

# *Emily's Child Care*

## **WELCOME!**

### **MY DAYCARE BACKGROUND**

My mom was a daycare provider for 43 years, so caring for children in a home daycare setting has always been a part of my life. At 12 years old I enrolled in a charter homeschool, so I was always home during daycare hours. I helped daycare parents on nights and weekends as well. The children were like family to us, and I continued working in childcare after graduating from high school.

I wanted to be a daycare provider because of my love for children and my experience in running a child care business. I also thought that it would be a great way to be able to stay at home with my daughter. I received my child care license when my daughter was 2 months old.

It has been 17 years now, and I love my job!

Spontaneous, unstructured play stimulates creativity and develops a child's social, mental, and emotional skills (especially from newborn to 3 years old), so the children in my home decide what they would like to do most of the time. There is minimal structured play. Their love of learning is developed without being forced. While in my care, your child will be learning ABCs, 123s, shapes, colors and social skills, in a fun and safe environment, with a family-like setting.

Please read the attached pages completely.  
Then sign and return to me as soon as possible.

[WWW.EMILYSCILDCARE.COM](http://WWW.EMILYSCILDCARE.COM)

[EMILY@EMILYSCILDCARE.COM](mailto:EMILY@EMILYSCILDCARE.COM)

**LICENSE # 334820301**



# EMILY'S CHILD CARE POLICY CONTRACT

## *Admission Requirements*

Parents must provide the following:

- Complete state-required enrollment forms
- A record of age-required immunizations, or catch up schedule.
- Signed policies, schedule, payment contract and payment.

## *Hours of Operation*

Daycare is open Monday through Thursday. The earliest arrival time is 8:30 am. If you arrive before your arranged time, daycare will not be open. If you are going to be more than 15 minutes late, please let me know. Daycare is closed at 5:00 pm. If your child is picked up after 5:00 pm, there will be a \$2.00 late fee for each additional minute of care added to your next payment, or it can be paid upon arrival.

## *Weekly Child Care Rates*

	<u>1- 5 Years</u>	<u>5+ Years</u>	<u>Under 1 Year</u>
4 DAYS:	\$274	\$255	\$288
3 DAYS:	\$207	\$195	\$216
2 DAYS:	\$140	\$130	\$146
1 DAY:	\$70	\$65	\$75
<u>DROP-IN MIN. (UP TO 4 HOURS):</u>	\$55		
\$5 / HOUR FOR EACH ADDITIONAL HOUR UNTIL FULL DAILY RATE IS REACHED			
<u>EARLY DROP OFF:</u>	50¢ PER MINUTE		<u>LATE PICK UP:</u> \$2.00 / MINUTE
<u>AFTER SCHOOL CARE:</u>	\$40		

I HAVE READ AND AGREE TO THESE POLICIES AND PROCEDURES.

(PLEASE INITIAL) \_\_\_\_\_ DATE: \_\_\_\_\_

## ***Saving a Spot***

To save a spot you will need to pay a non-refundable holding fee equal to half of your weekly rate. If you are saving the spot more than two weeks in advance, you must also pay half of the weekly rate until the first day of care. Your first two week payment is due the Friday before your start date. All payments are non-refundable.

## ***Payment Policies***

Payments are due two weeks in advance, every other Friday, by 10:00 am. Any payment received after 10:00 am must include a \$10.00 late fee for each day that the payment was late. I accept cash, Venmo and Zelle. If you pay with Venmo the payment is due every other Wednesday because the transfer can take up to two business days. Your rate is based on the number of days you have arranged for child care. If you arranged full-time child care, you will be charged the full-time rate even if your child is not here.

## ***Early Drop Off***

Daycare is open at the earliest arranged arrival. If you arrive before your arrival time, I may be asleep or not home. I do not answer the door if I am not expecting anybody. You can arrange care earlier than 8:30 am for 50¢ per minute. If you arrange an early drop off and do not show up at the arranged time, this early drop off fee is still due.

## ***Paid Holidays***

NEW YEARS DAY  
MEMORIAL DAY  
COLUMBUS DAY  
CHRISTMAS EVE

M.L.K. JR. DAY  
4TH OF JULY  
VETERANS DAY  
CHRISTMAS DAY

PRESIDENTS DAY  
LABOR DAY  
THANKSGIVING  
NEW YEARS EVE

I HAVE READ AND AGREE TO THESE POLICIES AND PROCEDURES.

(PLEASE INITIAL) \_\_\_\_\_ DATE: \_\_\_\_\_

## ***Schedule***

This is an example schedule, though it is flexible from day to day:

After breakfast, is free play, either outside, inside, watching an educational show, such as “The Letter Factory”, or learning activities. Nap time is right after lunch, around 12:00. Our afternoon snack is at 3:30, followed by free play inside or outside, depending on the weather. Then it's time to clean up and go home!

## ***Meals and Snacks***

You should pack baby food until your child can eat solid food (usually between 10 and 12 months). When they can eat solid food, you do not need to pack any food from home. Healthy meals and snacks will be provided. Their first snack is shortly after drop off, around 9:00 am. Lunch is at 11:30 am, and the last snack is after nap time.

You should not bring food or snacks from home. This can cause problems when children are unable to share, and can also be a choking hazard. I have plenty of sippy cups but you may bring your child's leak-proof sippy cup if you prefer.

## ***Provider Vacation Days and Jury Duty***

I may have twenty vacation days per year. Your full rate is due in advance. I will give at least thirty days notice, but I usually give notice months in advance. I have one paid day for jury duty.

Please have a plan in place so you will not have to worry at the last minute. It is your responsibility to check with family members, local providers, or daycare centers to make a backup daycare plan.

**I HAVE READ AND AGREE TO THESE POLICIES AND PROCEDURES.**

(PLEASE INITIAL) \_\_\_\_\_ DATE: \_\_\_\_\_

## ***Parent Vacation Days***

Let me know the dates that your child will not be in attendance. Your weekly rate will be due as usual to save their spot while they are absent.

## ***Early Closings & Substitute Care***

If I need to make an appointment I may need to close as early as 2:00 pm (up to 8 times/year). I will give you at least 3 days notice.

## ***Illness***

You must keep your child home if *you or they* have these symptoms: runny nose, cough, 99° fever or higher, vomiting, diarrhea, breathing issues, pink eye, or if they just don't seem like themselves. I have the responsibility of keeping my home as healthy as possible for all of the children attending. If they have these symptoms, they will be sent home regardless of any opinions about whether they are contagious or not, so please keep this in mind as you assess your child's symptoms. It will be very inconvenient for you to have to come right back to pick them up. If your child is at daycare and becomes ill, you must pick up your child immediately. Your child will need to stay home the following day and be at least 24 hours fever free before returning to daycare. **Your full weekly rate is due even if your child is absent.**

If I become ill, I will inform you as soon as I know that I need to close daycare. I have one paid sick day per year.

## ***Bereavement Time***

I may take four days paid leave in the event that I lose a family member in death. For a close friend, I may take two days.

**I HAVE READ AND AGREE TO THESE POLICIES AND PROCEDURES.**

(PLEASE INITIAL) \_\_\_\_\_ DATE: \_\_\_\_\_

## ***Diaper Changing and Potty Training***

Children in my care have their diapers changed as needed, approximately every two to three hours. Inform me if a rash or any other problem occurs. I always have diaper rash cream on hand. No pull-ups are allowed unless potty training.

Children who are potty training should wear pull-ups with velcro sides - no diapers, as well as clothes that make the process easier. Clothes should be easy to remove - no overalls, no dresses. Do not send your child in underwear until they are accident free for 2 weeks. Please bring extra clothes for your child while he is potty training.

## ***Clothing***

Keep in mind that if you send your child in fancy clothes, there is no guarantee they will stay clean. Send your child in play clothes.

## ***Toys***

I provide plenty of toys for all of the children to play with. Because of problems with children bringing dangerous toys that could cause choking, not sharing their toys, or losing toys, your child may not bring any toys from home for any reason, except for security reasons during their first week.

## ***Guidance***

Children are gently redirected when there is a conflict. If a problem persists, I will notify you so we can try to remedy the situation. Any physical aggression or biting, might result in termination.

I HAVE READ AND AGREE TO THESE POLICIES AND PROCEDURES.

(PLEASE INITIAL) \_\_\_\_\_ DATE: \_\_\_\_\_

## ***Pets***

We have three cats. Copper, Penny and Gypsy. They are great with children, but also tend to keep their distance. In addition to regular cleaning and constantly running the Roomba, we have an air scrubber attached to our HVAC system to eliminate bacteria and allergens. There has never been issues with children who have allergies.

## ***Transporting Children***

I require permission to transport your child to take my daughter to and from school if she starts attending public school again. She is currently attending a virtual school at home, but I will inform you of current school times if circumstances change. I have infant and toddler car seats for all of the children in my care. I may walk to the park on occasion, so this permission is for all forms of transportation.

## ***Termination of Care***

Thirty days notice is required if your child will be permanently removed from care. You must pay the full rate for any payment due within these thirty days, even if your child does not attend.

If you do not pay what is owed, there will be a fee of \$10 per day added to the amount owed until paid.

I do not expect to terminate the care of any child, but if I need to terminate for any reason, you will be given two weeks notice.

Care will be terminated immediately if: you do not pay for services, you ignore these policies, I feel uncomfortable caring for your child for any reason, or your child is a risk, or causes harm to me or the other children. **Biting:** your child will be terminated after the second bite.

I HAVE READ AND AGREE TO THESE POLICIES AND PROCEDURES.

(PLEASE INITIAL) \_\_\_\_\_ DATE: \_\_\_\_\_



## ***Parent-Provider Relationship***

Parent-provider relationships work best when trust and appreciation are shown on the part of both the parent and the provider. A positive attitude contributes to an easier transition for everyone. Displaying trust and appreciation benefits your child as they imitate your example. As a parent myself, I understand that it is difficult to be away from your child. I assure you that I have your child's best interests in mind at all times while in my care. Contact me with any concerns. I will do my best to address them.

## ***First Aid / Injuries***

If your child is injured during daycare, I will notify you and use first aid. I am required to take CPR & First Aid every two years.

## ***Mandated Reporter***

I am a mandated reporter, so if I suspect any child abuse or neglect, I am required by law to report it. I am required to complete "Mandated Reporter Training" every two years.

## ***Additional Information***

- ✓ You are free to call or text at any time while your child is here.
- ✓ Contact me about any changes in your child's life that might affect your child so that I can give your child extra attention.
- ✓ No smoking is allowed in my home or yard at any time.
- ✓ Let me know if your addresses or telephone numbers change.

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### ***Agreement to Policies Stated in Emily's Child Care Policy Contract***

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, have read Emily's Child Care Policies and Procedures set for the care of my child.

I understand this is a legally binding contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

View policies, procedures and updates at: [www.EmilysChildCare.com/policies-agreement.pdf](http://www.EmilysChildCare.com/policies-agreement.pdf)