

# Rose Buddies Home Daycare

## CONTRACT & HANDBOOK

Agreement is entered into on: \_\_\_\_\_ between:  
Crystal Stephens/Rose Buddies Home Daycare  
Address: 293 Pokorny Road  
City, State, Zip: Higganum, CT 06441  
Telephone: (860) 912-1202  
And the Family  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Child: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Second Child: \_\_\_\_\_

### **RATE/PAYMENT ARRANGEMENTS**

**Rate: \$225 per week**

At Rose Buddies Home Daycare, you are paying for a specific slot NOT per hour or per day, so no discounts are given if your child doesn't come to care.

#### **Days/Hours of Care:**

\_\_\_\_\_ care will be (days) \_\_\_\_\_ from (time) \_\_\_\_\_.

**Hours of Operation:** Normal hours of operation are 7:00 am to 5:30 pm Monday through Friday.

**Payment Schedule:** Fees are payable in advance and are due no later than drop-off time on the first day of the week the child is contracted for care. \*I will not charge parents for the two weeks per year that I am closed.

**Late Payments:** A fee of \$5 per day will be charged on late payments.

**Over-time fee:** A late fee equal to \$5 per child shall be charged per 15 minute intervals for pick ups later than the above agreed upon time. Example - 1 to 15 minutes late, you owe \$5 per child; 16 to 30 minutes late, you owe \$10. Prearrangements between parent and provider are an exception.

**Returned checks:** In the event of a "bounced check" you will be responsible for all bank charges incurred and will be required to pay in cash from that time on.

### **HOLIDAYS/CLOSURES**

Daycare Holidays: Weekly fees for your child will be as follows:

**Daycare will be closed with pay on the following holidays:** New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

**Daycare will be closed with no pay on these additional days:** New Year's Eve, the day after Thanksgiving, and Christmas Eve.

**Other Closures:** If I take any additional days off for vacation, illness, family emergency, trainings or workshops, etc., parents do not pay. Parents are responsible to have back-up care available in case of these closings.

### **MEDICAL EMERGENCIES**

Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us.

I am prepared with an emergency caregiver in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness, accident, or other family crises at the daycare home. Parents will be notified when an emergency caregiver will be used. If an emergency caregiver cannot be located, parents may be requested to pick up their children.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Crystal Stephens, or her family will not be held liable for any sickness/injury of

either parent/guardian or child while on these premises, or while the child is in the company of the provider.

**ILLNESS**

No child will be accepted with a fever, vomiting, diarrhea, runny crusty eyes, or unexplained rash or has had any of these symptoms within the last 24 hours. In cases of colds, sore throats, and the like, a phone call to the Provider is required to decide on acceptance for the day. Should the child become ill during his/her day here, parents will be notified and I will determine the best course of action concerning appropriate care, which may include the child being taken home.

If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The child will be isolated from the other children and given special attention and comfort until the parents arrive. The child will be accepted back when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

**MEDICATION**

By law, I am not allowed to administer any medication (including Tylenol) to children.

**RELEASE OF CHILD PERMISSION**

The following person(s) have my permission to pick up my child from daycare:

\_\_\_\_\_

I understand that if the Provider has not met the above-named person(s), a photo ID must be shown before release is made and I must inform the Provider in advance that alternate arrangements for pickup have been planned.

Parent Signature: \_\_\_\_\_

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**HOUSE RULES**

The following rules are reinforced for the safety and well being of everyone. There is no hitting, pushing, biting, grabbing, kicking, pinching the other children. Obscene language is not allowed. Respectful treatment of other children and all property, toys, and furniture is expected.

**DISCIPLINE**

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency, and firmness. The children are explained the rules of the daycare home frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following developmentally appropriate guidance techniques will be used. These techniques are: Redirection - Time Out - Removal of Privilege - Last Resort - when a child's behavior is continually upsetting or dangerous to myself or others, a Conference will be called with the parents.

**SUPPLIES**

Parents are required to bring a blanket for rest time to be kept at the daycare home and a complete change of clothing (including socks) appropriate for the weather to be kept at the daycare home. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good clothing is not recommended. Parents will be required to bring bathing suits to be kept at daycare in the summer. Appropriate hats, mittens, boots must be brought to daycare to be kept here or as requested. All items need to be labeled with your child's initials.

Parents are required to supply diapers and wipes. I will notify you when your child's supply needs to be replenished.

The Provider will supply bibs, all furniture, all bedding, and toys.

**TOILET TRAINING**

I will be more than happy to help with potty training provided that it is not done before the age of 2.5 years and parents initiate the process at home first, whether it is over a weekend or during vacation. I expect parents to work with me in this process which means once potty training is initiated I want the child in training pants or pull-ups at all times. Putting a child in a diaper for your convenience because you are going out or for whatever reason will only confuse the child and delay the training process. I also require that all potty training children wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period.

**NAP/REST TIME**

Each child 5 years of age and younger is required to have a rest period. If your child no longer naps, he/she may look at books, but must remain quiet for the other children. Parents are required to supply a blanket for the child to be kept at the daycare home. I also ask that parents do not bring children in or pick them up during this period as it has proven to be very disruptive to the other children. Nap and rest time is 12:30 pm-2:30pm.

**GENERAL**

- Parents are required to notify me by 8 am if their child will not be coming for the day.
- Parents are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information.
- Parents are required to inform me if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- Parents are urged to bring their "older" potty-trained children in clothing and shoes that the children can handle mostly on their own without getting very frustrated. Onesies or shirts that snap at the crotch, too-tight shoes the child cannot slip on themselves (I have no problems with tying the shoes!), and tight jeans with belts, buttons, and snaps that the children can't handle alone are not appropriate in a daycare situation. Children take pride in being able to care for themselves.
- No smoking is allowed on premises.
- The daycare home will have a fire drill quarterly.
- Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.
- Provider maintains an open-door policy for parents during daycare hours. Parents are required to let me know of their presence before entering the premises. Knock, then enter.
- Parents are encouraged to call me at any time during the day or evening. Lots of times I will not be able to answer the phone as I am quite busy with the children - please leave a message and I'll call you back as soon as possible.

**TRIAL PERIOD AND TERMINATION OF SERVICE:**

The first 14 calendar days from child's start date are a probationary period for the provider, child, and parent. This agreement may be terminated at any time during this period. After the probationary period, this agreement may be terminated by either party by giving two-week's written notice if the child or children are to be permanently withdrawn from daycare. Two-week's pay will be accepted in lieu of the two-week's written notice. The Provider will also give the Family two-week's written notice of intent to cancel this agreement except in cases of family emergency (Provider's) or gross misconduct on the part of the parent or child. Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice.

Provider will give the Family a minimum of two-week's written notice of any increase in fees or significant changes to this agreement.

Any and all additions/changes to this contract must be initialed by both the parent and the provider to be valid.

I have read and fully understand this contract. By signing this agreement, I agree to comply with all terms herein.

Parental Signature: \_\_\_\_\_

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

Parental Signature: \_\_\_\_\_

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

Daycare Provider Signature: \_\_\_\_\_

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