

Country Care

Parent/Provider Agreement for Child Care Services

Welcome to our licensed family daycare home. You are invited to visit us at any time during business hours, which are from 6:00 a.m. to 6:00 p.m., Monday through Friday. Special arrangements for Saturdays and second and third shift hours will be considered on an individual basis.

Basic Services

Country Care shall provide the following basic services for _____
(child(ren)'s name(s)) who is (are) currently _____ years old. Date(s) of birth is
(are)_____. Enrolling parent/guardian is _____.

Please check the appropriate program:

Full time (see back for rates)

Part time (see back for rates)

Drop off – only if space is available* (no notice-fee of \$30.00/day--24hr notice-fee of \$25.00/day)

* No space is guaranteed for drop off service, openings based on per day basis. However, the center must have file on hand for child to be able to accept drop off.

Days and hours you've chosen: M_____ T_____ W_____ Th_____ F_____

It is imperative that you maintain the hours YOU HAVE CHOSEN. If you do not, you will be charged a LATE PICKUP FEE or an OVERTIME FEE as outlined on the back of this agreement.

- 1) Your child will be given two meals and a snack or two snacks and a meal, depending on the time he/she is present. Meal times are: Breakfast – 9:00 a.m., AM Snack – 11:00 a.m., Lunch – 1:00 p.m., After School Snack – 4:00 p.m., Supper – 6:30 p.m., Late Snack – 8:00 p.m.
- 2) Your child will be given assistance with personal care as needed.
- 3) All children will be given the opportunity to rest/nap. Younger children, 2:00 – 4:00, Older children, 2:00 – 2:45.
- 4) Your child shall be involved in a program of play and learning experiences, which are appropriate for the ages of the children enrolled. A balance of active and quiet play is provided for, with individual and group activities, which are, geared toward the emotional, social, physical, aesthetic (artistic), and individual growth of young children.
- 5) **Country Care will no longer administer medication of any kind other than breathing treatment for asthma related problems, and only then with written and up to date instructions from the prescribing physician. This decision was made due to the liability of adverse reactions of some children to medication, especially antihistamines. Parents are welcome to come to the center to administer medication if they feel it is needed, but if a child is sick enough to need Tylenol or Advil every four hours, they do not need to be in daycare that day. Most antibiotics can be given before a child leaves home, as soon as a child is picked up, and then before bedtime. We apologize if this causes any inconvenience for anyone, but this is for the safety of the children, as well as for reduced liability for Country Care and our staff.**
- 6) The staff shall give appropriate first aid to a hurt child. A parent/guardian shall be contacted if it is the judgment of the staff that immediate medical attention is necessary. If it is further the judgment of the staff that the injury is of an emergency nature, paramedics shall be called to center and a parent or guardian shall be contacted.
- 7) An ill child shall be isolated and given appropriate care until parent/guardian or emergency contact person can be called to take him/her home. **(State Regulations are that the Center CANNOT keep an ill child).**
- 8) Country Care has sufficient toys and activities for all age children in care. **It is requested that children do not bring their own toys;** this tends to cause problems between children.

- 9) Country Care shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
- 10) The Director shall report to Children’s Protective Services or the Police Department, as required by the State Penal Code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which she may become aware.
- 11) In any event that a staff member is suspected of misconduct with the children, said staff member will be supervised at all times with children until proper investigation can be conducted by state authorities.

Payment Provisions

2006/07 TUITION RATES ARE AS FOLLOWS: All with 10% discount for advance payment (required)

All rates are for up to 9 hours daily

Fulltime:

All Children \$95 per week with a 10% discount for advance payment (\$85.00)

Part time (less than five days, up to 9 hours per day):

4 days or less \$75 per week (\$65 with 10% discount)

Before & after school care \$75 per week (\$65 with 10% discount)

Before & after school + Fridays \$85 per week (\$75 with 10% discount)

After school care only \$67 per week (\$60 with 10% discount)

Drop-off (must be enrolled as drop-off, space permitting*):

Less than 24 hour notice \$30 per day per child

24 hour notice \$25 per day per child

* No space is guaranteed for drop off service, openings based on per day basis. However, the center must have a file on hand for child to be able to accept drop off.

OTHER CHARGES:

Overtime (scheduled*) \$5 per hour (over 9 hours daily)

Late Pickup fee \$5 per 15 minutes (Please pick up your child on time when expected)**

Late Payment fee*** \$5 per day (this includes weekends)

Returned check fee \$15 (limit 2, after that-CASH ONLY)

Payment is due **every Friday prior to care**, unless other arrangements have been made ahead of time. **The childcare fee will be incurred EACH WEEK without regard to your child’s**

attendance unless you sign up for Drop-Off Service. Your child may be refused admittance to the center for late or non-payment of fees, thus terminating the arrangement for future childcare. Until the child is officially withdrawn from the center or absent for 2 weeks without returning, two weeks pay is still expected.

- 1) We will accept Cash, Check, or Money Order
- 2) For every returned check there is a \$15.00 service fee.
- 3) If we receive 2 returned checks, you will need to make future payments with Cash or Money Order.

Obligations of Parents or Guardians

- 1) You must furnish requested medical information within 30 days of enrollment. This includes immunizations and adapted health form. This applies to all age groups.
- 2) You or a designated representative will bring your child to the door and sign in the time of arrival, you may not drop child off at gate and leave. When being picked up, you must come in and sign your child out.
- 3) **Food is not allowed to be brought into the center UNLESS there is enough for everyone. Gum is not allowed into the center ever.**
- 4) The Director must be notified if your child is to be absent. If the Director has not been notified as to the reason of your child’s absence, she may assume the child has been withdrawn at the end of a two-week period.
- 5) **PICKING UP YOUR CHILD LATE will result in a LATE CHARGE OF \$5.00 FOR EVERY 15 MINUTES. (Late means past your designated time chosen on the front of the form.)** In case of **unavoidable** circumstances, exceptions may be made.
- 6) You will need a back-up baby sitter to watch your child while sick or when we are closed. A calendar will be provided to let you know these dates.

- 7) Toys should be left at home. We will notify you ahead of time if we schedule a “show & tell” time when each child may bring a small toy or other article of interest.
- 8) Please be sure to check your child’s cubby and “art” clothespin daily or valuable treasures & priceless artwork will be thrown away.
- 9) Reimbursement will be expected for any damages to property caused by your child(ren) our center in excess of ten dollars (\$10.00).

This agreement may be cancelled by the Director for any of the following reasons:

- 1. Nonpayment of fees.
- 2. Uncooperative parents or guardians.
- 3. A sole and unrestricted decision after a one-week trial enrollment that it is not in the best interest of our program to continue this enrollment.
- 4. Two-weeks’ notice by a parent or guardian of intention to withdraw.
- 5. Failure of child(ren) to attend for three days without notification.

➤ PLEASE CHECK FOR NOTICES POSTED ON THE INCOMING DOOR AND BESIDE THE SIGN-IN SHEET & ON THE BULLITIN BOARD!

PARENT/GUARDIAN

DATE

JUETTA POTTER, DIRECTOR

DATE