



## Contract and Handbook & Policy Handbook

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 have to be 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.

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

### **1- 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, 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.

**Health Forms** Upon Admission Fun Luvin Daycare 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 Daycare Contract
- Child Registration Form
- Emergency Release Form
- Healthcare Blue Document

#### **Supplies**

- Complete change of clothes everyday (weather appropriate).
- Diapers/Pull Ups, diaper rash cream and wipes
- Cups, Bottles, Formula and baby food for infants
- Sheet and Pillow
- Blanket for child over 12 months under 12 months sleep sack is acceptable



**Termination Policy** 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. If Fun Luvin Daycare 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 Daycare to take legal actions to collect fees, the parent(s) will be responsible for all legal fees additional of the daycare fees that we may incur.

**Policy Handbook** Any time there is a change in the Policy Handbook a two-week notice will be given before it is implemented. A new signed agreement page will be needed.

**Medications** Parents are responsible to provide the child with medications before arriving to Fun Luvin Daycare.  
\_\_\_\_\_ Initials

## **2- Tuition Payments & Fees**

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** per day fee will be assessed if your regular childcare fee is not paid on time. Services may be terminated until all fees are paid in full. Acceptable payments will be made in cash, check or money order to **Fun Luvin Daycare**. 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.

**Overtime and Late Fees: Tardiness will not be tolerated and the payment policy will be strictly enforced as stated in this contract.** Care provided outside Fun Luvin Daycare 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 **5:45 PM**.

**Rate Increase** Fun Luvin Daycare 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.  
\_\_\_\_\_ Initials

**3- Hours Of Operation Monday Thru Friday ----- 7:30 AM TO 5:45 PM**



**Attendance** Please be sure to prearrange any changes to your schedule with Fun Luvin Daycare 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 absent for the day.

\_\_\_\_\_ **Initials**

#### **4- Holidays and Vacations**

Payment is expected for the holidays. If the holiday falls on a Saturday, Fun Luvin Daycare 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
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Half of a Day Before Thanksgiving Day
- Thanksgiving Day & the Day after Thanksgiving
- Christmas Eve half day

**Parents Vacations** Please notify Fun Luvin Daycare **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.

\_\_\_\_\_ **Initials**

#### **5- Arrival & Departures**

The center opens at 7:30 am. Please accompany the child into the daycare. 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 10 AM. We are already setup for the day and this causes a major disruption when drop off is after 10 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 5:45 p.m., 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 6:15 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.

**Drop Off and Pickups:** 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 pickup your child during nap time, we do not accept drop off after.

**Communication** 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.



**Separation** 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.

**Safety** 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.

\_\_\_\_\_ **Initials**

## **6- Meals and Snacks**

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

- No doughnuts in the morning or additional snacks at drop.
- 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 daycare.**

Our meals schedule is as follows:

<b>BREAKFAST</b>	<b>8:00 – 8:28 AM</b>		
<b>LUNCH</b>	<b>12:30 – 1:00 PM</b>	<b>PM SNACKS</b>	<b>3:30 – 4:00 PM</b>

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 needs 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 prepare bottles. We do not prepare bottles or mix formula. They need to be in bottles to properly identify the ounces the child will drink. The correct amount of bottles need to be sent for the day.

Please bring food from home. 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.

**Quite Time/Rest Period** All children under the age of 5 are required by law to have a rest period while at daycare. **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 quite place for your child to rest. Each child is provided a sleeping cot. Children under 1 yrs old are placed in a safety-regulated crib. Children who do not fall asleep or wake up early will be directed to quite 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.



**Diapers & Potty Training** Please have 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 wipes that we use.

**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 (cup cakes, etc.) with the children on your child's birthday. Please inform us in advance.

\_\_\_\_\_ **Initials**

### **7- Transportation and Field Trips**

Occasionally Fun Luvin may take the children on a field trip either by foot or by vehicle. All children being transported in a vehicle will be properly restrained according to state laws. Parents are always welcomed to and encourage joining us.

\_\_\_\_\_ **Initials**

### **8- Health and Illness Policy**

**Fun Luvin will not care for a child who has a fever, is vomiting, has diarrhea, or signs of contagious disease. Please keep in your child home if they are ill with any of these. Should any child become ill during the day with any of the above mentioned the parents will be asked to remove the child from the Daycare promptly.**

**9- Medication Administration Rules** Fun Luvin is not licensed to administer medications. Children under medication should remain out of care for 24hrs from the time of the first dose of medicine before returning to care.

\_\_\_\_\_ **Initials**

### **10- Child Abuse and Reporting**

Fun Luvin is required by law to report any incidences of suspected child abuse or domestic violence.

\_\_\_\_\_ **Initials**

### **11- Discipline-**

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 time outs 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 time out.

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.

\_\_\_\_\_ **Initials**



## **12 – Contract Responsibilities-**

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 daycare court involvement. The fee will be \$75 an hour for any time spent on the matter.

\_\_\_\_\_ **Initials**

## **13- 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.

\_\_\_\_\_ **Initials**

## **14 – Additional Processes and Policies-**

No Jewelry will be allowed, that will include rings, chains, and bracelets. Does not include earrings. We are not responsible for any missing jewelry. If you send your child with jewelry, it will be removed and placed in there bag.

Snacks need to be healthy and no juices. The health and OEC departments will be monitoring this.

- Children that walk will need to come in close toe shoes or sneakers. No slippers will be allowed (That includes crocks). If your child comes with these items on, we will not receive them for the day.
- Small blankets for children over 12 months old. They cannot be large blankets.
- Extra clothing will need to be provided by parents. Please keep track of what is sent home, so you know what to replace.
- Send a message via Brightwheel 5-10 minutes before pickup. So, we may have your child ready for pickup.
- 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, you will be responsible for full tuition until Care4Kids kicks back in. The new rate will be effective immediately. Note: Care4Kids can be delayed, at times, 2 months or more.

\_\_\_\_\_ **Initials**



## **POLICY HANDBOOK AGREEMENT**

After thoroughly reading through Fun Luvin Daycare Policy Handbook, please initial each policy below. 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.

By initialing each Policy below, I am indicating that I Have read, understand, and agree to each of the policies in the Policy Handbook.

- |         |                                |          |                                   |
|---------|--------------------------------|----------|-----------------------------------|
| 1 _____ | Admissions and Enrollment      | 8 _____  | Health and Illness Policy         |
| 2 _____ | Tuition Payments and Fees      | 9 _____  | Medication Administration         |
| 3 _____ | Hours of Operation             | 10 _____ | Child Abuse Reporting             |
| 4 _____ | Holidays and Vacations         | 11 _____ | Discipline                        |
| 5 _____ | Arrivals and Departures        | 12 _____ | Contract Responsibility           |
| 6 _____ | Meals and Snacks               | 13 _____ | Third Party Special Services      |
| 7 _____ | Transportation and Field Trips | 14 _____ | Additional Processes and Policies |

I hereby confirm that the discipline policy has been discussed with me \_\_\_\_\_  
and by the Director \_\_\_\_\_ on Date \_\_\_\_\_.

**Parent/Guardian Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Provider Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Contact us at 860-730-2534 for information or questions or visit our website at [www.funluvinchildcare.com](http://www.funluvinchildcare.com)