

POOH'S PALS

Provider - Parent Contract

1/1/2010 – 12/31/2010

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I agree to enroll my child, _____, in the Pooh's Pals childcare program, beginning on _____. This is a commitment or a drop-in contract (circle one).

HOURS:

Normal Operating Hours: 7:30am – 6:00pm M-F

Note:

Time of arrival is defined as the **time your child enters the childcare**. Time of departure is the time your child **exits the childcare**. Fees will be charged accordingly. I will be attending the following days/hours:

Drop-In Clients:

Once a drop-in client books their child for childcare they must give provider 24 hours notice if they are going to not come or will have to pay provider half the days rate as booked. Client will pay provider for entire block of time that is originally scheduled even if the child goes home early and client will pay provider for any time that exceeds the originally scheduled block of time.

Commitment Clients:

There is a mandatory 4 hour minimum for hourly commitment clients.

Financial:

The charge for care of the child is \$____.____ per _____. (Includes food and preschool if your child is developmentally ready) These fees provide quality childcare, nutritious meals, and a nurturing, fun, educational environment for your child. These fees pay for training, food, toys, equipment, special insurance, and all of the other things your child will use, as well as maintenance and cleaning expenses so that I may provide a safe and healthy facility for children in my care.

Sibling Discount:

Older sibling will get \$5 off per day or \$1 off per hour whether commitment or drop-in.

Payment:

Payment shall be made **before care of the child begins**. Payment obligation is based on the hours you agree to use childcare, not on actual hours of attendance for commitment contracts. **If you have a commitment contract you CAN NOT trade your contracted day(s) for day(s) you are not contracted for without incurring drop-in fees.**

Overtime:

Overtime is defined as a child arriving before 7:30am **and/or departing after 6pm**. My overtime charge is \$1 for every minute you arrive early and/or depart late. Remember that arrival time is as soon as your child steps into the childcare and departure time is as soon as your child exits the childcare. Be careful to not enter the childcare until it is 7:30am and be careful to pick up your child at a time that ensures you will be able to depart by 6pm. The overtime fee is **due by the time the child next attends childcare** or the provider will charge an extra \$5 to what is owed.

Registration Fee:

\$50 per family (Drop-In Only)

\$50 per family + last 2 weeks pay (Commitment Only)

This is due prior to child's 1st day then on child's 1st day weekly rate is due.

Registration fees will be due annually.

Insufficient Funds Check Policy:

\$25 charge per returned check. After 2 returned checks in one year, parent must pay in cash or cashiers checks only.

Late Payment Charge:

Fees must be paid on the above-specified day prior to the day the child will be attending childcare. If fee is not paid there will be a **\$5 per day late payment charge** until the fee and late payment is paid in full.

Delinquent Fees:

2 continuous weeks of delinquent fees will be considered gross misconduct on part of the parent and termination of the contract may follow.

TERMINATION OF CONTRACT:

Termination of this contract requires a **2-week notice** in writing by either provider or parent.

Trial Period:

Either party may terminate the contract within the first 2 weeks of care without advanced notice. Provider will keep the registration fee plus any fees for care provided. The last 2 weeks of pay will be returned to the parent.

Misconduct Policy:

Gross misconduct on the part of the provider or parent or child is grounds for immediate discontinuance of services. If the misconduct is by the provider the registration fee will be refunded. If the misconduct is by the parent or child the registration fee will be retained by the provider. Parents will be responsible for reimbursement for any damages of \$10 or more in case of misconduct on the child’s part.

DAYS I AM CLOSED:

10 PAID Holidays (applies to commitment contracts only):

New Year’s Day	Jan 1
Martin Luther King Jr. Day	Jan 18
President’s Day	Feb 15
Passover	March 29
Memorial Day	May 31
Labor Day	Sept 6
Rosh Hashana	Sept 9
Veteran’s Day	Nov 11
Thanksgiving	Nov 25-26

Unpaid Vacations:

Provider may take 4 one-week vacations each year (A 30 day notice will be provided). Please refer to your backup plan. Provider can supply suggestions if needed.

Unpaid Sick Leave:

This occurs if provider is too ill to work and the childcare closes. Please refer to your backup plan. Provider will supply suggestions if needed.

NATURAL DISASTERS/EVACUATIONS:

If Pooh’s Pals has to be closed as a result of a natural disaster and/or evacuation such as caused by fire, earthquake, etc. commitment clients will still be responsible to pay Pooh’s Pals half of what they are contracted to pay.

MEALS:

I am a member of the Child Development Associates nutrition program. Care will include the following nutritious meals and snacks served at the following times:

Breakfast	8 a.m.
Snack	10a.m.
Lunch	12p.m.
Mini-Dinner (snack)	4p.m.

Since I am not compensated for food eaten during school hours for school age children the parent can choose to provide me all school snacks and lunches or pay an extra fee for me to provide it. Dinner may be provided at 6:00p.m. for an additional fee of \$5 per child if the child will be picked up late.

If the parents choose to keep their child(ren) on formula past the age of 12 months then the parents will need to supply the formula to the provider or choose to continue to pay the provider the 6 weeks-12 month old rate.

CHILD'S SUPPLIES:

On the first day of care, the parent will provide the childcare with the following (all items need to be permanently labeled):

*Extra clothing – **PLEASE LABEL EVERYTHING WITH CHILD'S NAME** -(2 sets minimum – weather appropriate)

*Diapers/wipes/diaper cream/potty training pants (enough for at least a week)

*All food needed during school hours (K need a daily snack & juice. 1st graders and older need a daily lunch, snack, and juice. If you want Pooh's Pals to supply food for school there will be a \$1 per day charge for K and \$3 per day charge for 1st graders and older. Remember that school lunches only cost \$1.50)

*Sunscreen

*Hairbrush

*Swimsuit for backyard water activities (with swim diaper for non potty trained children)

Children are not allowed to bring any items from home unless the item has been requested by provider or serves as a security object. Absolutely no toys depicting violence will be allowed.

HEALTH CARE AND SAFETY POLICIES:

If the child is ill to the extent that it interrupts the care of or endangers the health of the other children it will be necessary for the parent to make other arrangements for care of the child.

I can only administer medication (prescription or non-prescription) if it is prescribed by a Dr. and given to me with written consent and contained in its original bottle with specific instructions as to how to administer it.

Please refer to the page titled "Guidelines for Illnesses Requiring Exclusion" for my exclusion policy.

Immunizations:

Child must be **up to date on all immunizations**. Provider must be provided a copy of immunization records before the child will be accepted.

There are times when a child is not physically ill, but is terribly uncomfortable and really needs one-on-one care that I cannot always provide. At those times, I strongly urge you to not bring your child to childcare.

Notice:

No children will be released from the provider’s care if the person picking them up is obviously intoxicated or lacks the proper car seat for which the child is legally required to use. The child will be detained within the protection of my home until the child can be safely transported to their destination. This is for all of our protection.

Evacuation Policy:

In case of fire or a childcare center evacuation, we will go to Creekside Elementary 12362 Springhurst Drive (858) 391-1514

DEVELOPMENTAL:

Discipline (Definition “to teach”):

Children are helped to understand why their behavior is not acceptable, while being shown that their feelings are something they are entitled to. Some of the ways I discipline are having the child “take a break”, redirection, and positive reinforcement. Mostly I believe in spending as much time as is needed to help each child problem solve using their words to come up with a solution while reflecting back to them an acknowledgement of how the situation is making them feel. I believe a punitive approach only works temporarily...it doesn’t teach them how to solve the problem next time.

Toilet Training:

During toilet training please have child wear clothes that facilitate their success at getting on the potty in time. Potty breaks are incorporated into the program often.

Transportation Authorization:

I authorize Patricia Erikson to provide transportation as needed within the range of activities provided.

Parent Signature: _____

Date: ___/___/___

BIRTHDAYS AND SPECIAL OCCASIONS:

Parents are welcome to have a Birthday Party at the childcare for their child. Let me know at least 2 weeks before the party so I can plan for it.

At Pooh's Pals we provide a healthy, happy, and loving family environment just as you would for your child. We want you to feel secure about your child while you are at work or school. We strive to provide the highest quality of care in your absence. We believe that open communication and mutual respect is the key to a happy, long-lasting relationship between a daycare provider and the child's families. Please do not hesitate to contact us about anything that affects you or your child. We will always keep you informed of any concerns we may have about your child's well being.

Provider will notify parents at least 30 days in advance of any contractual changes (e.g. hours, fees, etc....).

I have received and read the attached childcare program rules and agree to comply with all the rules and responsibilities stated in them.

_____ Parent's Signature	_____ Date
_____ Parent's Signature	_____ Date
_____ Provider's Signature	_____ Date

*Email
Address*

**IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES**

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
FATHER'S NAME	LAST	MIDDLE	FIRST	BIRTHDATE	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
MOTHER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP