



### 1. Hours of Operation:

Beverly's Daycare is open 7:30 am – 5:30 pm.

### 2. Attendance and Tuition:

6 weeks up to 18 months: \$115 per week

18 months and up: \$90 per week

School Aged children: \$18 per week for before/after school care.

\$20 per day for school vacation days, in-services, etc.

The daycare tuition is subject to change. You must pay for the entire week whether your child is here or not.

The daycare tuition is based on my hours of operation. You may extend your hours outside of your contract hours (within business hours) on any given day, provided that I am notified in advance. There is no extra expense with advanced notice.

### 3. Payment Agreement:

If 2 consecutive pay periods are missed, this contract will automatically be terminated. Failure to pay the past due amount will result in legal action being taken against you. This includes your normal weekly rate or any overtime or late fees that you may have accrued. A penalty fee of \$20 will be assessed for any returned checks. If returned checks are not paid within 7 working days, child care services for said child/children will be terminated and parents or Guardians must pay the 2 week fee for ending child care services. If more than one check is returned, your account will be placed on a cash only basis.

#### 4. Forms

You must return all forms filled out completely before your child/children enters my care. Required forms include:

Signed handbook

Medical Record

Immunization Record

Health assessment

Authorization for Emergency Medical Care

Parental Permission Form for off-premises trips

Once in care, these forms need to be updated any time there are changes. Each time your child receives a new immunization, please bring a new copy of their immunization record.

#### 5. Trial Period:

There is a two week trial period during which time either you or I may cancel child care services without notice. After the trial period, a two week notice must be given by the terminating party. If you wish to end my services without the two week notice, you may do so, but you must pay for the full 2 weeks in advance.

7. Drop off Time:

Please call at least 30 minutes in advance of your normal drop off time if your child/children will not be coming on any given day. This helps me to plan our daily activities.

8. Your Childs Hours:

Please do not bring your child more than 15 minutes before their contracted start time without first discussing it with me. If you are going to be late picking up your child, please call. If you are more than 15 minutes late picking up your child/children without calling, you will be charged \$5 a minute until you arrive.

Please have your child/children dressed and ready for play upon arrival. We spend a great deal of time outside. Be sure to send the appropriate clothing for the weather. Please do not send your child/children barefoot. Even on hot days, shoes are needed for health and safety reasons.

9. First Aid:

Scratches and scrapes will be treated with soap and water and a Band-Aid. (if needed) You will be notified immediately for anything more serious. For major emergencies which require the services of an emergency medical team, the child will be transported by ambulance. For minor emergencies, you will be notified and you will transport the child if medical treatment is needed. If circumstances warrant, and you cannot be reached, I will get in touch with your emergency contact.

#### 10. Discipline and Behavior:

Your child/children will be disciplined in a manner appropriate to the situation. This discipline is not abusive and does NOT include corporal punishment. (Usual discipline consists of redirection and cooling down periods.) If needed, we will have a conference to discuss behavioral problems and ways to solve them. Acceptable behavior is encouraged by giving positive verbal rewards.

#### 11. USDA Food Program and Meals:

All meals and snacks meet the requirements of the USDA Food Program. I serve only nutritious and well balanced meals and snacks. Children's' behavior can be adversely affected by foods that are high in sugar and salt, or that lack the proper vitamins and nutrients for development. To minimize behavioral problems and to insure children receive well balanced meals and snacks, parents are requested NOT to send candy or other snacks with their child/children. If your child/children arrive at my daycare with candy or snacks, they will be taken and put up until the end of the day when you come to pick up your child/children.

#### 12. Meal Schedule:

Breakfast will be served at 8:00 a.m. for those who do not eat at home.

Morning Snack will be served at 9:30 a.m.

Lunch will be served at 11:30 a.m.

Afternoon Snack will be served at 3:30 p.m.

#### 13. Personal Belongings and Clothing:

Your child's' clothing should all be labeled with his/her name. I am not responsible for lost articles. Children may bring their own toys if their name is

printed on them. Please do not send any toys with your child/children that you would not want them to share with the other children. If your child/children do not share their toy(s) that he/she brings, I will take the toy(s) and hold them till the end of the day. (This is to keep the children from arguing and fighting)

Please send your child/children with an extra change of clothes in case of an accident. Even if he/she is potty trained, a change of clothes is still necessary. Children should wear play clothes and dress according to the weather.

#### 14. Vacations:

You do not pay for my vacation days, but you must find and pay for your alternate childcare. If my daycare is closed, it is your responsibility to find back up care. I will do my best to give you at least two weeks notice if there is a need for an alternate provider. (with the exception of sick days) I want to provide the best possible care for your child/children. In order for me to do this, I must remain in good health both physically and emotionally. Therefore, the following days will be observed as unpaid holidays:

\*New Years Eve and New Years Day

\*Memorial Day

\*Labor Day

\*Thanksgiving and the day after Thanksgiving

\* Christmas Eve and Christmas Day

\*I will also be taking up to 15 days unpaid vacation per year. I will give you at least two weeks notice as to when I choose to use my vacation days.

\*I am also allowed sick leave days as necessary. I will notify you by 7:00 am if I am too ill to care for your child(ren).

15. Illnesses and Medication:

If your child/children is sick during the day, I will call you and isolate your child until you arrive to pick him/her up.

If your child is sick to their stomach and vomits, you must pick up your child as soon as possible.

Also, if your child has 3 or more loose bowel movements within an hour you must pick them up as soon as possible.

If your child has a temperature of over 100 degrees, you must pick them up as soon as possible.

For all three situations, your child(ren) cannot return to my care until 24 hours after the symptoms have cleared. For fevers, this means that the temperature is back below 100 degrees without medication.

No child in the contagious stages of a communicable disease may be accepted. If, at my discretion, your child is too sick to be in my care on any given day, I will not accept your child/children. (This is to protect the health of the other children)

16. Advance Notification for Child Pick-Up:

Call if someone else is to pick up your child/children. If I do not receive either a phone call or written authorization from you(the parents or guardians), I will NOT allow the child/children to leave with anyone other than his or her parent(s) or guardian(s).

### 17. Nap Time:

All children under the age of 5 who stay all day will lay down for a short rest or sleep period beginning at 1:00. Please try to explain this to your child. Please do not ask me to keep your child awake all day, both the children and I need this time to rest. If you like you may send your child's favorite blanket or stuffed toy along for them to sleep with. Make sure your child's name is printed on them. Naptime begins at 1:00 p.m. If your child is still awake after 30 minutes of quiet time, they will be allowed to get up and play quietly.

Infants (18 months and younger) will sleep in individual Pack-n-Plays. All other nappers will each have their own nap mat, blanket, and pillow.

Safe Sleep practices are used in my daycare. This includes the following:

- Children are checked on at least every 10 minutes during naps
- Infants are put down to sleep on their backs.
- Infants do not have blankets, pillows, or toys in their pack-n-play.

### 18. Child Abuse Prevention:

If I suspect that any child is being abused or neglected in any way I am legally required to notify Child Protective Services.

### 19. Potty Training:

If your child is old enough to potty train, I will help you potty train them while they are in my care. I do expect you to continue the training once you pick up your child in the evening.

Toilet training will begin in regular diapers or pull-ups and will continue to be used until the child can be accident free for two weeks. Only then will the child be transitioned to underwear. Soiled underwear will not be washed at the daycare. It will be bagged and sent home.

20. Transportation:

I like to take the children for walks several times each week, weather permitting. Often these walks include the area parks/playgrounds, visits to the Public Library, or stops at the Post Office. I do not transport children in my private vehicle.

21. Religion

My daycare and home are Christian. I have the children say a simple, non-denominational grace before lunch. I also incorporate religious activities into our day when appropriate. (ex. Making nativity scenes at Christmas time)

21. Infant Care:

Parents are responsible for providing diapers and wipes. It is easiest if you bring entire packages, rather than a diaper bag each day. I provide baby powder and diaper cream, as needed.

Infants should have a minimum of 2 sets of extra clothing at daycare.

I provide Parent's Choice with Iron formula for infants up to 12 months of age. If you prefer, you may provide breast milk or a different formula. It is the parental responsibility to provide 4 or more bottles to be left at the daycare.

22. Supervisory Plan:

While in the daycare, children are closely supervised. When inside the home, children remain on the ground floor. Infants and toddlers are within eyesight at all times, with short exceptions (e.g.: provider needing to use the restroom).

Older children are allowed to play out of eyesight, but still within hearing distance.

The “playroom” is only for older children who are past the “mouthing stage”.  
Children must be 2 ½ or older to be in the playroom, unless directly with an adult.

Children are only allowed outside with an adult.

Children are only allowed to play in the side “play yard”.

23. Special Provisions:

These next few lines are for any special provisions either by the parent(s) or guardian(s) or the child care provider:

---

---

---

22. Handbook Acceptance and Signatures:

I have read and agree to comply with all the provisions in this handbook.

Parent(s) or Guardian(s) Signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Daycare Provider: \_\_\_\_\_

Date: \_\_\_\_\_