

Little Daisy's Day Care Enrollment Contract

This is a child care agreement between:

Little Daisy's Day Care L.L.C.
34 Carrelton Drive.
Paterson, NJ 07522

AND:

Mother's Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Address: _____

Father's Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Address: _____

For the care of the following child(ren): List full name(s) and current age(s).

Emergency contact (Cannot be parent, this is in case a parent cannot be reached.): Please provide name, relationship, phone number, and inform them to bring their drivers license.

The following people can pick up my child(ren): Please provide full name, phone number, and let them know they will need to provide their drivers license in order to leave the premises with the child(ren).

The terms of agreement are as follows:

Days of care: _____

Hours of care: _____

There will be a fee of \$_____ per week, payable in advance, no later than the 1st day of care in any given week.

Early starts / Late pickups (any time after your regular scheduled pick up time) will be charged a fee of \$ 5.00 for every 15 minutes you are late. This fee is expected paid promptly on the day you are late.

There will be an added fee of \$25.00 for any checks returned NSF. Should the NSF result in any charges to my bank account, you will be expected to cover all costs on top of the \$25.00 fee. Once the fee is paid, you will receive grace for the first check returned. A second will result in all fees paid strictly in cash.

We reserve the right to periodically adjust the rates. Parent will be notified at least 2 weeks in advance.

What you provide:

Meals and snacks are to be provided for children along with a change of clothes, blanket for quiet time, sheet for their cot, a special stuffed toy for quiet time, diapers, baby wipes, and any other supplies your child(ren) needs. All items should be marked with your child(ren)'s initials, including lunch bag and bottles.

Policy regarding a child who is absent: The weekly fee remains the same.

Holidays:

The following are considered days off and paid holidays for the provider providing they fall on a regular day of care:

New Year's Day, Dr. Martin Luther King's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve Day, Christmas Day

Vacation policy is as follows:

A two week notice is needed if you plan on going on vacation. We will not charge for one week of vacation per calendar year. Every other week you will be charged 1/2 of your regular fee to hold the child(ren)'s spot.

Termination:

In the event of termination of care, by either party, there is a required two week notice. Termination can be decided by either party for any reason at any time.

During the two week notice time fame, you will be expected to pay each week in full regardless of whether your child attends daycare or not.

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Provider Signature: _____ **Date:** _____

Little Daisy's Day Care Hand Book

Welcome to Little Daisy's Day Care. Since this will be your child(ren)s home away from home, we provide a safe, caring, homelike atmosphere for your child(ren) while at the same time providing for their physical, intellectual, emotional, and social development. Please read the policies of the daycare carefully.

Nondiscrimination:

We will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

House Rules:

The child(ren) will be taught by example here, to have respect for themselves and each other.

Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything, bad language, etc.

Discipline:

We will strive to offer praise for good behavior. Should negative behavior happen, we will deal with it in one of three ways.

Redirection: Toddlers will simply be told "no", and be redirected to another activity or area.

Talking: Once a child reaches the age of two they can be talked to. They will be told in easy to understand terms why the behavior should not continue. Typically, this is highly effective.

Time-out: Should the behavior continue, the child will be placed in a time out chair. We use the one minute per age of the child rule (a three year old gets three minutes, etc.)

Should a behavior continue after a few time outs, we will talk to the parent. A workable solution can almost always be found.

Drop off / Pick up child(ren):

Please arrive on time.

Child(ren) over the age of 12 months must arrive fully dressed and ready for the day.

At drop off time, please make sure that you say good bye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured, by the time you are out of the driveway, the tears will have stopped. This also helps to make the child feel secure in that while you may leave them when you have to, you are always coming back.

Safety:

Your child(ren)'s safety is paramount. All electrical outlets have been updated and are tamper proof. The day care has smoke detectors and carbon monoxide detectors, as well as fire extinguishers on each floor of the house. We also have first aid kits, several flashlight/lanterns, and a portable battery operated radio.

Clothing:

Do not send your child to daycare in "dress clothes". Play clothes only. Although we try are best to keep the child(ren) clean, even in the best of circumstances, accidents happen.

Make sure your child(ren) has a complete change of clothing here at all times, including underwear and socks. Please provide a different change of clothes should the one here be used or the season changes.

During the summer months we will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a swimsuit or swim diaper if you wish for your child(ren) to participate, as well as a towel and sunscreen.

During the winter months, make sure your child(ren) has the appropriate clothing. This includes a jacket, snow pants, boots, mittens and hat. If your child(ren) does not have the appropriate clothing he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, that is fine.

Toilet Training:

We will be more than happy to help with potty training provided that it is initiated at home first. We expect parents to work with us in this process which means once potty training is initiated we want the child in training pants or pull-ups at all times. Parents will be asked to provide extra sets of clothing during the training period.

Birthdays / Parties:

Parents are free to bring in a special snack, cupcakes, or any special food for your child(ren)'s birthday. We want your child(ren) to have a special day and this is encouraged. Your child(ren) will also be able to pick some of the activities that day.

Holiday parties will occur several times throughout the year and parents will be advised in advance. A sign-up sheet will be posted for parents wishing to bring in anything special and help with the party.

Allergies:

Please list all allergies and medical conditions that your child(ren) has/have:

Medical Emergencies / Sick Policy:

Minor bumps and scratches are inevitable, but we make every effort to keep the child(ren) safe through supervision and childproofing. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs, parents will be contacted as soon as possible. If necessary, the child(ren) will be taken to the nearest hospital where parents will be asked to meet a staff member. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

We will notify you immediately should your child(ren) develop any of the following symptoms:

Ear temperature of 100 degrees Fahrenheit or over.

Vomiting or diarrhea.

Any rash other than a mild diaper or heat-related rash.

Should your child(ren) develop any of these symptoms, you will be expected to pick up or have someone on the permitted list pick up your child(ren) within one hour. We will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). Should this not be the case your child(ren) will not be allowed to stay.

Medications:

Prior to administering prescription medication, we must have written permission and instructs for each medication. Medicine with the child(ren)'s name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental permission according to manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.

Sleeping:

Each child(ren) will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in play pens with waterproof pads. We sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics and SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor. Older child(ren) will be provided with their own separate comfortable cot with built in small pillow.

Parents in Daycare:

You have the right to stop in anytime during your child(ren)'s regular daycare hours. You do not need a reason. You are welcome to pop in any time.

Smoking:

Smoking is not allowed in the daycare or on our property.

Referrals:

Referrals from a current client are one of the biggest compliments we can receive. As a special thank you, Little Daisy's Day Care will offer you a free week of care for each referral that enrolls. Your free week will be taken into effect after the referred child has attended for 4 weeks.

Photo Permission:

During daycare hours photos may be taken for art projects, to hang in the daycare, or to be put up on the website. All photos will be respectful and will not be used in any ways to cause harm. If you do not wish for your child(ren)'s picture to be taken please make a note of this before signing and inform us. _____

The undersigned have read and agree to abide with Little Daisy's Day Care policies.

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Provider Signature: _____ **Date:** _____