

Kiddie Paradise Childcare LLC

AGREEMENT/CONTRACT

Childcare services will be provided under the following terms and conditions.

Fees/Late payments:

All fees must be paid on time and at the beginning of each week on Monday morning and no later than Monday evening at 6pm. A late fee of \$20.00 for Monday and \$10.00 for every day it is not received thereafter. Absolutely no checks accepted! If a holiday is on Monday or I am closed for any reason, payment will be due Tuesday morning at drop off mandatory. If your child will not be in care for any reason on Monday payment is still expected by 6pm. Late notices will be given the following day.

No weekly receipts will be provided, but tax statements are given by January 30th. If you require receipts for any reason you are free to purchase or bring them filled out and I will gladly sign them.

Your child may be rejected after the 1st day of nonpayment. Children may be in attendance a maximum of ten (10) hours per day.

Childcare hours are from 7:00 am to 6:00 pm but each child is contracted to the hours of need for parents based on work hours. All children must be picked up at the agreed upon time. Please understand my 7:00 am to 6:00 pm schedule is only “child care hours” and does not reflect all of the additional hours necessary to provide quality daycare. I am here for you in case of emergency, but I do not want to work “overtime”. Myself, my assistants and substitutes have families and other responsibilities to tend to as well as you. Please be considerate of our time.

*When school children are dismissed early from school, an additional charge of \$5.00 will be charged. If school is closed all day, a charge of \$10.00 will be charged each day if the child attends day care.

Illness:

If your child is ill to the extent that it interrupts their care of or endangers the health of the other children, it will be necessary for you to make other arrangements for his/her care. Temperatures of 100 or higher are not permitted. Should your child become ill during his/her day here, you will be notified and we will determine the best course of action concerning appropriate care, which may include the child being picked up. I will always respect your need to be at work when it comes to an ill child. I ask, however, when deciding if your child should be at home, you give consideration to the other children in care and ask yourself how you would feel if your child were here and well and another child were as ill as your child is now. My bottom line for not providing care is a fever in excess of 100 degrees, constant running nose or discolored nose discharge, vomiting, diarrhea, or any potentially contagious disorder, such as pink eye, ringworm's, scabies, warts, strep throat, chicken pox and several other contagious infections. Your child will not be permitted to return without a physician's approval. Further, there are times when a child is not extremely ill, but is terribly uncomfortable and really needs some "one on one" that I cannot provide. At those times I strongly urge you to consider keeping your child at home for the day. Any medication to be given must come in a labeled prescription bottle and must be given by parents at home first. Non-prescription medication, if needed, will also be administered, if provided by you. Parents must give the first dose before drop off. I will only administer one dose. ***Both should be accompanied with a written consent.***

Vacation and Absences:

When children are absent from the daycare due to illness or vacation, there is no reduction in daycare fees. Whether or not children attend the daycare home, it still carries the same overhead costs. The provider is entitled to five (5) paid personal/emergency leave days and three(3) weeks vacation per year, not to be used consecutively. Vacation pay should be made on the Friday before the vacation week begins. I will always attempt to give 24-hour notice for personal/emergency leave and try to get a substitute. A 30-day advanced notice at the least will be given for vacation days. Any days provider is unable to open in excess to vacation time and five paid personal/emergency leave days will be at no charge. Child Care provider should be notified immediately of any days your child will not be present. Please call or text as early as possible.

Child Care Forms (Necessary Prior to Enrollment):

- 1) Health Inventory
- 2) Immunization Form
- 3) Emergency Form
- 4) Parent Information Booklet
- 5) Contract

Termination:

There will be a 2-week trial period that either party can terminate this agreement with no penalties. After that time a 30 days notice in writing is required by both parties prior to termination. If your child's behavior becomes too difficult for the provider to handle and is harmful to another child, the provider has the right to terminate services immediately after formal written notice. Parents' are financially responsible for the 30 days whether or not notice is given and whether or not the child stays the full 30 days unless your child is terminated. Parent will also be responsible for any legal fees incurred in pursuit of these fees. Please be considerate to me as I always try to be to you.

I UNDERSTAND AND AGREE:

MAJOR CONFLICT BETWEEN STAFF AND FAMILY, NONPAYMENT ISSUES AND SOME OTHER ONGOING DAYCARE ISSUES MAY BE SUBJECT TO IMMEDIATE TERMINATION. NO WRITTEN NOTICE REQUIRED. NO REFUNDS WILL BE PROVIDED OF WEEKS PAYMENT OR ACTIVITY FEES. ALL MONIES WILL BE FORFEITED. (This usually will ONLY occur after a warning or conference about an issue, unless it pertains to verbal or physical altercations, or some sort of threat.)

MANDATORY: All daycare communication is sent via an app MyKidzDay. It is mandatory that every parent download this app to receive important updates, newsletters, closing and holiday info and any daily reports needed to be given throughout the day.

Sign In is done via an application called BrightWheel. Parents must provide an email address where they will be sent a code to check their child in and out of daycare. Each person responsible for pick and drop off will have a different code should some one else come to pick up your child the Staff will sign them out and post a note to parents account as to who picked up or dropped off the child. The brightwheel app can be erased once you receive your code and set up your account.

Child Release Authorization and Custody Info.

My child can be released from care with the following individuals whom must be 18 years or older. **My child will be released to no one else unless permission given in writing or via text from parent.** Provide 3 people on the lines below name, address, numbers and relation to child. Copies of picture ID needed for each person. ID Required at pick up.

1. _____

2. _____

3. _____

Custody: I certify that the below information is complete, true and accurate. I will notify provider of any changes.

1. Are parents divorced or separated? ____
2. Is there presently a legal action for custody? ____
3. Any restraining orders or threats to child's safety? ____

Drop-Off/Pick-Up

Daycare opens at 7:00 am children should arrive Monday with any supplies or necessities needed for the week. All children should be dropped off by 8:30 am to receive breakfast. If your child arrives after breakfast they will eat next at 10:30 am at snack time. Please be sure if your going to arrive late that your children are fed breakfast, this will prevent interference in the daycare routine.

Daycare closes at 6:00 pm. If by chance you will be late please first be considerate to call before 5:30 to inform me of the possibility just in case I have plans. If there are fees incurred they will be \$10.00 for the first 5 minutes and \$2.00 for every minute thereafter. Late notices will be given out the next day, and must be paid that evening at pick up. Your daycare hours will be based on the hours you contract to necessity of care and are not based on opening and closing times of the daycare.

Late Drop OFF

Daycare class time begins at 9 am sharp and commences until 10:30 am. There is not a lot of time to accomplish the vast amount of work and activities that we try to accomplish with the children in the morning. Therefore your child will only be permitted to attend daycare after 930 am with a doctors note. For the Academy children it disturbs their class time and places them behind when they miss lessons. For the infants it throws off there sleep routine in the morning and leaves them fussy and irritated during nap. I understand that things happen but we will no longer be accepting late drop offs or providing late breakfast. I apologize for any inconvenience this may cause you. Please speak with me if there is an issue. It is important that we know primarily who will be here and what times they will attend so that we may properly prepare for our day.

FINANCIAL AGREEMENT

Kiddie Paradise Childcare is a licensed Large Family Child Care program directed by Tyra L. Jackson Hawkins. Childcare is provided from the hours of 7:00 am to 10:00 PM

and **no more than 10 hours** per day, per child, Monday through Sunday. Weekly tuition is \$_____. The terms of agreement are as follows:

I/We, _____ have enrolled my/our child _____
 (Parents'/guardians' name) (Name of child)
 in Kiddie Paradise's program. The days my child will be in attendance are _____.
 The hours my child will be in attendance are from _____.
 I/We agree to pay \$_____ beginning _____.
 (amount) (month/day/year)

Payment shall be submitted:

Weekly: in the amount of \$_____

Bi-weekly: in the amount of \$_____

Monthly: in the amount of \$_____

***Additional fees:** in the amount of \$_____ Purpose _____

\$_____ Purpose _____

I am aware that if my child participates in field trips that an extra fee may apply.

By signing here I am acknowledging that I have received and read the Parent Handbook, I agree with the practices set forth in the handbook and will abide by its guidelines.

Termination Procedure: The Parent/Guardian must inform the Provider in writing at least 30 days prior to date of termination.

***I understand and agree with its policies in the parents handbook and the terms outlined in this contract and am bound by them.**

(PARENT/GUARDIAN SIGNATURE)		(PROVIDER SIGNATURE)
(DRIVER'S LICENSE#/SSN#)		(DATE)
(PARENT/GUARDIAN SIGNATURE)		(Co-Signer for parties under 18)
(DRIVER'S LICENSE#/SSN#)		DRIVER'S LICENSE#/SSN#

Kiddie Paradise Childcare LLC/TYRA L. JACKSON HAWKINS-Owner
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