**Bright House Family Care – Agreement**

This daycare is a State and County licensed daycare home. We meet with safety, health and nutritional standards. We provide a substitute on occasions when it is necessary. Please understand that you will need to have a back-up sitter in case of emergency and we are not able to care for your children.  
  
Days and Hours: As of now, we are open Monday through Friday, 6:30 am through 6:30 pm. Please notify us the approximate time you are going to drop off and the time you are going to pick-up your child. Also, please notify me if you are not going to be here or if your child will be late.  
  
Unless your child has any special dietary requirements, we will provide breakfast and lunch daily, and snacks twice a day. If your child has special dietary requirement, please let us know. We will try to accommodate at our best. We do not have TV times at all.

Safety: My first concern is the safety and wellbeing of the children. We have socket covers, safety gates, smoke detectors, and hold fire drills with the kids. The yard is fenced and we keep the gate closed at all times. This is for the safety of your child as well as other kids under our care. The kids are not allowed outside the fence or outside our front door unless you are with them. Please do not have your child go outside the door (not even to your vehicle) without you.   
  
It is impossible to assure you that no child will ever be injured in childcare; however, we do attempt to keep the children as safe as possible. If any accident or emergency does occur, you will cover the expense.  
  
Illness: The State Law requires that you provide documentation of your child's immunization. We are not to take sick or contagious children. If the child is contagious or sick the day before or show signs of any illness, you should use good judgment in bringing your child to daycare. Please keep them home if they are throwing up, have diarrhea, or have a high fever. If your child becomes sick during the day, you will be expected to pick them up. It is not fair to other families, to have sick children in daycare.  
  
Medication: No medication will be administered without consent. Provide us with a note for the prescribed medication with the times to be given. Please do not leave medication in the diaper bag or somewhere else. Make sure we get it.  
  
Supplies: (that can be left here). Diapers, baby wipes, potty training diapers, a blanket for nap, and a change of clothes. Please mark your child's name on all supplies. Bring child appropriately dressed for the day. Bring extra clothes for a change in weather.  
  
Discipline: We maintain certain rules in our daycare: i.e., no running, no jumping on furniture etc. If discipline becomes a problem, we will ask you to remove your child from our daycare. We feel discipline is necessary in childcare and forms of discipline will be discussed with you and your methods of discipline will be placed on the registration form.

We are closed some holidays: New Year’s Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day and the day after.   
  
Rates: We have weekly rates, not daily. You are charged even if your child is not here. You are also charged for holidays that we are closed. Contract fees are due even in the event that center is forced to closed due to an emergency condition which is beyond our control.  
  
Extra Charges that can be charged at our discretion: You will pay for all extra activities. There is a charge of $5.00 every five minutes you are late picking up your child, to be paid with next weeks’ normal payment. A $5.00 per day will be charged for late payments. A $25.00 fee will be charged on returned checks and only cash will be accepted thereafter, and you will pay all our fees if it causes us to have bounced checks. Accounts that are 30 days late will be sent to collection. There will be a review of all charges and you will be notified of any changes at least four weeks in advance.  
  
Payment: Payment is due on Mondays. If you are not going to be here, please pay on Friday the week before. We also require a two week notice prior to removal of your child (three week notice if more than one child) from center. If advance notice is not given, the parent will be obligated to pay 2 weeks fee from the date written notice is given.  
  
We are looking forward to a good working relationship with all our children and their parents. If you have any questions, feel free to ask and we will do our best to work with you and make your child's experience in our care a happy one.  
I have read and understand these policies.  
Please circle your child’s attending days and schedule:

Mon Tue Wed Thu Fri Full day Half Day

Fee: $\_\_\_\_\_\_\_\_.00

Effective dates of this contract: From: ……………………………… To: ……………………………..

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

Family Care Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_