

PARENT/PROVIDER CONTRACT

We are a licensed day care provider and we comply with any and all regulations set forth by the State of New York or any other applicable authority. We provide excellent child care in exchange for a weekly fee. You are required to provide diapers, wipes, and spare clothing for your child. Listed below is a more detailed description of the terms of this contract.

SECTION 1 – Availability

We are open Monday through Friday from 6:30am to 6:30pm. We close for the following paid holidays:

Martin Luther King Jr., Good Friday, Independence Day, Labor Day, Memorial Day (or observed) Thanks Giving, and the day after; Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. The Director will be away for every year for personal vacation time. The daycare will be open and an alternate provider or assistant will be provided. Prior notice will be given.

Inclement Weather

Day care service is usually available and no adjustments will be made due to absenteeism. In the event of severe weather, all efforts will be made to keep the daycare open. However cancellations of daycare, delayed openings, or early closing are up to your discretion.

SECTION 2 - Regular Fees

Payment is due on the Monday prior to service. You are required to pay your regular fee regardless to any personal or vacation time you may take away from work along with the above said paid holidays. There are no registration fees. All day care fees are to be discussed with the Director. We accept DSS and also have a sliding scale fee. Discounts are available to multiple siblings. Payments can be made monthly is desired. If the child is removed from the day care, all required payments will be returned in 7 working days.

Fee scale (Subject to change)

DSS Clients

Parents who are receiving subsidy from the Department of Social Service or any other agency, but do not follow up with their caseworkers or files documents, to ensure their cases are renewed in a timely manner, will be asked to withdraw (or pay out of pocket) for the program. In the event that we are not reimbursed for services rendered, the parent or guardian is liable to Dove Daycare for the fees not reimbursed.

SECTION 3 - Late Payment Fee

A late payment fee of five dollars (\$5.00) will be charged for everyday that you are late making your regular weekly payment. Payment is due Monday morning (or first day of the week). If some reason, you give us a check which funds are not available, you are required to pay the five dollar per day late fee until funds are available on the check.

SECTION 4 - Late Pick Up Fee

You are expected to be on time picking up your child. A late payment fee of \$5.00 per each ½ hour, with the minimum of \$5.00 will be due by you if you arrive late. You will be given a 20 minute grace period to make up for unexpected traffic. If you arrive after that time you will be charged. We have been lenient about this in the past and advantage has been taken. This late pick up fee is due at the latest, the very next Monday of your regular fee pay day. If for some reason you do not pay this fee at this time, your child will not be allowed back until your balance is resolved.

SECTION 5 - Not Sufficient Funds

If a check is deposited into our account that does not clear, you will be responsible for paying the NSF Fee our bank charges. This fee will be due at the latest, the very next Monday morning. Any fees not paid are subject to your child not being allowed back until the balance is paid in full. If we try to cash a check instead of deposit it, and the funds are not available, you are responsible for paying late fees until the funds are available. The same payment due date applies as for a deposited check.

SECTION 6 - Meals

We provide breakfast, lunch and two snacks for children who are eating regular table food. All snacks and meals will be nutritious and well balanced. All restricted foods and food allergies will be taken seriously. You will be responsible for providing formula and baby food. Meal and snack time is very strict, this one routine that I have no room for flexibility. Breakfast is at 7:30am -8:45am. We will hold a breakfast no longer than 15 minutes. If you plan to arrive past 9:00, you will be responsible for feeding your child prior to that.

SECTION 7 - Important Papers

We are required by law to have in our business files a blue card (registration form) with all immunizations current on your child and a recent physical, both documented on HRA letterhead. You can request this of your child's primary care physician or local Health Department. You will be notified one month before when these forms are about to expire. Once the form has expired, your child will not be allowed to return until you have obtained a current form. We are also required to have in our files any enrollment and other applicable papers given to me by the State of New York. If we are visited by a Licensing Official from the State of New York and we do not have these forms, we will be sited for a

violation against out license. Any papers given to you by us need to be signed and returned in a timely fashion. Our papers may have a deadline, due to the importance of the form. If a deadline is ignored, placement of your child will be denied until the form is returned.

SECTION 8 - Illness

1. A child needing medication to keep a fever down regardless of what you feel is the nature of the fever is not allowed in the day care.
2. If you know your child is sick in the morning and you want to take them to the doctor, and the doctor does not open until 9:00am and you can't get an appointment until later that afternoon, that child is not allowed to wait until that time at the day care.
3. It is not up to your medical professional to decide out illness policy. We have every legal right to decide what we will and will not allow in our day care. We have the final say regardless if your medical professional feels your child can return to group care or not.
4. In the event we feel your child needs to go home due to illness, we will call you right away. At that time we will give you the needed time it takes to travel here. If you have not arrived by that time, we will call your authorized escorts until we get a hold of someone to pick up the child. This is a completely legal and common practice among child care facilities, public and private schools. This is the same procedure that we will follow if you cannot be reached for any reason your child needs to be picked up.

SECTION 9 - Medications

Medications must be clearly labeled with dosage time, amount, the child's name, and be in their original container. Over the counter and prescribed medications will be given exactly as indicated and will not be altered in any way. I am required by law to follow directions exactly as stated on the medication. A written letter FROM A PHYSICIAN must be on our file for any medication to be given inconsistent with what is indicated on the bottle. That includes medicines that say something in the effect of "If under a certain age, consult a physician before Federal Law unless accompanied by a physician's written documentation.

SECTION 10 - Pick Up

We will not allow anyone to pick up your child that is not an authorized escort. If a situation arises and an escort is scheduled to pick up your child and arrives late, a late pick up fee will be due.

SECTION 11 - Discipline

We will never use any form of spanking discipline in my home, even upon your request. This form of discipline is not only unnecessary but not permitted in the day care or my home by

you at any time. Constructive measures of redirection and time out, where age appropriate, will be used.

SECTION 12 - Custody

In the situation when parents have joint custody of a child it is our legal responsibility to follow whatever is stated in a custody order. We do not have the right to make any personal decisions about a parent being able to or not being able to pick up his/her child. Unless you can furnish me with a custody order specifically stating that a child's parent has no legal rights to your child, we cannot deny release to that parent.

SECTION 13 - Field Trips

By signing this contract, you agree to allow your child with me on field trips. Any meal that is during a field trip will be provided at no extra cost to you. It will be your responsibility to pay for any field trip requiring an admission or other fee. Parents are ALWAYS welcome to attend out field trips.

SECTION 14

Signing this contract means you read, understood, and agree with all of Sections 1-14. We reserve the right at any time to rewrite, amend, or change this contract. An unsigned contract, amendment, or change will be assumed you do not agree with all of the terms and placement will be terminated. We reserve the right to terminate any contract at any time for any reason we feel necessary.

Child's Name:

Pick Up Time:

PARENT

ADDRESS

SS#

DATE

PARENT

ADDRESS

SS#

DATE
