

Little Hands & Feet Day Care

Contract Agreement

I am a group children's daycare provider, licensed by the Department of Health and Mental Hygiene Bureau of Day Care (DOHMH) by Kings County to the State of New York Rules and Regulations. I am licensed to provide daycare services for children ages 2 months old to 6 years.

Little Hands and Feet, LLC will not discriminate in its admission policy on any basis, including race, color, sex, religion, national origin, social-economic status or physical handicap. Please note that the Center's ability to admit children with physical handicaps is in each case subject to approval by the NYC Board of Health, Bureau of Day Care.

1. ADMISSIONS AND TRIAL PERIOD

Our first meeting discussed in details my daily schedule, methods of discipline, plans for naps, weekly projects and organized playtimes. I'll ask for your input in regards to your child's preferences, personality and current schedule so that we can plan the best way to integrate your child into the group.

I do, however, recognize that not every child will fit comfortably into my daycare. For this reason, every new child begins on a two week trial basis. During this two weeks period, the parents or the provider are allowed to give a one day notice to terminate care on the basis of not being a "good match." After the trial period, the standard TERMINATION AND WITHDRAWAL POLICIES listed below becomes effective.

2. HOURS OF OPERATIONS

My business hours are from 6:30am to 6:30pm, Mondays through Fridays except Holidays and Closings.

3. REGISTRATION AND SECURITY DEPOSIT

There will be a seventy-five dollar (\$75.00) NON-REFUNDABLE registration fee upon enrollment. One (1) week tuition will be levied as security deposit at the time of registration. Security deposit will be applied towards the last week stay of the child, in the event the child leaves before the end of term see Item 8. "WITHDRAWAL POLICY" for details.

4. WEEKLY TUITION FEE – SEE RATES ATTACHED

Tuition is due on a weekly basis, preferably on the 1st day of the week. A late fee of \$20.00 will be applied if payment is not received on/before Friday of the same week.

5. METHOD OF PAYMENT AND RETURNED CHECK

Payments should be made by either Check, Money Order or Cash. In case of Returned Checks, Current Bank Charge of \$35.00 will be added for each check returned by the Bank. Should there be a 2nd returned check, in addition to the \$35.00 fee being incurred Parent(s) must then pay by CASH or CERTIFIED FUNDS (Money Order or Certified check). No exceptions.

6. MEDICAL RECORDS

Parent(s) must provide the Center with the child's completed, age appropriate medical examination form prior to admission, as well as with information for allergies, dietary needs and any other special conditions the child may have.

7. HOLIDAYS AND CLOSINGS

The Daycare will be closed on the following holidays:

New Year's Day	Columbus Day
Dr. Martin Luther King, Jr.	Thanksgiving Day
Presidents' Day	Day after Thanksgiving Day
Memorial Day	Christmas Day
4 th of July	Day after Christmas Day
Labor Day	

WE WILL CLOSE DURING EXTREME WEATHER CONDITIONS EG. STORM, BLIZZARD ETC. AS ADVISED BY THE MAYOR'S OFFICE AND THE DEPT. OF EDUCATION FOR PUBLIC SCHOOLS IN THE AREA.

THERE IS ALSO BE SOME SCHEDULED HALF DAY CLOSINGS, OF WHICH YOU WILL BE INFORMED AHEAD OF TIME.

A full week's tuition will be charged for these weeks.

8. CHILD PICK UP

The Center must have the Parent(s) current daytime telephone numbers on file, as well as the telephone number of at least one designated person to be responsible for the child when the Parent(s) cannot be reached. Your child will only be released to those person(s) listed who may be required to show Proof of Identification.

Parents must update telephone numbers and alternate pick up information whenever a change occurs.

Please note under no circumstance will your child be released to anyone other than those listed without written permission from the parent.

Parents can request additional "Child pick-up authorization form" from the Center if they need to.

9. LATE PICK UP

Daycare closes at 6:30pm.

The Parent/Guardian will be asked to pay as a late fee if the child remains with the Daycare Provider after 6:30 PM. Commencing from 6:31 PM a late fee of \$20.00 will be charged with incremental increase of \$20.00 for every additional ten (10) minutes the child remains in the Daycare facility.

Please note, the objective of this rule is not punitive; staff also have families who need them. It is also upsetting for children to wait for a late parent. Your cooperation on this rule is greatly appreciated.

10. PERSONAL ITEMS

Parent(s) should provide personal items relevant to their child needs to the Center. These items are listed in the personal items list attached. All items should be placed in Zip Lock bags and labeled with the child's name.

Please do not let your child bring their toys from home. When a new toy comes into daycare and all the children want a turn with that toy, it is extremely hard to share with all the other children no matter how good a child is sharing.

Personal toys, candy, soda, and money are not allowed in the center.

11. INDOOR & OUTDOOR ACTIVITIES

INDOOR ACTIVITIES - not part of our daily work schedule will require the Parent (s) permission.

These activities are listed on the General Permission Slip and must be signed by the Parent in order for the child to participate in these activities. This permission is valid for one year period.

OUTDOOR ACTIVITIES – activities listed in the Field Trip Permission Slip are outdoor activities you can opt to have your child take part in. This form will be sent out to you as and when required and must be signed by the Parent and returned to the center before the child is allowed to participate in these activities.

12. TERMINATION POLICY

Little Hands and Feet, LLC reserves the right to suspend or terminate care of any child without notice, should it be necessary for the overall safety and well-being of Members of Staff and/or other children in my care.

Leave of Absence is also treated as a termination of enrollment. If you plan to return, you must re-register. If we have full enrollment, your child will be placed on the waiting list.

13. WITHDRAWAL POLICY

Parents agree that a minimum notice of two full weeks (notice to be given on the first of any given week) will be given for permanent withdrawal of any child from care or agree to pay one week's fee in lieu of. Parent can opt to use the one week Security Deposit for the child's last week providing that the full two weeks' notice was given. No exceptions will be made.

14. ILLNESS POLICY - SEE ATTACHED

An ill child may not be admitted to the Daycare. Parents agree that a child who is ill eg. fever, vomiting, infection, diarrhea, communicable disease, or any other type of illness that may be passed on to others, will be readmitted only with a written statement from a Physician that the child is no longer a carrier of the disease and is free from any transmittable symptoms. Parents are asked to promptly inform the Center of their child's absence due to any communicable disease. Kindly note, according to the rules and regulations of the DOHMH if a child is running a temperature of 100.4 ° F its considered a fever, and should not be brought to the Daycare or will be sent home. Your Child should be kept at home for a period of 24 hours free of any symptoms before returning to the Daycare.

Please be considerate to the other children and staff.

15. EMERGENCY MEDICAL TREATMENT

If a child becomes ill while in attendance, the parent(s) or designated Emergency Contact Person will be notified and must make arrangements to have the child picked up. If none can be reached, emergency treatment arrangements will be made upon the discretion of the Director. The Daycare assumes no responsibility for medical expenses. The Emergency Medical Authorization form that all parents complete at the time of enrollment will be brought to the hospital by Staff Person.

16. INJURY

If a minor injury occurs during the day, Accident Report will be filled out and given to the parent. If a more serious injury occurs, the parent will be notified by telephone, if the injury requires medical attention, the parent will be asked to come to the Center immediately to pick up the child. Staff members cannot take a child to the hospital doctor in their own vehicle.

In a medical emergency, the proper authorities will be called to transfer the child to the local hospital. The parent will be called immediately. If Staff is unable to reach a parent, the next person on the family's emergency contact list will be called. A staff person will accompany emergency personnel and will stay with the child until a parent arrives. The Emergency Medical Authorization form that all parents complete at the time of enrollment will be brought to the hospital by Staff Person.

17. TOILET TRAINING

I feel most children are ready to begin toilet training when they are between two and three years of age. This is something we should discuss between us, since consistency between home and Daycare will be important. Dressing your child in one-piece outfits such as overall or using pants with difficult snaps will cause frustration. Please take this into consideration during the potty training process. Be sure to provide me with several extra outfits in case of accidents.

18. DISCIPLINE POLICY

Discipline is viewed as a learning experience. Through interaction with caring adults, children acquire interpersonal skills such as the ability to work cooperatively with others. We encourage positive behavior and redirect children to other activities before a problem occurs. When an incident has already occurred, we will encourage the child to help come up with ideas or other ways to resolve the conflict.

We will not tolerate or use any hitting, shaking or any other form of corporal punishment of children.

Adults shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.

Adults shall not engage in or inflict any form of child abuse and/or neglect.

Adults shall not withhold food, emotional responses, stimulation, or the opportunities for rest of sleep from children.

Adults shall not require a child to remain silent or inactive for an inappropriate long period of time for the child's age.

Little Hands & Feet Day Care

1270 BAYRIGE PARKWAY, BROOKLYN, NY 11228
PHONE: 718 680 5437; FAX: 718 680 2757

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS IN THIS CONTRACT. I WILLFULLY AGREE TO COMPLY WITH THE ABOVE TERMS AND CONDITIONS.

SIGNATURES:

PARENT /GUARDIAN

PARENT /GUARDIAN

DATE

OPERATIONS DIRECTOR – LITTLE HANDS & FEET DAYCARE

DATE