

Nita's Nest Contractual Agreement

We are a Licensed Group Family Daycare Provider, where caring for your children is not a job, ITS OUR PRIVELEDGE!

Hours of Service:

Our business hours are 6:00 AM – 6:00 PM. We have a casual schedule and do not mind if your schedule changes within our business hours (ex: you may need care between the hours of 8-4 or 9-5, etc.). Drop off and pick up before or after our normal business hours MUST be prearranged, and for an additional fee of \$5 per each ½ hour.

Rates:

Please see Rates Form and/or speak to us individually. We do accept state and or government funding. If your funding does not cover the full cost, you are required to pay the difference.

Payments:

Payment is due every Monday to cover the upcoming week. A late charge of \$3. per day will be assessed for fees not paid on time.

Admissions:

When we meet with you to consider having your child join our family daycare, we'll share details with you about our daily schedule, methods of discipline, plans for naps and meals, weekly projects, and organized playtimes. We'll ask for your input on 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 on any aspect of our daycare.

We do NOT discriminate on admissions based on race, creed, color, religion, sex, gender or national origin. We do however recognize that not every union will be a "fit". We will use the initial first two (2) weeks to determine if the child(ren) and our facility are a good match. During this two (2) week period, the parents and/or the provider are allowed to give a one (1) day notice to terminate care based on this determination. After the initial two (2) weeks trial period has ended, a two (2) weeks' notice is required for

either party to terminate care. If you decide not to use that last two (2) weeks of care, you are still required to pay the fee.

Registration/Holding Fee:

There is a one (1) time registration/holding fee of \$100 that holds your child's spot (for two (2) weeks from the time the child is registered to start) in the event you make alternate plans about enrolling your child with our facility. This fee is **non-refundable**.

Immunization Records:

Copies of updated Immunization Records are **required** to start daycare. Your child **must** be current with their vaccinations on Day One (1).

Vacation:

We will possibly take up to four weeks of vacation each year, in which we will send out emails to notify you, with plenty of advanced notice.

Occasionally days will come up that are not on the schedule, but we will do our best to provide at least a one (1) week notice of these single occasions (excluding emergencies). In lieu of sickness, we will try our best to provide a substitute. However, if that alternative is not possible, your rate will be adjusted accordingly. We take closing our daycare very seriously. We realize the inconvenience this may cost you, so the objective is to try our best to avoid unplanned closings.

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 on a Leave of Absence, you can pay a minimum fee of \$50 per week to hold the position for your child for up to six (6) weeks per year. After six (6) weeks, the rate will return to the full amount, or we will need to fill the vacancy with another child.

Paid Holidays:

The following holidays are considered paid, contracted holidays.

New Year's Day, MLK Day, Good Friday, Memorial Day, July 4th, Juneteenth, Labor Day, Thanksgiving Day & the Day After, Christmas Day.

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

If you should require care on the above days and we are able to comply, a fee of \$50 will be required.

Sick Child Policy:

We will notify you if your child become 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 diaper or heat rash. If we are worried about your child passing their condition onto the other children or the child would be more comfortable at home resting, we will notify you. Please do **NOT** bring your child to daycare if they have suffered from any of these symptoms within the previous twelve (12) hours.

We do **NOT** administer medication at our facility. If your child requires meds, please give to them before and/or after daycare. If the child requires meds during daycare hours, you, the parent, or an authorized adult you provide can come and administer meds.

If your child has been exposed to any contagious diseases or is diagnosed with one, please inform us within twenty-four (24) hours so we may notify the other parents.

Meals:

Your child will be enrolled in the Food Program. This a federal funded program and ensures that your child will be served nutritionally balanced meals. We will also provide meals when the child's palate may call for something different. **Please inform us IMMEDIATELY as to any allergies your child may suffer with.**

The children are expected to eat what is served for each meal. If they dislike an item, they will be encouraged to try it, but we will **NOT** force them to eat it. However, no alternatives will be served if a child refuses to eat unless you provide it (except for fast food due to the other kids not having any).

Your child will be served breakfast, lunch & two (2) snacks daily.

If your child comes after mealtime, it will be your responsibility to feed the child before they arrive.

Infant Formula: You are to provide properly (name & date) labeled formula and/or breast milk for your child.

Naps:

Children under the ages of four (4) years old are required to lie down in the afternoon. Naptime will be from 1:00 PM – 3:00 PM. Infants will sleep on approved porta-cribs and toddler/preschoolers will sleep on assigned cots. After the age of four (4), you the parents and the providers can discuss if the child is ready to give up nap time. We'll have quiet time instead or designated projects while the other children rest.

Personal Items:

Please provide us with the following: 1) a change of clothing and favorite blanky (labeled with name), 2) diapers (wipes will be provided), 3) formula & 4) food/snacks (should your child not eat what is provided, labeled with the name of child).

Toys from Home:

Please do **NOT** bring toys from home. We have plenty.

Potty Training:

We feel most children are ready to begin toilet training when they are between 18 months and 2 years of age, but acknowledge every child is different. This will be discussed collectively with each parent for each child since consistency between homes will be so important. Please dress your children in clothing that will not hinder their training experience and/or are difficult to get out of. Please provide extra outfits as the children will experience accidents during the process. **ALL** children will be assisted during bathroom time by female personnel **ONLY**.

Discipline:

We use positive reinforcements such as making our expectations clear, reminders, and redirection before resorting to time-outs and reducing privileges. We do NOT spank children or use physical force to reprimand the children. We will encourage the children to use their words instead of crying and tantrums. Emotional punishments will not be used. You will be informed if a problem erupts, persists, or if we need cooperation from home to encourage consistency. Routine problems will be handled without making a fuss because children will be kids.

Smoking:

There isn't any smoking in the daycare.

Pets:

We recently lost our Yorkie dog, Bentley. We may get another small dog sometime in the future. Please inform us if your child has an allergy to dogs.

We will have goldfish with appointed times for the children to feed them. This encourages responsibility and sharing.

Fire Drills:

A fire and escape plan has been drawn & posted by the front entrance. We will have practice drills monthly to teach the children how to act in an emergency. All staff are trained on Basic First Aid and Infant/Child CPR.

Transportation of Children:

We will **NOT** provide transporting of children at any time.

Grievance Policy:

If at any time you are not satisfied with our services or policies, please feel free to communicate these concerns with us at any time.

Two (2) Week Notice:

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. We would appreciate as much notice as possible, so if you give more than 2 weeks, your child's spot is guaranteed until your date of termination.

***** WE HOPE THIS WILL BE A PRODUCTIVE, PLEASURABLE AND MEMORABLE EXPERIENCE FOR BOTH YOUR CHILD(REN) AND OUR DAYCARE *****

Childs Name: _____ **Age:** _____

Projected Start Date: _____

Non-Refundable Registration Fee Received: _____

Date Received: _____

Hours of Care: _____

Special Request: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Provider's and/or Authorized Personnel Signature: _____

Date: _____

