| ▪ Infant/Toddler Room (Age 0-12 months) | \$375.00 per week |
| ▪ Toddler Room (Ages 12 months to 3 years) | \$375.00 per week |
| ▪ Full-Time Preschooler (Age 3 to 5 years) | \$350.00 per week |
| Full-Time/Full Week School Age Program... | \$325.00 per week |
| (This rate applies to part-time as well) | |
| ▪ Just Before Grammar School... | \$80.00 per week |
| ▪ Just After Grammar School... | \$85.00 per week |
| ▪ Before & After School FLCP Transportation... | \$175.00 per week |
| ▪ Before & After School Public Transportation... | \$145.00 per week |



1. Children enrolled in BOTH **BEFORE and AFTER** school care that have...
 - A delay (3 hrs.) to school due to inclement weather
THE FEE IS AN ADDITIONAL \$21.00 PER OCCURRENCE
 - A delay (2 hrs.) to school due to inclement weather
THE FEE IS AN ADDIDONAL \$14.00 PER OCCURRENCE
 - An early dismissal due to inclement weather, conferences, ½ day scheduled school days.
THE FEE IS AN ADDITIONAL **\$10.00 PER OCCURRENCE**
 - An early "emergency" dismissal per order of the schools.
THE FEE IS AN ADDITIONAL \$21.00 PER OCCURRENCE
 - School cancellation (No school day) with transportation provided by Fun Luvin Childcare.
THE FEE IS AN ADDITIONAL **\$28.00 PER OCCURRENCE**
 - School cancellation (No school day) with town/other transportation provided.
THE FEE IS AN ADDITIONAL **\$29.00 PER OCCURRENCE**
2. Children enrolled in *before* school care ONLY that have...
 - A delay (3 hrs.) to school due to inclement weather
THE FEE IS AN ADDITIONAL \$21.00 PER OCCURRENCE
 - A delay (2 hrs.) to school due to inclement weather
THE FEE IS AN ADDITIONAL \$14.00 PER OCCTJRRENCE
3. Children enrolled in afterschool care ONLY that have...
 - An early dismissal due to inclement weather, conferences, ½ day scheduled school days.
THE FEE IS AN ADDITIONAL \$20.00 PER OCCURRENCE
 - An early "emergency" dismissal per order of the schools.
THE FEE IS AN ADDITIONAL \$21.00 PER OCCURRENCE
4. Children enrolled in *before* school ONLY that have...
 - A school day cancellation due to inclement weather, a scheduled holiday, or have made prior arrangements to have their child remain at day care for the day.
THE FEE IS AN ADDITIONAL \$41.00 PER OCCURENCE
5. Children enrolled in after school ONLY that have...
 - A school day cancellation due to inclement weather, a scheduled holiday, or have made prior arrangements to have their child remain at day care for the day
THE FEE IS AN ADDITIONAL \$41.00 PER OCCURENCE



6. All children need a week's supply of diapers and wipes.

- When you start potty training, please let us know. We will follow through and encourage your child while in care. We will continue to use pull ups until your child can and will announce that he/she must use the bathroom. They must be the type to tear from the side, if you need a sample to view, please ask us. You will be notified when you are running out. If we need to use our diapers and wipes, the following charges will be applied. \$5 for each diaper and \$2.50 for each wipe that we use.

9. _____Parents enrolled in Care4Kids are responsible for obtaining the proper Application, Redetermination, and Parent/Provider Agreement Papers (located on Care4Kids website). Should you default in obtaining a current certificate for your child, see tuition rates within item #8. The new rate will be effective immediately. Note: Care4Kids can be delayed, at times, 2 months or more.

10. _____Vacations. Please notify Fun Luvin Childcare **THREE WEEKS** in advance if your child will be absent due to a family vacation. You will be allowed 1 week at half tuition for every calendar year. A half week tuition is required for family vacations and payment must be made prior to the scheduled leave. If less than THREE weeks or no notice is given, you will be required to pay the full weekly tuition – no discount will be given. This does not apply to parents who have a subsidized payment. For subsidized parents you must pay **YOUR FULL SUBSIDIZED** payment for the week. For a full summer vacation, parents are required to pay the weekly rate in advance for the entire vacation in order to insure your child's readmission. Remember you are paying to reserve your child's childcare slot.

11. _____Closing Policy: Any child remaining on the premise beyond 6:00 PM, unless prior approval has been made and someone is in route to the day care, will be reported and handled by the proper authorities.

Tardiness will not be tolerated and the payment policy will be strictly enforced as stated in this contract. Care provided outside Fun Luvin Childcare business hours may be prearranged at an additional fee of \$20 for the first 10 minutes and \$10 each 5 minutes thereafter and is due in cash upon arrival. If not paid upon arrival an additional fee of \$10 per day will accumulate on top of the late fee. This policy will be strictly enforced. We will not waive the fee if it becomes a habit. If you aware that you are going to be late, **please** call to inform us. If prearrangement is not made and by prearrangement, that means to call by 2:30 PM and notify Fun Luvin that you will be late, the following fees will be imposed: \$20 for the first 10 minutes and \$5 for every 5 minutes thereafter. Pick up time is **5:30 PM.**



12. _____ ILLNESSES/ABSENCES. Please call Fun Luvin if your child is going to be absent. There will be no refunds for absences. The Office of Early Childhood's approved first aid course training the staff at Fun Luvin Childcare has received pertaining to communicable diseases has suggested that a child NOT return to day care until 24 hours following the break of a fever (without medication), last bout of diarrhea, last time vomiting, open sores have scabbed over, etc... (depending upon the illness). Refer to day care licensing #19a-79-4a-e-2Bii and #19a-79-6a-b regulations booklet on the Office of Early Childhood's website.

IF YOUR CHILD HAS THE FOLLOWING SYMPTOMS (including but not limited to) ...

- Temperature of 101F or higher
- Earache
- Sore throat (swollen glands, spots inside mouth)
- Severe abdominal pain
- Severe skin eruption or rash
- Vomiting and/or Diarrhea
- Hand, Foot and Mouth
- Head Lice

Fun Luvin Childcare & Preschool reserves the right to have a child excluded from day care at any time (with and/or without a physician's note). We understand the importance of job security. However, it is unacceptable and inappropriate to medicate your child just before drop off. They run the risk on infecting other children and staff by doing so.

If your child should become ill while in attendance at Fun Luvin Childcare & Preschool, he/she will be separated from the other children. He/she will be placed on a cot and made as comfortable as possible. The parent will be notified immediately (*PLEASE KEEP ALL CONTACT INFORMATION CURRENT IN PROCARE APP*). Also, a backup plan with someone else ahead of time, if it is impossible for you to come and get your child within an hour of the initial call.

17. _____ Corona Virus:

- Current regulations do not require children or staff to wear a mask. Should you decide to have your child wear one, please make the staff aware of this request.
- **MASKS ARE NOT PROVIDED BY THE CHILDCARE.** Children with reusable masks must be taken home daily for proper cleaning and sanitizing. Having multiple masks is helpful. Be sure to write your child's name on them.
- School-aged children are to arrive prepared for remote learning, should MPS require this. Parents are responsible for charging their child's equipment the evening before and making sure they are equipped with all necessary materials to complete their day of learning.
- The children are required to wash their hands upon arrival with soap and water to prevent spreading of germs and then escorted to their respective areas.
- An infant/toddler with a positive diagnosis of Coronavirus is required to quarantine for 5 days at home (this is in lieu of children this age cannot keep a mask on). Day 1 is the day of diagnosis. On day 6 a child may return, providing they are fever free



for 24 hours prior (WITHOUT FEVER/PAIN MEDICATIONS). Upon return, if your child is still coughing excessively, a mask is required until symptoms have subsided.

18. _____ PHYSICALS: All records for children enrolled must comply with the State of Connecticut's Regulations prior to enrollment. Immunizations must be current for the child's age. A yearly flu shot is required for all children under the age of 5 by December 31" (given between September and December of that same year). A physical is required upon enrollment and updated yearly (yearly physicals and a flu shot is not required for school-age children (age 5 and up).

19. _____ Medications may be dispensed at Fun Luvin Childcare & Preschool by the appropriately trained and certified staff. Medications must be in their original containers and be accompanied by the appropriate "Authorization of Medication Form". The forms must be filled out COMPLETELY by the child's physician and parent. Non-prescription forms for the following items may be kept on file for 6 consecutive months:

- Tylenol
- Motrin
- Cough syrups

Please note:

- Fun Luvin Childcare will not administer the 1st dose of any new medication. The child should remain with the parent/guardian for the first 24 hours with new medications for observation in case of reaction to medication.
- Fun Luvin Childcare will not provide any over the counter medications.
- Fun Luvin Childcare will not give your child more than 1 dose of Tylenol/Motrin in a day.

Should your child need a recurring/daily medication, "aid", or care for a specific need, an additional Individual Care Plan Form must be filled out. The following items that are in this category are (but not limited to):

- Inhalers
- Epi-Pens
- Ointments
- Glasses
- Braces
- Diet (restricted foods)
- Hearing Aids



20. _____ Day Care Closings (other than holidays) due to prolonged power outages (1 ½ hrs. or longer), inclement weather, etc Parents/Guardians will be contacted to make prompt arrangements to have their child(ren) picked up. The State of Connecticut requires full electrical power and staffing to remain operational within day cares and school facilities alike.

Please note: Anytime there is a potential for a delayed opening or closing at Fun Luvin Childcare & Preschool, please sign up for text alerts on the WFSB website. We are registered to list any closing or delays with Channel 3 (WFSB). Should the Governor issue a State Shutdown, the day care will be automatically closed. Please make sure to keep your contact information up to date on the ProCare App.

21. _____ Fun Luvin Childcare & Preschool Arrival & Departure procedures are as follow: The center opens at 6:30 am. Please accompany the child into the Childcare. The same procedure should be followed at the pickup time. Please make sure to inform any persons who may pick up your child of the drop off and pick up procedures. **If your child is dropped off after 09:15 AM they will not be able to participate will daily crafts. No drop off after 9:30 AM. We are already setup for the day and this causes a major disruption when drop off is after 9:30 AM.** A written notice will be required if anyone that is not on the authorize form for pick up a written notice from you will be required. We will not release the child without your approval for your child's protection. When a child is not picked up by 5:30 PM, two staff will remain at the day care until the situation is resolved. In the event that parents, guardians, emergency contact(s) are not available and it is 6:00 PM; Fun Luvin staff will contact the Police Department and Social Services and follow their instructions. Under no circumstances is the staff to remove the children from the Center.

22. _____ Please keep in mind that there will be additional parents occupying the space in the hallway or trying to drop off or pick up. Keep the entrance to the classrooms clear during these hours. Drop offs are not allowed during nap time. If you pick up your child during nap time, we do not accept drop off after you remove your child from the center. Please be in control of your child during arrivals and pick-ups. At departures, please do not let your child leave the facility until you are leaving also. Please Park in the reserved designates spots. No parking in the front of the entrance, this is due to child safety. Children are not permitted to go outside unattended.

23. _____ Communication is very important to us. We are very open to any questions you may have. We ask that you please do not take the pick up or drop off time to do so. Please schedule a time at during the day or after hours.

24. _____ Please be sure to prearrange any changes to your schedule with Fun Luvin Childcare at least 24 hrs, in advance. Two consecutive No-Shows/No-calls are grounds for immediate termination. You will be billed for two week's tuition. Please be courteous and notify us if there is going to be an absentee for the day.



25. _____ It is normal for a child to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home. Please be very brief (no more than five minutes) during this transition period. In my experience, children usually are quick to get involved in activities as soon as the parents leave.

26. _____ On occasion pictures and/or videos will be taken of your child(ren). These pictures are used for bulletin boards, for display at various festivities, websites, art projects, Fun Luvin Childcare's Facebook page, to share with parent's events of the day, and may be used to document behaviors etc.... Fun Luvin understands the need to protect your child's identity when it comes to personal information. The most information that would be used at one time would be a picture and your child's name (birthdays may be included on bulletin boards).

27. _____ Well-balanced breakfast and snacks will be provided to your child. The following is not allowed by state or childcare regulations.

- No doughnuts in the morning or additional snacks at drop off.
- The time for eating breakfast is 08:00 – 08:30 AM, any food before that is not allowed.
- There will no juices allowed.
- Water and milk are provided for meals throughout the day.
- If you child requires additional milk you will need to provide already filled bottles for infants and sippy cups for children above 12 months old. That includes any special foods for dietary reasons.

The food you provided is offered to your child, they will not be forced fed. If your child requires a modified diet, we will need a physician's written instructions. **We are a peanut free environment. Please no peanut-based food permitted in the Childcare.**

Our meals schedule is as follows:

BREAKFAST	8:00 – 8:28 AM	AM SNACKS	10:30 – 10:40 AM
LUNCH	12:30 – 1:00 PM	PM SNACKS	3:00 – 3:30 PM

Breakfast will not be served after its time slot. Please make sure to feed your child before you drop them off if you are going to be late. Do not drop them off with their meal for us to serve them. We are moving to the next schedule activity and the staff will not have the bandwidth to watch them eat as they will be involved with the next activity. The same goes for lunchtime. Please make sure to bring healthy options for snacks and food. We will no longer allowed children to walk in the morning with food before meal times. That will include open juice containers. All liquid containers need to be spill proof. All containers should be properly labeled with your child's name. The food should ready to serve. Which means any meats, fruits or vegetables need to be cut into small pieces. That includes pasta and meats, they need to be cut into small pieces. No glass containers will be allowed, only plastic or recyclable containers. **We cannot serve meats with bones in them (this can be a choke hazard).** Please make sure to prepare your child's meal ahead of time. They must be microwavable approved containers. Cold foods and foods that need to be reheated should be in separate containers. Any containers that do not meet these requirements will not be used during the day. We do not prepare foods, only reheat. Formula for babies will need to be in already prepared bottles. We do not prepare bottles nor do we mix formula. They need to be in bottles to properly identify the ounces the child will drink. The correct number of bottles need to be sent for the day.



Please bring food from home. No candies of any kind will be allowed during any meal. If you would like a snack to be shared with everyone, please notify us ahead of time. Please do not let your child bring in a toy from home. Often children may have a hard time-sharing toy brought from home. We try to encourage sharing on an even level for all children. **Everything must be clearly labeled with your child's name.**

27. _____ During Quiet Time/Rest Period All children under the age of 5 are required by law to have a rest period while at Childcare. **Our rest period is from 1:00/1:30 PM to 2:30/3:00 PM to avoid disrupting the children, please do not schedule any drop off or pick-ups at this time.** If you need to pick up your child let us know so we could find a quiet place for your child to rest. Each child is provided a sleeping cot. Children under 1 yr old are placed in a safety-regulated crib. Children who do not fall asleep or wake up early will be directed to quiet activities. Please provide a small sleeping blanket for your child. The blankets will be sent with you home at the end of the week to be cleaned.

28. _____ Birthday and Special Occasions at Fun Luvin we will have a party on Birthdays or special occasions for your child. All the children love this and it makes them feel special. Presents are not expected. Feel free to provide a treat to share (cupcakes, etc.) with the children on your child's birthday. Please inform us in advance.

29. _____ Child Abuse and Reporting is required by law to report any incidences of suspected child abuse or domestic violence.

30. _____ We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of relax time will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a relax time.

Under **NO CIRCUMSTANCES** will there be any spanking, physical abuse, verbal abuse, name-calling, or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.



31. _____ The parent who signs the contract is the only parent allowed to make changes to the contract. Parent who signs the contract is responsible to make weekly tuition payments. We do not split tuition payments in civil matters of child support. We do not give involved in custody issues. There will be additional fees to parent who initiates any Childcare court involvement. The fee will be \$75 an hour for any time spent on the matter.

32. _____ Third Party Special Services due to our space constraints and the intrusiveness of special services like Birth to 3 programs, we will try to accommodate them in our program. We partner with parents to get support for your child with minimizing disruption to classroom and other children learning. These programs provide service appointments at home at your convenience. We will work with those services on any recommendations they have in the development of the child.

33. _____ After thoroughly reading through Fun Luvin Childcare & Preschool Policy Handbook, please initial each policy above. Each infraction to state regulations will be fined at \$100 for each infraction. Please help us maintain in compliance with state regulations to keep cost down.

I have read and understood all the above mention items 1 to 33.

Parent/Guardian's Signature: _____

Parent/Guardian Print Name: _____

Parent/Guardian's Signature: _____

Parent/Guardian Print Name: _____

Director/Assistant Director: _____

Amount Due Per Week: _____ **With Care4Kids:** _____

Contact us at 860-730-2534 for information or questions or visit our website at www.funluvinchildcare.com