

HOME DAYCARE  
CONTRACT & HANDBOOK  
(YOUR NAME) Childcare

Agreement is entered into on: \_\_\_\_\_ between:

**Daycare Provider**

(YOUR NAME)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**And the Family**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Child: \_\_\_\_\_ Start Date: \_\_\_\_\_

Second Child: \_\_\_\_\_

**RATE/PAYMENT ARRANGEMENTS**

**Rate:** \_\_\_\_\_

At (YOUR NAME) Childcare, you are paying for a specific slot NOT per hour or per day, so no discounts are given if your child doesn't come to care. This includes parent vacation and exclusion due to illness. Payment is to be made prior to the vacation.

**Days/Hours of Care:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours of Operation:** Normal hours of operation are 7:30 am to 5:30 pm Monday through Friday. I am occasionally available for overtime, overnight, or weekend care. Any non-contracted care will be by special arrangement only. There will be an extra charge for this service.

**Registration fees:** A non-refundable set-up fee of \$25 is charged upon registration of each child.

If the date of this agreement is more than 2 weeks ahead of the child's starting date, you are also required to pay in advance a fee equal to one week's childcare services. This fee will be credited to your account for your third week of childcare but is nonrefundable for any termination prior to that week.

**Payment Schedule:** Fees are payable in advance and are due no later than dropoff time on the first day of the week the child is contracted for care. No exceptions are made for absences due to illness, vacation, or other reasons. You can always pay early. Payment is still due the first of the week. A fee of \$5 per day will be charged on late payments.

**Over-time fee:** A late fee equal to \$5 per child shall be made per 15 minute intervals for pick ups later or drop off earlier than the above agreed upon time. Example - 1 to 15 minutes late or early, you owe \$5 per child; 16 to 30 minutes late or early, you owe \$10. This will be strictly enforced and more than 2 late notices may result in a Termination of Services notice. If one-day (meaning 24 hours) prior notice of late pick up or early drop off was arranged late fee would be waived, but regular overtime charges will occur.

**Returned checks:** In the event of a "bounced check" you will be responsible for all bank charges incurred and will be required to pay in cash from that time on.

**Extra fees:** From time to time parents may be requested to pay extra fees for Field Trips and/or other special projects and activities.

## **HOLIDAYS/CLOSURES**

**Daycare Holidays:** Weekly fees for your child will be as follows:

Daycare will be closed **with pay** on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Daycare will be **closed with no pay** on these additional days: New Year's Eve, Good Friday, the day after Thanksgiving, and Christmas Eve.

**Other Closures:** If I take any additional days off for vacation, illness, family emergency, trainings or workshops, etc., parents do not pay. Parents are responsible to have back-up care available in case of these closings.

## **MEDICAL EMERGENCIES**

Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us.

I am prepared with emergency caregivers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness, accident, or other family crises at the daycare home. Parents will be notified when an emergency caregiver will be used. If an emergency caregiver cannot be located, parents may be requested to pick up their children. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. (YOUR NAME), or her family will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

## **ILLNESS**

No child will be accepted with a fever, vomiting, diarrhea, runny crusty eyes, or unexplained rash or has had any of these symptoms within the last 24 hours. In cases of colds, sore throats, and the like, a phone call to the Provider is required to decide on acceptance for the day. Should the child become ill during his/her day here, parents will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The child will be isolated from the other children and given special attention and comfort until the parents arrive. The child will be accepted back when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

## **MEDICATION**

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. These must be labeled with the child's name.

## **PERMISSION TO TRANSPORT**

Occasionally I need to take my own children to school or activities that they are involved in or we may take a Field Trip excursion. All children will be placed in safety-approved car seats as required by Ohio State Law. Parents may be requested to provide a car seat for the day. I carry copies of the emergency forms with a picture of each child attached. In the event of emergency away from the daycare home, your child will be cared for and you will be notified. I ask for your permission to allow your child to travel in my car.

\_\_\_\_\_ gives his/her permission for \_\_\_\_\_ (child) to travel in the daycare Provider's vehicle.

Parent Signature: \_\_\_\_\_

### **RELEASE OF CHILD PERMISSION**

The following person(s) have my permission to pick up my child from daycare:

I understand that if the Provider has not met the above-named person(s), a photo ID must be shown before release is made and I must inform the Provider in advance that alternate arrangements for pickup have been planned.

Parent Signature: \_\_\_\_\_

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### **WATER PLAY/SWIMMING PERMISSION**

\_\_\_\_\_ gives his/her permission for \_\_\_\_\_ (child) to participate in all swimming and water-play activities at the daycare home.

Parent Signature: \_\_\_\_\_

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### **GENERAL PERMISSIONS**

The provider has my permission to: (Please circle yes or no)

Take photos of my child/children Yes No

Give my telephone number and address to other parents Yes No

Parent Signature: \_\_\_\_\_

### **HOUSE RULES**

The following rules are reinforced for the safety and well being of everyone. There is no running in the house. There is no hitting, pushing, biting, grabbing, kicking, pinching the other children. Obscene language is not allowed. Children are not allowed to walk around the house with cups or bottles. Respectful treatment of other children and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item.

### **DISCIPLINE**

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency, and firmness. The children are explained the rules of the daycare home frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following developmentally appropriate guidance techniques will be used. These techniques are: Redirection - Time Out - Removal of Privilege - Last Resort - when a child's behavior is continually upsetting or dangerous to myself or others, a Conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

### **ARRIVAL AND DEPARTURE**

Children are to arrive clean and fed (if arriving after 8:30 am). It is normal for children to be hesitant and sometimes even cry when dropping them off. Please be very brief (no more than 5 minutes is sufficient) during drop off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all you need to do.

Please be very brief at pick up times also. This is a time of testing when two different authority figures are present (the parent and the provider) and all the children will test to see if the rules still apply. It is important that you back up my rules at this time, but if you do not, I will remind your child of inappropriate behaviors being displayed and take action to correct them if needed. Please be in control of your child during pick up times!

Do not allow your child to run out to your car while you are still inside or while you are in my backyard!! The safety rule is "No one goes outside without their parent with them."

Drop-off and pickup times are not the times to discuss problems. Parental communication is vital; it is the key to a successful childcare arrangement. If there are any problems or concerns please call me.

## **SUPPLIES**

Parents are required to bring a blanket for rest time to be kept at the daycare home and a complete change of clothing (including socks) appropriate for the weather to be kept at the daycare home. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good clothing is not recommended. Parents will be required to bring bathing suits to be kept at daycare in the summer. Appropriate hats, mittens, boots must be brought to daycare to be kept here or as requested. All items need to be labeled with your child's initials. Parents must maintain these items at all times. Failure to do so is grounds for termination.

Parents are required to supply diapers. I will notify you when your child's supply needs to be replenished. Parents should also bring an infant's/child's pain reliever, diaper rash ointment (if used), a toothbrush, and a small daily bag or backpack.

The Provider will supply all food (except breast milk and/or baby food for infants not enrolled in the Child Care Food Program), baby wipes, bibs, all furniture, all bedding, and toys. The Provider will not supply any medications or creams.

## **TOYS**

No toys should be brought from home. If something to sleep with is needed (special blanket or animal) bring it, but it will only be for naptime, and will be put up when the child first arrives. Exception: Show and Tell during Mother Goose Time and other special activity days.

## **TOILET TRAINING**

I will be more than happy to help with potty training provided that it is not done before the age of 2.5 years and parents initiate the process at home first, whether it is over a weekend or during vacation. I expect parents to work with me in this process which means once potty training is initiated I want the child in training pants or pull-ups at all times. Putting a child in a diaper for your convenience because you are going out or for whatever reason will only confuse the child and delay the training process. I also require that all potty training children wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period.

## **BIRTHDAYS/PARTIES**

Parents will be asked to bring a special food treat for their child's "special birth day." Gifts are not expected and will be put out of sight, if brought, for the birthday child to take home with him/her at the end of the day. I do have holiday parties several times throughout the year. Signup sheets will be posted at the front door for your assistance with these days as needed on a voluntary basis.

## **MEALS**

All food will be provided at no additional charge. This includes breakfast for children arriving before 8:30 am, lunch, and afternoon snack. I have set meal times depending on whether or not school is in session. Parents are responsible for feeding the child if he/she will arrive at daycare after a mealtime. Infants are always fed on demand. I belong to the Child Care Food Program and all meals provided are nutritious and well rounded. Except for special occasions and when requested, please do not send any food, drink, or candy with your child. Infants, if enrolled in the Child Care Food Program, are provided with an iron-fortified formula, cereal, baby food, and juice at no additional cost to the parents. Written feeding instructions are required from parents of infants including type of food and/or formula, amount of food and/or formula, and feeding times. Lunch menus for the week are posted at the front door. Parents may look at full daily menus at any time upon request.

If your child requires a modified diet, I will need a physician's written instructions.

### **NAP/REST TIME**

Each child 5 years of age and younger is required to have a rest period. If your child no longer naps, he/she may look at books, but must remain quiet for the other children. Parents are required to supply a blanket for the child to be kept at the daycare home. I also ask that parents do not bring children in or pick them up during this period as it has proven to be very disruptive to the other children.

### **PRESCHOOL PROGRAM**

I provide a preschool program from September through May for children ages 2 - 5 at no additional cost to you. We are currently using the Mother Goose Time Curriculum. Some of the activities include arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a monthly theme format.

### **REFERRALS**

Referrals from a current client are one of the biggest compliments I can receive. As a special thank you, (YOUR NAME) Childcare offers families a free day of care for each referral that enrolls. Your free day will be deducted from your weekly fee after the referred child has attended for 3 weeks.

### **GENERAL**

- Parents are required to notify me by 8 am if their child will not be coming for the day.
- Parents are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information.
- Parents are required to inform me if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- Parents are urged to bring their "older" potty-trained children in clothing and shoes that the children can handle mostly on their own without getting very frustrated. Onesies or shirts that snap at the crotch, too-tight shoes the child cannot slip on themselves (I have no problems with tying the shoes!), and tight jeans with belts, buttons, and snaps that the children can't handle alone are not appropriate in a daycare situation. It has proven to be a source of frustration to all involved. Children take pride in being able to care for themselves.
- No smoking is allowed on premises.
- The daycare home will have a fire drill at least once per month.
- Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.
- Parent/Provider conferences are held twice a year, in January and in July.
- A newsletter is distributed to parents each month. Parents are responsible to read this for news of what is happening in the daycare home, provider day's off, and other relative information which you may need to know.
- Provider maintains an open-door policy for parents during daycare hours. Parents are required to let me know of their presence before entering the premises. Knock, then enter. Many times I need to lock the front door for safety purposes.
- Parents are encouraged to call me at any time during the day or evening. Lots of times I will not be able to answer the phone as I am quite busy with the children - please leave a message and I'll call you back as soon as possible.
- When picking children up at the end of the day, parents are asked to always come to the front door unless there is a note on the door saying we are ALL out back, then you may go around to the backyard. Please knock - I often lock the door for the children's safety. Sometimes, the older children are out back and I'm inside with the younger ones - I need you to come into the house from the front and I will call your child into the house to leave. Please do not go into the backyard unless I am out there with all of the children. This is for everyone's safety.

**SPECIAL CIRCUMSTANCES:**

I do occasionally accept children for drop-in care if I have a space available on any given day. Therefore if you tell me that you will not be bringing your child, there is a chance I will fill your spot for that day and you could potentially lose your day if I do so. Therefore I do require that you give me a minimum of 48 hours notice if you change your mind and want/need to bring your child after all on your day. You are still responsible for paying all fees for your contracted days regardless of whether you come or not. I do not accept drop-ins for the purpose of earning a little extra income, rather I do it as a service to all of my parents, which may possibly include you if you would ever need/want daycare on an unscheduled day. Your 48-hour notice is not only put into place because I may schedule a drop-in on "your" day, but this will give me time to adjust my menus/activities accordingly. For example, I may plan a Field Trip if your child is not coming because I will have a smaller, more manageable group. 48 hours would give me ample notice to reschedule this activity should you decide to bring your child after all.

**TRIAL PERIOD AND TERMINATION OF SERVICE:**

The first 14 calendar days from child's start date are a probationary period for the provider, child, and parent. This agreement may be terminated at any time during this period. After the probationary period, this agreement may be terminated by either party by giving two-week's written notice if the child or children are to be permanently withdrawn from daycare. Two-week's pay will be accepted in lieu of the two-week's written notice. The Provider will also give the Family two-week's written notice of intent to cancel this agreement except in cases of family emergency (Provider's) or gross misconduct on the part of the parent or child. Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice.

Provider will give the Family a minimum of two-week's written notice of any increase in fees or significant changes to this agreement.

Any and all additions/changes to this contract must be initialed by both the parent and the provider to be valid.

I have read and fully understand this contract. By signing this agreement, I agree to comply with all terms herein.

Parental Signature: \_\_\_\_\_

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

Parental Signature: \_\_\_\_\_

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

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

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