

Tiny Footprints Day Care

Contract: Agreements and Policies

Lic # 073409052



1. Enrollment:

- 1.1 All forms must be completed and returned prior to your child receiving care with Tiny Footprints Day Care (TFDC).
- 1.2 An initial enrollment security fee of \$300.00 is required upon enrollment of your child. This fee will cover necessary paperwork, admin, and materials.

2. Cancellation or Termination of Services:

- 2.1 Parents are required to give one month's notice prior to cancellation of services.
- 2.2 A Parent-Provider Agreement may be terminated at will at the discretion of the provider, if it is believed that the continued care of a child is detrimental to another child or disruptive to the day care program.
- 2.3 If a child is absent for more than three consecutive days without parents notifying TFDC it will be considered a termination of services by the parent(s).

3. Hours and Fees:

- 3.1 TFDC hours are Monday – Friday 5:30 am – 5:30 pm. Flexibility and arrangements for extended hours may be considered.
- 3.2 Unless previous arrangements have been made to TFDC, parents are asked not to arrive early to pick-up or drop-off their child(ren) as this may be disruptive to planned activities.
- 3.3 Once a schedule has been agreed upon, parents must adhere to it. If you are late in picking up your child, you will be charged a late fee of \$1.00 for every minute that your child remains at TFDC past the arranged pick-up time.

4. Payment:

- 4.1 Payments are due on the first day of the month, if your child is being cared for on a monthly basis, or every Monday if your child is being cared for on a weekly basis. The tuition is due for the entire calendar month, even if the daycare is closed for vacation or the child drops his/her enrollment before the end of the month.
- 4.2 Payments are to be made in cash, check or money order.
- 4.3 A late fee of \$10.00 will be charged for everyday that the parent is late in paying.
- 4.4 A fee of \$35 will be charged for any bounced check.
- 4.5 Parents will be given a two-weeks notice if there is a change in weekly or monthly rates for childcare with TFDC.

5. Vacations and Holidays:

- 5.1 There are no fee reductions for holidays and TFDC will be closed for the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, , Christmas Day, New Year's Eve.
- 5.2 Days missed cannot be redeemed or substituted.
- 5.3 For any vacation being taken by the childcare provider, TFDC will give parents one month's notice, help in securing a qualified substitute during such absences and is entitled to 20 PTO days.
- 5.4 In the event that the childcare provider is ill, a qualified substitute will be provided.

6. Clothing, Food and Supplies:

- 6.1 Child's belongings should be labeled with his/her name. TFDC is not responsible for lost articles.
- 6.2 Parents are to provide a complete set of extra clothing daily.
- 6.3 Please do not bring in child's toys or special belongings, they may break or get lost.
- 6.4 TFDC will provide meals as stipulated in the Parent-Provider Agreement of your child. If your child is allergic to any specific food, let the provider know.
- 6.5 Children should be dressed appropriately for the weather (e.g. rain gear, boots, and jackets).
- 6.6 We celebrate birthdays and encourage parent participation. You may bring a cake, cookies, or other treats to help celebrate. Please let the provider know in advance what you have planned.

7. Illness and Medication:

- 7.1 Each child is required to have an annual medical examination and be current in his/her immunization records.
- 7.2 If you have been notified by TFDC that your child is ill – every effort must be made to pick him/her up as soon as possible.
- 7.3 Parents must provide current emergency contact information.
- 7.4 Parents must inform TFDC if their child has been ill during the evening, morning, or weekend prior to coming to the day care facility. As a precaution, if your child develops a fever, diarrhea or any contagious disease or illness, a doctor's written explanation/diagnosis must be supplied to TFDC before care with TFDC will resume.
- 7.5 Medication will be given only if a Medical Authorization Checklist form has been filled-out.
- 7.6 Scratches and/or scrapes are inevitable when children play. These will be treated with an antiseptic and a band-aid. For anything more serious – you will be notified immediately.

8. Miscellaneous:

- 8.1 Children are to be dropped-off and picked-up at the front door and the provider must be told that you and your child has arrived or is leaving.
- 8.2 Anyone other than yourself who is picking up your child must have a written approved authorization to do so. (see Authorization Form)

- 8.3 Potty-training needs to start at home. TFDC will try to re-enforce potty-training. Bathing is to be done strictly at home.
- 8.4 If your child needs to be disciplined – it will be done in an appropriate manner that is in accordance with the guidelines set by the licensing board. Any discipline will not be abusive, or physical. Please discuss any concerns you may have with TFDC staff.
- 8.5 Parent conferences will be held on a one-to-one basis as needed.
- 8.6 TFDC offers a 15% discount for second sibling.
- 8.7 TFDC is a mandated reporter and will promptly report any signs of neglect or abuse of a child in our day care.
- 8.8 If the child(ren) is enrolled on a Monthly base, the tuition payment must be paid in advance on the first day of the month. In case the management of TF agrees to be paid semi-monthly, bi-weekly, or weekly, the tuition is still based on a monthly fee, even if the child(ren) is not present for the entire month.
- 8.9 In case of unforeseen situations (including but not limited to unhealthy air quality, natural disasters, public health emergency, civil unrest, health epidemic, pandemic, civil order etc.) TFDC reserves the rights to change/adapt its schedule and even temporarily shut its operations to act on the children's, parents', and owner's best interests. TFDC will try its best to minimize and avoid any disruption and will try to give ample buffer time when possible, in case of schedule changes due to the above circumstances. We reserve the right to enforce our contract but will try to work with each family to reach a fair agreement that is agreed upon by both parties.

We will provide a list of the new health requirements and policies that we have adapted during COVID19 upon enrollment, and they are subject to change as the conditions change. We will keep you informed of any changes as soon as we know.

I have read all the above-mentioned Tiny Footprints Day Care Rules and the Parent Handbook available on our website and I agree to comply with all the rules and responsibilities stated within and acknowledge receiving a copy of the rules.

Parent/Guardian	Date
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Day Care Provider	Date
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