

PERMISSION:

I, the undersigned, give permission for my child(ren) _____
enrolled in this day care to:

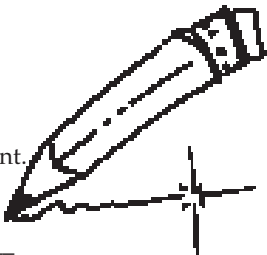
- 1. ride in motor vehicle while in day care.
- 2. be included in pictures connected with the day care program.
- 3. use all play equipment and participate in all day care activities.
- 4. take walks around the neighborhood with provider.
- 5. take medication brought or authorized by parent.

We have read and agree to abide by the terms listed in this agreement.

(Parent’s Signature) I have received a copy of this contract.

(Parent’s Signature) I have received a copy of this contract.

(Director’s Signature)



To terminate the agreement, two week’s notice must be given to the parents. The parents must give the same notice to the center. Parents are responsible for paying all fees for the two weeks notice they have given, even if they choose not to bring their child(ren) to the center during that time. If the center terminates the agreement the parents are not responsible for the two weeks pay unless they continue to bring their child(ren) during that time.

BACKGROUND

In 1987 my daughter, Jana, was one year old. I decided to stay home and baby sit. I found out “The more, the Merrier”, and became a licensed day care provider. My background started with assisting children’s programs at the age of 16. I then ran the City of Colby’s recreation program for 3 years. While attending college, I worked with Hays and Wichita recreation centers. I have a degree in Administration of Education from Wichita State University. For 4 years prior to starting my day care, I worked for Olympic Fitness Center in Joplin. One of my jobs was management of children’s programs. Children have always been a part of my life.

*For the young child,
play is
the single most
effective means to
accomplish...growth.*

Sue Spayth Riley

WELCOME TO
ABC-123 SALLY’S
HOME DAY CARE

622 E Jackson
Pittsburg, Ks. 66762
232-1924



This day care home is licensed by the Kansas Department of Health & Environment. Each year my day care home facility has an inspection from the city fire department and a renewal check by the home visitor of the county health department before I can apply for re-license. I also attend numerous workshops through the year to keep up on child care information.

It is my belief that children learn best through play; therefore I strive to create for our children as many varied play opportunities as I can. I will facilitate their learning through direction and suggestion and provide the materials they need to stimulate their curiosity and imagination. Each child should be allowed the opportunity to grow and achieve at a pace that is comfortable to him/her and that takes into account individual differences in children. I believe that those children with physical or mental disabilities should have the same opportunity to play and interact as other children. I will make every effort within my means to accommodate all children regardless of cultural, religious, physical, or mental differences and to value each child for his/her uniqueness.

ARRIVAL & DEPARTURE

Only the front door is used for arrivals and departures. No door bell please. My home is your home from 6:45 am to 5:15 pm M-F. Plan to get to the center early enough in the morning to spend some time with your child before leaving if he/she needs you.

Please use the driveway, not the street. Stay off the grass, the ditch is always wet. Park your car for others to arrive and depart. If you are not in a hurry, pull all the way up. Do not park in the middle of the drive. Remind others who are picking up your child.

If you are going to be early/late from your regular schedule, please call. And definitely if it is to be past 5:30 pm. If you will be away from your office or work for the day be sure the center has a number where you or another close relative can be reached that day. If one of the regular persons are not picking up your child, please call and give permission with a description of the person who will pick up your child. No horns please. When the parent is present, they are responsible outside the door and under the day care mothers supervision inside the house. Each child, under school age, needs to have a change of clothes left in the day care home. Bring them in a small bag with name on it.



DISCIPLINE

No corporal punishment will be used as a form of discipline. I believe children should be listened to carefully and helped to work out their disagreements and conflicts in a reasonable manner. Children should learn to be courteous and respectful to other persons and possessions. Usually just talking out the problem is sufficient and I do lots of talking and explaining. I continuously work at giving direction in “positive” language. This really helps and I hear the children copying my method with each other. Many times I just re-group the children to play with different persons. Time out will be used as necessary to help children understand that some behaviors are simply not acceptable. Severe behavior problems will be discussed with the child’s parents in an attempt to find the cause and a solution to the problem. Biting, hitting and name calling are not allowed.

If you feel there is a problem or you are dissatisfied with how something was handled at the center, please call and talk to me. I want you and your child to be happy and comfortable here. I will work very hard to solve the problem to everyone’s advantage.

SICKNESS

Parent’s phone calls are welcome throughout the day, especially to check on a child that isn’t feeling their best. Children should stay home if they are vomiting, have a fever, or have signs of infectious conditions. They may return to the day care home 24 hours after taking medication or when the above conditions no longer exist. Please notify the day care home as soon as possible when you know the child is going to be absent. Parents will be notified if their child becomes ill during the day. If for any reason that I can not reach you or your choice of doctor in an emergency, I will seek other services, (hospital, clinic or ambulance).

MEDICATIONS

Prescription medications shall be in their original containers with the child’s name clearly written, the name of physician and directions for administering. Please hand bottle, etc., directly to me.(state required)

Other health aids will be given only if you give written permission or if a phone call is made specifically that day for Tylenol, etc.

I will keep a record of medications given to each child while in my care.

RECORD KEEPING

Enrollment forms with information including parent’s place of employment and emergency phone numbers must be filled out and returned on the child’s first day of attendance. An updated record of the child’s immunizations must also be on file with the child care center.

INJURIES

Parents must agree to provide a medical release form for their child(ren) that includes permission for emergency medical care and the responsible adult’s signature. Insurance information should also be included.

MEALS AND SNACKS

Children will be provided a nutritious breakfast (when they arrive before 9:00 am) a nutritious lunch between 11:00 and noon. Two snacks will be served during the day, one at 10:00 am and another at 3:30 pm. All meals and snacks will meet the standards set by the Child Care Food Program. I am a member of Children’s Nutrition Service CCFP. There is never any additional charge for food served to children. Parents should notify provider in writing of any food allergies their child might have.

BIRTHDAY PARTIES

Children’s birthdays are usually celebrated by the parent/ child bringing a snack for the group to eat after lunch or late afternoon. I will decorate and have a gift for your child. No gift exchanges between children please. We love to make cards on that special day.

TRANSPORTING

This day care home does not transport children. Usually parents will be advised in advance of a field trip that will require the use of vehicles. However, on occasion, I will use the van for unscheduled outings. Each child will be in a seat belt. Emergency medical forms are also in the van.

NAPS

A nap is part of the daily schedule All the younger children lay down for nap time but don’t always sleep. The older children rest or play quietly so others may have their rest. Bedding–your child needs to bring a small travel pillow and blanket

HOUSE RULES

Children are discouraged from bringing in food, unless they have enough to share with all persons here.

Shirts and shoes are to be worn by all children each day.

Children are not allowed to run inside the house.

Children are not allowed to scream inside or outside the house.

Only one child at a time in the bathroom.

We do not play in the bathroom or bedrooms.

Children are not allowed to jump on the furniture.

Toys stay in the rooms they are in.



SHARING AND TOYS

Children are allowed to have one “special” toy that they aren’t expected to share with the other children, such as a doll or a favorite truck. Otherwise, they should expect to share any other toys, books, etc.. that they bring to the day care home. I am not responsible for any of the child’s lost or damaged possessions. Likewise, you will not be asked to fix my broken items.

PAYMENT AND CHARGES

Full time	\$125.00 per week
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Payment is due Friday for the following week.

Afterschool children will need to find other arrangements when school is not held that day. If I have space available, there will be an extra charge of \$20.00 for the full day.

An extra charge of \$3.00 per 15 mins. will be made for pickup after 5:15 pm, unless a phone call is made 15 mins. before 5:00 pm.

HOLIDAYS AND VACATIONS

All day care families are expected to pay a full weeks day care fee each and every week of the year, including all major holidays and your sick and absent days for whatever reason, with the following exceptions:

A. Day care families will not be expected to pay a fee during the week(s) of my vacation or days I am sick, and have no substitute. If I hire a substitute during my absence, then you pay me as usual.

B. Day care families will not be expected to pay a fee while on a family vacation, however, not to exceed two weeks per twelve month period. Please give an advance two week notice or more, or expect to pay the usual weekly fees.