

KULA PRESCHOOL CHILD CARE POLICIES/ AGREEMENT

This agreement is entered into on _____, by and between _____ (hereinafter referred to as "Provider") and

_____ (hereinafter referred to as "Parent/Guardian").

Parent/guardian information :

Parents names:

Address: _____

Phone numbers: cell- _____ home-

work- _____

Email: _____

This Agreement contains the terms agreed upon between Provider and Parent/Guardian for the care of:

Child: _____ D.O.B. _____

Child: _____ D.O.B. _____

1. Terms. The agreement terminates on August 1, 2020 _____. All contracts must be renewed at the end of each school year. Failure to comply with the terms set forth in this agreement may, at Provider's discretion, result in immediate termination of enrollment. A two week written notice is required for any party to terminate this agreement, after the trial adjustment period has expired. If you terminate without notice, you will still be held liable for two weeks fees.

2. Contracted Hours. The parties have agreed to the following schedule of care.

Kula Playschool is open Tuesday, Wednesday, Friday. 9:00-3:00 and Thursday 9:00-1. Late pick up must be pre-arranged and approved by the provider. It is crucial that your child be picked up by your contracted pick up time listed above. If you are not able to pick up your child by the contracted time, please have someone else available to pick up your child for you. If you are running late or stuck in traffic please call/text me in advance, so that I am aware of the situation. These hours are strictly enforced. Repeated early drop off or late pick up (outside of contracted hours) may result immediate termination of care.

My child will be enrolled for the following week days:

3. Payment Rate. Tuition is \$620/month and is due on the 1st of each month. If child is absent from care the normal rate will still be due. You are paying for a position, as well as a service, no refunds are given for late arrivals or early departures. Provider will give the parent/guardian a minimum of thirty days written notice of any increase in fees.

4. Payment Schedule. Fees are payable in advance, no exceptions are made for absences due to illness, vacation, or other reason for missed attendance. Payment is due on the 1st of the month, if received after the 5th of the month late fees will be assessed. There are no refunds for early pick up or late arrival. Payment is a flat fee, a contracted monthly rate designed for each family based on their specific needs. Payment must be received on the day it is due (or prior to), even if your child is not in attendance. A late fee of \$20 per day will be assessed on all payments received after closing on the 1st of each month. If payment is not received by drop off on the 3rd your child will not be accepted into care until payment (including all late fees) is received. Late fee will accrue each day at closing until paid. If payment is not received by the 15th contract will terminate and care will no longer be provided. You will be responsible for all unpaid fees and costs related to collection of unpaid fees. Repeated non-payment of fees may result in immediate termination of care.

5. Late Pick Up Fees. Late fees will be charged at the rate of \$1 per minute after a 5 minute grace period past contracted pick up time. This also applies to early drop off. Provider also reserves the right to refuse a child if drop off occurs before contracted time. Repeated late pick up or early drop off may result in termination of care. Late fees are due at time of pick up. Please remember provider has commitments to her family and others outside the home and may not always be available for late pick up. Please have someone else available to pick up your child for you if you will be late.

6. Returned checks. In the event of a returned or NSF check parent/guardian will be responsible for all bank charges incurred by provider. If payment is not received within 24 hours of NSF notification normal late fees will be accrued. Failure to pay within 5 days will result in termination of contract for non-payment. After two NSF checks, all future payments must be paid in cash or money order only; checks will no longer be accepted.

7. Holiday/Vacation Closures. Provider will be closed for vacation/holidays. Parents will be reminded of closures prior and notified of any additional closure dates at least one month in advance. Despite closures during vacation times, full tuition is due at the start of each month.

8. Weather. In the event that weather creates a dangerous situation, you may be asked to pick your child up from care immediately or I may be forced to close for the day entirely. Examples of this may be, but are not limited to, loss of electricity or threat of serious storm. I will notify parents immediately of any weather related closures. Parent/guardians are responsible to have back-up care available in case of these closings.

9. Absences. In the event that your child needs to miss a day, please call within half hour of regular arrival time. Please remember even if child is absent from care the normal rate will still be due. You are paying for a position, as well as a service. If your child does not arrive within one hour of regular drop off time, with no phone call from parent/guardian, I will assume child will not be in care that day.

10. Additional Fees. Occasionally parents may be requested to pay extra fees for field trips and/or other special projects and activities. Parents will be notified in advance of any special project or field trip. You may choose not to participate in special field trips or activities that require additional fees, however alternate care may need to be arranged by parent/guardian.

11. Illness. Under no circumstances should a parent bring a child to care sick. If you are not sure if your child is well enough to attend care please call and discuss it with provider. Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and may be cause for immediate termination. Provider understands and respects your need to work, is responsible for the health and well being of all children in care and will closely follow health department regulations when it comes to illness. For the health and safety of all children provider has the right to refuse to care to any sick child.

No child will be accepted with a fever (100°+), diarrhea, vomiting, runny nose with colored discharge, rash, discharge from eyes or ears, lice, and/or a communicable diseases (i.e. chicken pox, measles, influenza, pink eye, etc). Should a child become ill during care, parent/guardian will be notified and may be asked to pick the child up. Children also must be symptom free, without the aid of medication, for a period of 24 hours before they will be accepted back into care.

12. Medication. Nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. Prescriptions must be labeled with the child's name.

13. Medical Emergencies. Minor bumps and scratches are inevitable, but I make every effort to keep 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.

Parent/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Provider and/or her family will not be held liable for any sickness/injury of either parent/guardian or child while on the premises or while the child is in the company of the provider, including during field trips or outings.

People other than parents or guardians who pick up children may be asked to show valid photo identification. Please alert provider in advance when anyone listed below will be picking up.

The following person(s) has permission to pick up child(ren):

1. _____

Relationship: _____

2. _____

Relationship: _____

3. _____

Relationship: _____

Please remember to inform the above-named person(s) that photo ID must be shown before child can be released to them.

14. Discipline. No child will be hit, spanked, belittled, or otherwise intimidated while in preschool care. No corporal punishment will be used, including by parent/guardian when on the premise. Children will be treated with courtesy, respect, and patience.

15. General Information and Rules.

-Parents are required to notify provider within a half hour of normal arrival time if 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.

-Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.

-Provider's household includes these pets: dog(in back yard), outside cat, rabbits in yard. -Provider maintains an open-door policy for parents during daycare hours, you are not required to knock.

-Parents are welcome to call/text during the day or evening with any questions.

- If unable to reach provider, please leave a message and your call/text will be returned as soon as possible.

-Willful destruction of property by a child may be charged to the parent/guardian at the cost to replace the item.

-Play is an important part of development and children will get messy/dirty during activities. Please do not send children in special outfits you do not want dirty or stained.

16. Provider Sick Days: The provider will take sick days a year during which the school will be closed and parents must find alternative care. Notice will be given as soon as possible and alternate school days may be arranged.

17. Supplies. Parents are requested to bring a blanket for rest time to be kept at the child care home and a complete change of clothing (including socks) appropriate for the weather. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good/special clothing is not recommended. All items need to be labeled with your child's initials.

In addition parents are asked to purchase a mudsuit for outside play in light rainy weather. This is the suggested suit: https://www.amazon.com/dp/B009DKU6RA/?_encoding=UTF8 ?, as well as rain boots.(available at most major stores and Amazon: https://www.amazon.com/crocs-Kids-Handle-Toddler-Little/dp/B006VA2QUU/ref=pd_sim_193_2?_encoding=UTF8&pd_rd_i=B006VA2QUU&pd_rd_r=CPVGCDMEJ23BTXDHNM25&pd_rd_w=gC3OT&pd_rd_wg=1Aq5i&psc=1&refRID=CPVGCDMEJ23BTXDHNM25coliid=I1M8Y69JD66V3J&colid=188IXIDYFDHRN&th=1&psc=

18. Toys. No toys should be brought from home. If something to sleep with at nap is needed (special blanket or animal) please bring it, but it will only be for naptime and will be put up when the child first arrives.

19. Potty Training. All enrolled children must be fully potty trained. If your child is a heavy napper they may wear a pull-up that they can put on and take off themselves.

20. Birthdays/Parties. Parent/guardian(s) are welcome to bring special food treats for their child's birthday. Please arrange with provider beforehand as other children have allergies to specific foods. If you'd prefer your child not participate in any planned parties, alternate care will need to be arranged during those times.

21. Meals. Parents must pack a fresh, nutritious snack and lunch daily with an ice pack to keep foods cool. If your child has a big appetite please pack a 2nd snack for after nap. We will occasionally provide a treat as part of a cooking activity. I will give you notice as to the treat.

22. Nap/Rest Time. Each child is required to have a rest period. If your child no longer sleeps during nap, he/she will be asked to rest for no longer than 30 minutes at which time they will be permitted to get up and play quietly. Parents are requested to supply a blanket for the child to be kept at daycare during the week.

23. Field Trips. Provider may offer field trips at various times throughout the year. Notice of field trips will usually be given at least two weeks in advance. I will need parent drivers and volunteers for those days. If we do not have enough parent chaperones then the field trip will be cancelled. Parent will be required to find alternate care for the child if he/she does not attend. Regular child care fees will still apply for field trip days, whether or not your child attends. Parents will always be notified in advance if any additional fees will be required.

Copies of emergency forms remain with provider at all times.

24. Termination. This agreement may be terminated by the parent/guardian by giving 1 month written notice if the child or children are to be permanently withdrawn from care. Provider will also give the family two weeks written notice of intent to cancel this agreement except in

cases of family emergency (Provider's), gross misconduct on the part of the parent/guardian or child, and/or failure to follow the rules set forth in this contract, in which immediate termination with no notice may be given.

25. Confidentiality. All information provided will be kept confidential. Absolutely no information will be released to persons other than parent/guardian unless prior written permission has been received.

26. Communication: I will be using an online communication system to send regular communication to parents including pertinent information, upcoming changes, and documentation/photos of students at play.

27. Acknowledgement of Agreement. I/we have read and fully understand this contract. By signing this agreement, I/we agree to comply with all terms and provisions stated in this parent agreement/contract. This contract is subject to review and renewal on _____ . Any changes made to the terms of this contract must be made in writing by the provider and with two weeks' notice to parent/guardian. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as set forth herein. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

27. It is this center/home's policy not to discriminate against persons with disability on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center/home's program and services, in compliance with state law and the federal Americans with Disabilities Act.

28.

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

Provider Signature:

Date:

Sleep and Reporting Requirement Policy

In providing a safe sleep environment for children one year and older, Vickie Conmy has created the following policy regarding safe sleep practices for children one year and older and reporting requirements:

Sleeping Environment

This child care facility makes the following sleeping equipment available:

- (1) (identify which: Individual bed, crib, cot, mat, or rug) for each child who rests; and
- (2) A clean sheet or cover to be used on the (identify which: bed, crib, cot, mat, or rug) for each child.

Reporting

This child care facility will report to the Department of Human Services, within one working day of occurrence, the death of a child, employee, or household member, and any illness or injury received at this child care facility that results in a child's hospitalization, including emergency room admittance.