

# **DAYCARE CONTRACT AGREEMENT**

Effective January 1, 2011 – December 31, 2011

I am a group family daycare provider licensed by Sherburne County according to the State of Minnesota Rules 9502-0315 – 9502-0445 for Family Daycare and Group Family Daycare. I have been a licensed daycare provider for 13 years. I am licensed for a total of twelve children; ten of which may be under school age; of that ten, no more than two shall be infants and toddlers. Of those two, no more than one shall be an infant.

## **HOURS OF SERVICE**

My business hours are 7:00 a.m. to 5:30 p.m. I have a very casual schedule and do not mind when your schedule changes within my business hours. Drop off time before my business hours or pick up time after these hours must be prearranged in person or by a phone call and only on an occasional basis. An overtime charge of \$1.00 per minute per child will be assessed starting at 5:30 p.m. if I was not notified you would be late for pick-up. You may use a maximum of nine hours per day and forty-five hours per week or an additional charge will be added to the fee.

## **ADMISSIONS**

When we meet to consider having your child join my family daycare, I'll share details with you about my daily schedule, methods of discipline, plans for naps and meals, weekly projects and organized playtimes. I'll ask for your input in regards to your child's preferences, personality and current schedule so that we can plan the best way to integrate your child into the group. Please feel free to ask any questions you may have in regards to any aspect of my daycare.

I do not discriminate in admissions based on race, creed, color, religion, sex or national origin. I do, however, recognize that not every child will fit comfortably into my child care family. For this reason, every new child begins on a two week trial basis. During this two week period, the parents or the provider are allowed to give a one day notice to terminate care on the basis of not being a "good match." After the trial period, a two week notice is required for either party to terminate care. If you decide not to use that last two weeks of care, you are still required to pay the fee.

## **HOLDING FEE**

This fee guarantees a spot for a specified date and age of child. This fee is non-refundable should alternate arrangements be made by you. The amount is equal to one week's pay rate and will be credited to fees owed the first week you begin daycare.

## **RECORDS**

I am required by Sherburne County to have certain written information and permissions on file in order to care for your child. I will provide you with the appropriate forms and ask that they be returned on or before the first day of care. Please notify me of any updates as they occur. Information regarding your family is kept private except for the reporting I must do to my licensing agent. I am also required by Minnesota law to report any suspected cases of child abuse to Social Services. This includes physical, emotional and sexual abuse, as well as neglect.

## **VACATIONS**

I will take up to four weeks of vacation/sick days each year. One week out of the four will be a paid vacation. This year's paid vacation days are January 21 – 25. Payment is due the Friday before my vacation, but a check may be post-dated for January 25<sup>th</sup>. I send out two memos per year to notify you of my time off. One is sent out about the time school starts and the other as school is ending to allow adequate time to find alternate daycare. Occasionally, days will come up that are not on the memo, but you will receive at least a two week notice of these single days. I take closing my daycare very seriously, because I realize the inconvenience to you if you cannot depend on your daycare each morning. In the twelve years I've been in daycare, I've had two sick days where I had to call the parents in the morning to notify them that daycare had to be closed for that day. When it is necessary for me to close daycare, your weekly rate will be adjusted accordingly with exception to the one paid week of vacation. You are required to pay your normal fee for your child's absent days whether it's vacation time or sick days.

## **LEAVE OF ABSENCE**

A leave of absence will be granted due to a work lay-off, loss of job or maternity leave. If a child is absent from daycare, you can pay a minimum fee of \$75 per week to hold the position open for up to six weeks per year. After six weeks, the rate will return to the full amount or I will need to fill the vacancy with another child.

## **PAID HOLIDAYS**

The following holidays are considered paid, contracted holidays:

New Year's Day  
Good Friday  
July 4<sup>th</sup>

Memorial Day  
Labor Day  
Thanksgiving Day

Day after Thanksgiving  
Christmas Eve Day  
Christmas Day

When these holidays fall on a weekend, I'll take either the Friday before or Monday after as the paid holiday.

### **SICK CHILD POLICY**

I ensure that all substitute caregivers and myself will not abuse prescription medication or be under the influence of any chemicals that would impair our ability to provide quality care.

I will notify you if your child becomes ill during the day. This includes, but is not limited to, a fever of 101 degrees or more, vomiting, diarrhea or a rash other than a diaper rash or heat rash. If I'm worried about the child passing their condition on to the other children or the child would be more comfortable at home resting, I will notify you. When you begin daycare, I request you provide a bottle of pain reliever and a bottle of cold medicine labeled with your child's name to be used by your child as needed. Please do not bring your child to daycare if they have suffered from any of these symptoms within the past 12 hours.

If your child needs to be on a special diet, please send those items along with your child. I may not have the necessary items on hand. If your child has been exposed to any contagious diseases or is diagnosed with one, please inform me within 24 hours so I may notify the other parents.

Please notify me immediately if your child has been exposed to a contagious disease or diagnosed with a serious illness or medical condition so that I can alert the other parents.

### **MEALS:**

Your child will be enrolled in the Child Care Food Program. This is a federally funded program and insures that your child will be served nutritionally balanced meals. Meals will be served at the following times:

Breakfast: 8:30 a.m.                      Lunch: 12:00 p.m.  
A snack will be served mid-morning and mid-afternoon

A child will be expected to eat what is served for each meal. If they dislike an item, they will be encouraged to taste it, but no alternatives will be served. Children who choose not to eat a meal or snack will need to wait until the next scheduled time.

If your child will be arriving after a mealtime has begun, but you still want your child to eat here, prior notice is required. If your child comes after a mealtime, it will be your responsibility to make sure that child has eaten prior to arriving. Bringing a meal from a restaurant and having the child eat here causes hard feelings from the rest of the children and is therefore, not allowed.

Infant formula: If you have an infant using formula, you have the choice of providing the formula yourself or having me provide the formula and having the infant on the county food program. If I am to provide the formula, it must be within the average priced formula. If you choose a premium-priced formula, you must provide it yourself.

### **NAPS:**

Children under the age of four years old are required to lie down in the afternoon. Naptime is from 1:00 p.m. – 3:00 p.m. Infants will sleep in an approved porta-crib in an upstairs bedroom. Toddlers and preschoolers sleep in bunk beds in the downstairs bedrooms. At the age of four, if you and I agree they are ready to give up naptime, they can take quiet time in the playroom watching a movie while the other children nap.

### **PERSONAL ITEMS**

Please provide me with the following items:

1. A change of clothing, labeled with the child's name, to be used in case of an accident.
2. A bottle of pain reliever and a bottle of cold medicine.
3. Diapers for those children not potty trained. (Wipes will be provided.)

### **TOYS FROM HOME**

Please do not let your child(ren) bring their toys from home. When a new toy comes into daycare and all the children want a turn with that toy, it is extremely hard to share with all the other children no matter how good a child is at sharing. If they have a blanket to sleep with, that would be an acceptable item to bring with them, but I'd rather have a blanket here for them so there is no problem remembering it morning and evening.

### **TOILET TRAINING:**

I feel most children are ready to begin toilet training when they are between two and three years of age. This is something we should discuss between us, since consistency between our homes will be so important. Dressing your child in one-piece outfits such as overalls or using pants with difficult snaps will cause frustration. Please take this into consideration each morning during the potty training process. Be sure to provide me with several extra outfits in case of accidents.

**DISCIPLINE:**

I use positive discipline techniques such as making my expectations clear, reminders, and redirection before resorting to time-outs and taking privileges away. Physical and emotional punishments will not be used in my daycare. You will be informed if a problem persists or if I need cooperation from home so that we can be more consistent in what is expected. Routine problems will be handled without making a big deal of them.

**SMOKING:**

As provided in the licensing Rule, smoking is prohibited in my house during daycare hours. Please do not smoke on my property or extinguish cigarettes in my yard or driveway.

**PETS**

We have a cat named Peanut. He is declawed in the front and has a current rabies vaccination. The litter box is kept in the garage out of access to the children. He is brushed regularly to keep hair to a minimum.

**FIRE AND STORM DRILLS**

A fire and escape plan has been drawn and is posted by the front entrance. Fire and storm drills are practiced monthly to teach the children how to deal with an emergency situation. My husband and I are both trained in basic first aid and infant/child CPR

**TRANSPORTING**

If the children are ever to be transported, I will request your permission in advance unless it is an emergency. If they are to be transported, they will be in the appropriate care seat or seat belt, depending on their age.

**GRIEVANCE POLICY**

If you are unsatisfied with my services or policy, please feel free to communicate these concerns with me at any time.

**FEES**

(See attached rate card)

Payment is due every Monday to cover the upcoming week. A late charge of \$5.00 per day will be assessed to fees not paid on time. A fee of \$15.00 will be assessed on checks not honored by the bank. Families on assistant programs are required to make the weekly payment each Monday and the monthly reimbursement checks will be forwarded to them upon receipt.

**FINAL NOTICE**

A two week notice is required at the time of termination. By signing a contract agreement, you agree to give a two week notice before terminating care or paying the two week fee to terminate immediately. I would appreciate as much notice as possible, so if you give more than two weeks, your child's spot is guaranteed until your date of termination. I will not ask you to leave because of a new child coming in.

**PARKING**

I kindly request that if you arrive at daycare between 7:15 and 7:45, you do not park in front of our garage. Mike leaves for work between these times and a lot of parents are coming and going so at times he gets blocked in for quite awhile. You can park in front of our pickup truck or on the street in front of the house.