

****Sugar Drop In Home Daycare
ENROLLMENT CONTRACT****

1. My hours are from 5:30 AM to 6:00 PM Monday – Friday and weekends with notice.
2. Payment obligation is based on the hours you agree to use childcare, not necessarily actual hours of attendance. Payment is due if you have agreed to use certain blocks of time, whether the child actually attends during those hours.
3. I will take the following days as Holidays with pay, when they fall on a weekday: (New Years, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. In addition to these, on New Years and Christmas eves, I will close at 3:00 PM.)
4. Payment is paid on a pre-payment basis. Payment is to be made by 5:00 PM every Friday. If payment is not received by 5:00 PM. on Friday evenings, there will be a \$ 25.00 late payment fee added to the payment. Payments may be made with a local check or cash. If any checks do bounce, you will be charged an additional fee of \$25.00, plus, any additional fees my bank charges me for handling the items. I then would no longer be able to except checks from you, and payments then would have to be made by cash.
5. If your child will not be showing up, or arriving late, I would appreciate a phone call by 8:00 am. This is to be sure we don't miss each other.
6. A Day Care space will not be held for a child who is gone on vacation, when the Day Care is in session, unless pre-payment is made to hold that spot. You must pay for your contracted hours whether he/she is here or not.
7. If your child is sick, (throwing-up, fever of 100. +, chicken pox, etc...) your child CANNOT!!! be brought to the day care under these conditions. This means, if your child attends school, and your child is to sick to go to school, your child is to sick to come to day care. This also means if your child is sick through the night, the child cannot be brought to the day care. If your child does become sick while under my care, I will notify you to have the child picked up, and please do so as soon as possible. (There are State Laws that require sick children to be isolated from the other day care children, and to not allow sick children into the day care home. And this is only fair to all parties involved.)
8. I myself will give you plenty of notice if there are times when I know that I will be unable to provide care, so other arrangements can be made. Generally this has not posed much of a problem in the past, due to the fact that my husband Jason is here.



9. State regulations states that prescription medications or aspirin shall not be given to a child, except as authorized by a licensed Physician, and with a written daily request from the parent or guardian. Non-prescription medication may be given to a child only with a written daily request from the parent or guardian. The medication should be in the original containers, with your child's name and current exp. date.
10. State regulations require that each child's medical history, along with authorization for emergency medical care, permission slip for trips, be signed by the parent or guardian, and left with the day care provider at the time of enrollment. And also that a copy of the child's current immunization certificate, showing the child is immunized in accordance with state regulations. This shall be on file within thirty (30) days of enrollment. All forms are subject to a yearly renewal and must be kept up to date.
11. I must have numbers where the parents or guardian can be reached, plus numbers of a personal physician or clinic. It is extremely important that these numbers be kept current, so that I may reach you when necessary, not just during emergencies.
12. Parents must sign an emergency medical release form. In the event of a medical emergency concerning your child, I will make every effort to contact you. In case your not able to be reached, I must have these signed and preferably notarized, and kept on file in order to get medical care for your child.
13. Please notify me at once of you find out that your child has a contagious disease, so that I, my family, and the parents of the other day care children in my care may respond appropriately. I will also notify you if your child has been exposed to any contagious illness.
14. Please inform me of any allergies your child may have.
15. I will release day care children only to their parents or guardian, or to persons authorized by their parent or guardian in writing. (If I have never met the person they will have to have some form of I.D.)
16. I need each child to have an extra set of clothing, (a complete set.) that can be kept here at all times in case of accidents. (such as potty mishaps, spills, or soiled.) All items must be labeled with the child's name. Provider is not responsible for lost articles.
17. The parents are expected to provide everything that would be needed for an infant. i.e. (bottles, disposable diapers, formula, wipes, spit towels, oral gel, blankets, infant seat, etc...)
18. It is expected that each child be respectful to our personal property. A certain amount of wear and tear is normal, you will be required to replace any object or it's value, if your child has "maliciously" broken or damaged any personal property in our home.



- 19. An afternoon quiet time will be observed between 12:30 PM and 3:00 PM. So that the children can get their rest. Your child will be required to rest quietly or sleep at this time. If you come during this time, please knock instead of ringing the door bell, or just come on in.
- 20. I will use discipline in compliance with the parent's wish. I do not feel harsh punishment is necessary. I use time out and positive re-enforcement as more effective behavior management.
- 21. No personal toys, gum, sweets, or food, shall be brought into the day care home. As this is not fair to the other children in the day care. If your child has a favorite blanket (security), or stuffed animal that he/she sleeps with, your child will be able to bring it into the day care, with understanding it will be put up until nap time.
- 22. I will give you a two (2) weeks notice if I can no longer take care of your child. You must give me the same notice. If it does become necessary to remove your child without a two (2) week notice, you are still liable for two (2) weeks of child care services, based on the fee agreed upon at the time of enrollment.
- 23. I will have to have every parent sign a release form allowing their child(ren) to play on the trampoline. If you do not want your child to play on the trampoline, you need not sign the release form. Children will not play on the trampoline without proper adult supervision.

I acknowledge that I have received a copy of the ENROLLMENT CONTRACT.
I have read it and agree to its conditions.

(Signature of Parent or Guardian)

(Date)

(Signature of Day Care Provider)

(Date)