

Welcome to this Home Day Care, my name is Maricela Mata; my schedule is from 7:30a.m. to 5:30p.m. Monday thru Friday. Your child will receive quality and individualized care in a warm and loving home. Your child will have the opportunity to gain practice in language, physical motor skills, pre math and science. I will provide games, tender care, healthy and safe environment that is going to help with the teaching learning process.

ENROLLMENT PROCEDURES

The following forms are required and need to be completed prior to placement:

- 1.-Complete record of immunizations
- 2.-Medical examination
- 3.-Signed consent form for the child to receive medical treatment and medicine
- 4.- Copy of a birth certificate

SUPPLIES NEEDED

- 1.- Two sets of clothes
- 2.- Blanket, pillow and a favorite toy
- 3.- Toothbrush and toothpaste (if your child is 2 years or older)
- 4.- Diapers, pull-ups, wipes (if your child uses)

FEES

Prepayment for the current week is required and is going to be every Monday. The money is not refundable if the parents miss the agreed date. I accept cash and checks (if the bank charges a fee for insufficient funds, you are responsible for that) A 50 dollars fee is applicable if your child is 2 years old or older for books. If payment isn't received by Monday morning of the next week a \$5 dollars fee will be charged each additional day the balance is outstanding. Continued late payments will result in termination of our contract.

LATE FEE

If you are late you are going to pay \$.50 for every minute that you are late. It is convenient that you call if you know you are going to be late. If the child is not picked up by 4:30 you have 30:00 minutes after this time to show up. If the child still in my care by 5:45 and you have not call me, I am going to call you but if I can't reach you the emergency contacts are going to be call in order to pick up the child; and if for any reason I can not contact anyone and the child is not picked up by 6:00, the police is going to be call and you have to pick him/her up on the police station.

TRIAL PERIOD AND TERMINATION

A period of 2 weeks trial is given for adjustment. After this time period the parents or the provider may decide to terminate care with prior notice. After the trial period, care can be terminated whit 1 month written notice. Payment for 1 month will be accepted in

lieu of notice. All final payments have to be paid at the time of notice. I will also give 1 month notice if the child is to be terminated from care. Any abuse or violation of the rules and policies of the contract/handbook may be just cause of termination. Immediate termination can occur for behavior problems, or dangerous parental situations. If I (for the above or any other reason to be at my discretion) give immediate termination, any deposit will be forfeited.

BEHAVIOR MANAGEMENT AND DISCIPLINE

The children are explained the rules of the day care frequently so that they know the guidelines. Once a child understands the rules and disobeys them, hurts others or property, the following developmental guidance techniques will be used. These techniques are as follows:

1.-Positive Reinforcement: The child will be encouraged when he is demonstrating acceptable behavior. 2.-Redirection: The child is redirected to another activity and given an opportunity to try again another time.

ILLNESS AND MEDICINE

If the child becomes ill during daycare hours, parents will be contacted immediately to remove him/her within 1 hour of being notified. Once the child is removed from daycare due to illness, they may not return for a full 24 hours period, or be accompanied with a doctor's note. Note: this policy applies to my family or myself as well. If I am unavailable due to illness, you will be notified by 6:00 am.

MEDICAL EMERGENCIES

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed: 1.- A phone call is made to 911 2.-The child's parents (or emergency contacts are called) 3.-The child's health records are taken to emergency service. It is extremely important, especially in instances of illness or emergency that **THE EMERGENCY CONTACT INFORMATION IS UP TO DATE AND ALL THE INFORMATION IS CORRECT.** Please report any changes immediately to keep your contact emergency current. For minor injuries like bumps and bruises, I will provide home first aid. If the injury is more serious (i.e. needs stitches, broken arm, or dislocations, etc) the parent will be notified immediately. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if is required. Please do not bring your child if she/he is sick, I can only care for children with mild cold like symptoms (clear runny nose, slight cough, and no fever). Per health departments' regulations children will not be allowed to attend daycare if they exhibit symptoms such as: rash fever (100 F or higher), excessive cold and or cough, vomiting, diarrhea, lice or nits, discharge from eyes, discharge from ears, unusual drowsiness, persistent or excessive crying, communicable diseases (chicken pox, Rosella, conjunctivitis, mumps, measles, influenza). If I have to give some medicine to your child please bring the doctor's prescription with the medicine.

VACATIONS AND HOLIDAYS

Please let me know with a month in advance about your vacations. A complete fee will be charged in order to save your child's place. I will let you know with a month in advance about my vacations. The day care is going to be closed the following days: New year's day, Martin Luther King day, President's day, Good Friday, Memorial day, Independence day, Labor day, Veteran's day, Thanksgiving, day after thanksgiving and Christmas. There is no discount fee on holydays and missing days.

ARRIVALS AND DEPARTURE

Please send your child clean, dressed for the day. Please make your goodbye brief. No one other than the parents or designated person will be allowed to pick up your child without prior arrangement. I must be notified in advance and have a written note with person's name and relationship to the child. If there is a court order keeping one parent away from the child, I must have a written note from the custodial parent in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

GENERAL INFORMATION

DIAPER CHANGES: Diapers are checked and changed every 2-3 hours or more frequently if required. Exception, each child will be diapered after waking up after nap. Hand washing is performed after each change. All children are going to take a nap at noon. The first week of the month you are going to receive a letter with the information of activities that we are going to have on the childcare.

Your questions and comments are important so we can achieve the very best experiences for your child. Children will not be denied enrollment on the basis of sex, race, religion or disability.

My telephone number is Cell: 312 4931861 Home: TBD

I certify that I have received a copy of this contract and I agree with the payments and rules that are included on it.

Teacher

Date

Mother or guardian

Date

Father

Date

HOME DAY CARE CONTRACT

I accept to register to my child _____ on this Home Day Care beginning _____ I have read and accepted the rules and responsibilities.

1.- The care of the child is going to begin at _____ and is going to finish at _____ during the next days of the week _____

2.-Full time: 5 to 8 hours five days a week.

Part time: 5 to 6 hours 2 or 3 days a week.

3.-The fee for the care of the child is \$ _____ for each _____. The fee for extra time is \$ _____ There is a late fee _____ for every minute after the regular time.

4.-Payments are accepted in cash and check each Monday of the week in advance. There is no discount on missing time, missing date and holidays.

5.-Parents are going to provide diapers, wipes, formula and baby food for her/his child.

6.-There is not acceptance after 10:00 a.m.

7.-The authorized persons for pick him/her up are _____

Teacher

Date

Mother

Date