

HEAVEN'S LITTLE HALF-ACRE DAYCARE

Parent/Caregiver Contract

HOURS OF OPERATION:

Monday - Friday – 5:45 a.m. to 6:00 p.m.

We will be closed on all major, national Holidays and notice will be given in advance.

WEEKLY FEES

Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend. DFS will not cover fees for days you are charged & not here. Exceptions are the allowed sick days & vacation days – see below.

- Full Time - \$125 per week (5 days per week and 6 – 9.45 hours per day. If more than 9.45 hours, the part time rate will be assessed for the over hours)
- Part Time - \$4.00 per hour (less than 5 days per week)
- Drop In - \$5.00 per hour
- Bus Fee for transportation to & / or from school - \$_____ / week or \$_____ / trip

FAMILY SERVICES SUBSIDY

Parents who qualify for Family Services Subsidy must have full approval in place prior to attendance. Any fees, such as bus fees & over hours fees, not covered by Family Services are the parents' responsibility and are payable on the same schedule as the private pay family. Proof of qualification must be presented to provider upon registration. Please be sure to read the paperwork from DFS telling you how many hours will be covered. Any hours over what they agree to pay will be the parents' responsibility, and will be charged at the part time rate of \$4.00 per hour.

PAYMENT POLICY

Parents agree that all fees will be paid either every week or every other week, based on their paydays. Drop-in fees are payable per occurrence. Parents with unpaid fees that are two weeks in arrears are subject to immediate suspension or termination of care, unless reasonable arrangements are made and accepted by both parties. If your payment remains in arrears for longer than 60 days, a service fee of 1.5% of your unpaid balance will be assessed.

All fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (Exception- see sick days and vacation time Policy) Example: You have requested full time care and you are only coming 3 days each week. You will be charged the full time rate unless you change your agreed upon contract to reflect that you only need care on 3 days per week. Then the rate will be changed to the part time rate, after a new contract is signed.

A fee of \$40.00 will be charged for all NSF checks. Upon a second occurrence of an NSF check, all subsequent payments must be made in cash or by money order at the time of service. We are not set up to take credit or debit cards. If your account remains unpaid for 90 days, it will be sent to our collection agency and you will be assessed the 33.3% collection fee on the unpaid balance. If you are falling behind, please come talk to the Director to make arrangements to get the balance paid in a timely manner.

ILLNESS POLICY

Please advise the daycare **prior to 8:00 am** if a child will not be attending daycare due to illness. Parents agree that a child who is ill (i.e. fever, infection, diarrhea, communicable disease, or any other

type of illness that may be passed on to others, with the exception of the common cold) will be kept at home to protect the well-being of the other children in our care, as well as the staff.

The parents further agree should a child become ill while in daycare, immediate arrangements will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom free or on antibiotics for at least 24 hours. In some cases, a note from a doctor may be necessary. Please respect our illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

VACATION & SICK TIME

Parents are allowed to withdraw their child for **two weeks** of vacation per year with no payment required. Parents must notify the daycare one week in advance when a child will be withdrawn for vacation. Vacation time taken after the two weeks will require **½ of the weekly rate** in advance for the entire time off in order to hold the child's spot.

Parents of full time children will be allowed two (2) sick days per child per month where no payment is required. Billing statements will be adjusted accordingly.

Meal & Snack Times

Breakfast is served from 7:00 - 8:30 a.m. Lunch is from 11:15 a.m. - 12:30 p.m., and Snack time is from 3:00 – 3:30 p.m. If you will be bringing your child later than the end time for the meals, please feed them prior to arriving at daycare or call ahead and let us know to keep a plate set aside for them.

LATE ARRIVAL/PICKUP POLICY

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m. If you are not able to pick up your child by 6:00 p.m. a late fee of \$25.00 per 15 min increments per child will apply if the child remains in care after 6:00 pm, unless prior arrangements have been made. This fee is due & payable upon pick up or prior to the next day's care.

Please notify the daycare if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form. In the event that a parent cannot be contacted, it is the policy of Heaven's Little Half Acre Daycare to call an emergency contact should a child remain in care after 6:15 pm. If an emergency contact cannot be reached, the police and family services will be called.

TERMINATION

Heaven's Little Half Acre Daycare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of your family and/or other children in our care.

WITHDRAWAL

Parents agree that a minimum notice of one week will be given for permanent withdrawal of any child from care or agree to pay one weeks fee in lieu of. No exceptions will be made. If you do not notify the daycare of your withdrawal and do not show up for 1 month you will be dropped and your account turned over to collections immediately. You will be charged for the month you were not attending as stated above.

DAMAGES

Our building is childproofed to the best of our ability however, accidents do happen. Heaven's Little Half Acre Daycare will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost to the parents.

YOUR CHILD’S TOYS

A vast array of toys is provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until naptime.

POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you - but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again later.

REGISTRATION

Registration is not complete, and care will not commence until all the paper work is done! Prior to the start date of care, Heaven’s Little Half Acre Daycare must receive the following for each child:

- Registration Form
- Immunization Record
- Parent/Caregiver Contract
- Family Services Subsidy Request Form (if applicable - Care will not commence until we have confirmation of acceptance)

PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on _____, and will be on a F/T P/T (circle one) basis. . Arrival time will be at _____a.m. and pick-up time will be by _____p.m. (approximate). I will need care on these days:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Variable Days throughout the week, _____ days per week

School transport to _____ from _____ both _____ School _____

Grade: _____ Teacher’s Name: _____

I / We _____ / _____ have read and agree with the above statements.

Parent/Guardian Signature **Date**

Daycare Representative Signature **Date**

Forms needed for Enrollment:

- _____ **Contract, signed**
- _____ **Registration Form**
- _____ **Meal Enrollment Form, Completed**
- _____ **Copy of Shot Record**
- _____ **Transportation Form**
- _____ **Medication Form**
- _____ **Walk Release Form**
- _____ **Sunscreen / Diaper Cream Form**
- _____ **DFS Approval for those that qualify for Family Service Assistance**

Care is Terminated on _____ by: _____

Reason: _____

Signed: _____
(Parent / Guardian)

Signed: _____
(Daycare Director)