PRESCHOOL PREP

(Policies)/Contract

Thank you for choosing **Pre School-Prep**, I am looking forward to working with you. My name is Kumiko, I would like to start by thanking you for allowing me to help your family with its childcare needs, whether it is full time, part time or just for the day. I have worked for several childcare centers as well as licensed home childcare. This will be my fourth time running my own home childcare business. I personally strive to create an environment of love and trust where a child can grow emotionally, intellectually, socially, and physically. I will provide various learning activities that will assist in fostering a positive attitude for future education and a creative environment in which your child's talents and personality will flourish.

TUITION FEES AND LATE FEES

The weekly rate is $_____per child, per week. This is a flat rate and stays the same amount regardless of attendance or hours.

If you receive any form of childcare assistance/subsidy you are responsible for all payments that are not covered by the program. (Ex: My rate is $300 the subsidy pays $250; you are responsible for paying the $50 not paid by the program.)

All payments are due in advance. Payment is due in full each Friday in advance for the following week (unless special arrangements are made). (See below).

Special arrangements (if any):

There is a late fee of $10.00 per day added for each day that payment is late (up to 30 days).

Payment is due when you pick up your child(ren) each Friday. If payment is not made at time of pick-up, it is now considered late, and a late fee will be added. It will continue to be added at the same time each day thereafter until paid.

Children may not attend the day care unless **FULL** payment and **ALL** late fees have been paid up to date. **THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE**.

Partial payment is not acceptable. Persistent delinquent payments are grounds for termination of childcare. Childcare positions will be lost after two weeks of non-payment. (**Late fees will still incur until the account is paid in full**).

Clients are responsible for all late payments, late fees and two weeks' notice even after termination of childcare. Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees, and two weeks' notice. **I will absolutely take you to court. Late fees will continue to be added as well.**

If your childcare account remains unpaid for any reason, be advised that your account will also be reported to Provider Watch immediately. Provider Watch is a national childcare credit reporting agency, especially for daycare providers to run checks on clients. Many daycare providers in your state now use this service. Your delinquent account being reported to Provider Watch will make it more difficult for you to find childcare providers willing to accept your children until any such accounts have been reported paid in full. You may contact Provider Watch if any childcare provider informs you that their decision not to accept1 your children is based in whole or in part on information received from this agency. Provider Watch will disclose any delinquent account information on record so that you may resolve those accounts.
Provider Watch. 1.866.267.3691

If you receive any form of childcare assistance, you are responsible for any amount not covered by the program you are enrolled with. That includes your two weeks' notice. If your child's last two weeks of care are not covered by the program, it is your responsibility to make the payments yourself. ***If any check is returned unpaid, only cash will be accepted from then on.***
There is a minimum $35.00 fee for returned checks.
Initial: _____

HOURS

The day care is open from seven days a week. You may use any or all of these hours**, as they pertain to your work hours**. **One minute** after your scheduled pickup time, you are considered late. At which time late charges will be added at the rate of $20.00 for every fifteen minutes past your 30 min pickup window. One minute after your noted pick-up time you are considered late! All times in and out are taken from the clock at the day care.
The day care will be closed on all major holidays and notification will be given at least two weeks in advance if that should change. However special arrangements may be made for an **additional charge.** Notice of any other closed days, such as personal vacation time etc. will also be sent out on the Bloomily app. **It is the parent's responsibility to find alternate care if needed during those times/days**. **Please remember your contract payment only covers your work hours plus a 30-minute pickup and drop off window.** Early drop offs and late pickup are an **additional charge.** Please see me for that rate.

Please call and let us know within 2 hours of your scheduled drop off time if your child will be late or absent for the day. If you fail to communicate that you are running late within 5 minutes after your drop off time has passed you will lose your childcare spot for that day. **I will not open the door, there will be no refunds/ make up days at all.**

Also please remember that if it is not your drop off time to stop ringing the doorbell. I am not going to open it, until it is your schedule drop off time. Please do not get out of your car and allow your child/children to run around screaming and yelling in the doorway. You should not be pulling up until it is your time to drop off. The neighbors are very close, and I do not want to get any complaints.
Initial: _____

There will be a two-week waiting period for all schedule changes, as well as a two-week trial period with the new hours. After the two-weeks I will let you know if the schedule change can be permanent

or not. If you need an immediate schedule change, there will be a $30 fee and there will still be a two-week trial period, for immediate schedule changes.

SICK CHILDREN

Sick children may not attend day care. This is a state regulation. Sick children make the other children sick too. "Sick", according to the regulations, is any child that may be running a fever, has a rash, unexplained symptoms, or who appears to be less than healthy. It is up to the day care provider to decide if a child is too sick to be in day care. If a child becomes ill at day care, the parents will be notified and expected to pick up the child. Ill children will be isolated from the rest of the children. **I DO NOT** wish to administer any medications under any circumstances. If your child is taking any medication, it is to be administered by you the parent before your child arrives. (If exceptional circumstances exist, please consult with me as I will make the determination at that point) you are to pickup within the hour or emergency contacts will begin to be called. Please remember children are talkers, they tell us when they've received medicine or are sick. Everyone is required to do health assessments on Bloomily before bringing child to daycare. If I get sick, I will have to close and everyone will be without care, this is not fair. To help keep this from happening you have to fill out the health assessment.

Initial_____

VACATION TIME

Five days of vacation time will be given per year to full-time clients, starting your second year. No payment is due for these days off upon at least two weeks' notice. The five days are to be taken between January and December of the same year. There will be no "rollovers" to the following year. Vacation days must be earned by paying on time/in full. If you are late with a payment, you must start over after five late payments you are no longer eligible for that year's vacation days.

I am closed every year on the following days: New Years Day, Martin Luther King Jr Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas Day. (Most of these holidays I am available for an extra charge). First year vacation time is _____ days.

Initial: _____

TOYS

Your child(ren) are not permitted to bring toys to the daycare. We will not be responsible for lost or broken items that are brought in. The children are supervised consistently, but accidents happen, and toys break and get misplaced. **Cubbies are not toy storage**, they are for changes of clothes and jackets. Anything brought in will be sent right back out with parents. Remember your child's toys may not be age appropriate for smaller children and can pose choking hazards.

Initial: _____

NAP/QUIET TIME

Nap time is after lunch. ALL children are expected to respect this "quiet time". The children need this rest time, and we need the quiet time to be able to clean up and prepare for the afternoon's activities, catch up on paperwork etc. Please be reminded that we do not get "breaks" and "lunch breaks" as in other jobs! Nap time is our only time to relax a little in a 12+ hour workday! Parents are discouraged from visiting during nap time unless the child is being picked up for the day. It is very disruptive to the other resting children. They do not understand why one child can get up and play and yet others must have quiet time. Your child will be provided with a cot and small blanket to use during nap time/quiet time. Please be advised, children do not have to take a nap and will be provided with a quiet activity after 30 minutes of resting quietly on a cot.

Initial: _____

Diaper Bags

Diaper bags cannot be left at daycare. You may remove the items and take the bag with you. The same goes for backpacks. If you have diaper creams, wipes or anything in those bags that can be a danger/hazard to a child you could lose your daycare spot.

FOOD AND TREATS FROM HOME

Unfortunately, homemade goodies cannot be brought from home. This is a state regulation. If you wish to send treats with your child to share for special occasions such as Valentine's Day, the child's birthdays etc., the items must be commercially prepared and individually wrapped.
PLEASE!!... **NO GUM IS ALLOWED AT DAY CARE!!** It is a choking hazard. It also gets into carpet and on to furniture and children have this horrible tendency to "share it"! This daycare provides 6 meals throughout the day and does not require additional items. Cubbies are not for food storage, other kids go into cubbies and may have allergies do not bring in food from home unless it has been approved by me and you are bringing it for everyone. There are exceptions to this see me if you need to bring food for your child.
Initial: _____

DAMAGES

Small repairs and accidents go with the territory when running a day care facility. However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear. (Such as deliberately breaking toys, poking holes in furniture etc.)
Initial: _____

NOTICE OF TERMINATION

Two full weeks advance notice in writing is required to drop your child from the day care facility. Payment is required for these two weeks even if the child is not here.

Kumiko Barnes/Pre School-Prep reserves the right to terminate this contract for any reason. Two weeks' notice will be given under usual circumstances. However, we reserve the right to immediate termination of services under certain circumstances. (I.e., children, who are a threat to others, non-payment etc...)
Initial: _____

As required by the state, the following regulations are in force at this day care facility.

HEALTH OF THE PROVIDER

Each person working in the facility must be in good health with no communicable diseases. The provider must complete a health history questionnaire for the state and obtain appropriate results from a TB test.
Initial: _____

CHILDREN'S HEALTH

All children must be up to date on all immunizations before enrollment in the day care facility. See contract for policy on sick children.
Initial: _____

USE OF TOBACCO, ALCOHOL, AND ILLEGAL SUBSTANCES

Use of the above items is always prohibited in the day care facility for both the provider, staff, and parents of the children.
Initial: _____

SUPERVISION

Children will be always under direct supervision.
Children will be checked on every 20 minutes while sleeping. Children under 24 months will be checked on every 15 min and a sleep log will be kept.
Children under the age of 4 will be personally supervised while in the bathroom.
Children older than the age of 4 will be reminded and asked about toilet flushing and hand washing.
Initial: _____

INFECTION CONTROL

Provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom, before and after handling food. Upon entering the daycare, when coming from outside, after cleaning noses as well as after sensory play. Paper towels and liquid soap will be accessible in the bathroom.
Initial: _____

CHILD DISCIPLINE

Redirection is the method of discipline used in the day care facility. If behaviors are beyond our control, we will notify parents to pick up the child. (This is a last resort action) We are happy to discuss this with you and to reinforce any methods you may use at home such as a reward system etc.
Initial: _____

EMERGENCY AND DISASTER PLANNING

This day care has an emergency plan on file.
Initial: _____

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF **Pre School-Prep**. THEY ARE A PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

(Parent / Guardian) _____ Date _____ Provider_____ Date _____

Parent/Guardian) _____Date _____

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