

# CHILDCARE AGREEMENT

**THIS AGREEMENT** is entered into as of this \_\_\_\_ day of \_\_\_\_ 20\_\_ in Location, by and between (Brinson's Family Daycare and Tricia Brinson) (hereinafter referred to as "Provider") and \_\_\_\_\_ (hereinafter referred to as "Parent/Guardian").

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

Child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

1. **Processing Fee.** Parent/Guardian agrees to pay processing fee of \$\_\_100.00\_\_.

Processing Fee Paid  YES  NO

Check# \_\_\_\_\_ Date \_\_\_\_\_

2. **Weekly Rate.** The weekly rate will be \$\_\_\_\_\_ and is due and payable each Friday by 5:30pm. If Child is absent from care the normal weekly rate will be due and payable.

3. **Days and Hours.** The parties to this agreement have agreed to the following schedule of care.

Monday ..... Hours \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday..... Hours \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday... Hours \_\_\_\_\_ to \_\_\_\_\_  
 Thursday..... Hours \_\_\_\_\_ to \_\_\_\_\_  
 Friday.....Hours \_\_\_\_\_ to \_\_\_\_\_

4. **Late Fees.** Parent/Guardian agrees to pay a late fee of \$5.00 per fifteen minutes or portion thereof that Child remains in care after the hours listed in Section 3.

If the weekly rate is not paid by 5:30pm each Friday, Parent/Guardian agrees to pay a late fee in the amount of \$10.00 per day until the account is current.

All late fees are due and payable immediately.

5. **Provider Vacation.** The parties agree that Provider will be paid for one week vacation each year.

6. **Term.** The Agreement terminates on December 31, \_\_\_\_\_. Failure to comply with the terms set forth in this Agreement may, at Provider's discretion, result in immediate termination of Child's enrollment and forfeiture of the security deposit.

A two-week written notice is required for any party to terminate this Agreement prior to December 31, \_\_\_\_\_. Weekly fees will be due and payable on each Friday of the two weeks' notice period.

The parties hereto have executed this Agreement as of the date and year first above written.

Daycare Name By: \_\_\_\_\_  
Parent/Guardian

By: \_\_\_\_\_  
Provider Name Date: \_\_\_\_\_

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

# PARENT HANDBOOK

CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
PARENT'S NAME \_\_\_\_\_ PARENT'S NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
STARTING DATE OF CARE \_\_\_\_\_

The following is a list of rules and regulations governing our childcare agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

## ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before I assume the responsibility of caring for your child. No Exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to Brinson's Family Daycare before or on your child's first day.

Forms needed:

- \*Parent Handbook
- \*Financial Agreement
- \*Registration Form
- \*Admission and Arrangements (State Form)
- \*Immunization Record (State Form)
- \*Permission to Administer (State Form)

## AGES SERVED

The ages of the children I serve are 6 weeks up to and including kindergarten. I am occasionally available after school or no school days to care for older children. Arrangements must be made in advance. Please keep in mind I do not provide transportation to and from school and my home.

## DAYS AND HOURS OF OPERATION

Brinson's Family Daycare is open Monday - Friday. Childcare is never offered on holidays. Childcare hours are 6:30 a.m. to 11:30 p.m. Please remember that your fee is based on the hours you contract for, not the hours that I am open.

If you at times require an earlier drop-off, you must call in advance to authorize this. An extra fee will be charged. Late fees will also be charged for pick-ups past your agreed upon times. (See financial agreement)

## SIGN-IN SHEETS

There is a sign in sheet on the bulletin board. Please sign your child in and out each day.

## **PRESCHOOL PROGRAM**

Brinson's Family Daycare is proud to offer a preschool program September to June of each year. This program targets children ages 2 to 5 yrs. Activities include circle time, calendar time, weather chart, group activities and discussion and 1-2 crafts per day. We also incorporate morning and afternoon outside play when weather allows. Children under school age do not play outdoors when it is below 30 degrees. There are many learning stations in our daycare playroom. There is a housekeeping area, blocks and trucks, puzzles and books, dress up items and much more!

## **OUR DAILY SCHEDULE**

6:30-8:00a.m. ....Arrival times, free (*quiet*) play  
8:00-8:30a.m. ....Breakfast  
8:30-9:10a.m. ....Clean up, free play (*children leave for bus*)  
9:15-9:45a.m. ....(*Circle time*) calendar, weather bear, greetings, sharing time, preschool activity.  
9:45-10:00a.m..... Juice/milk breaks  
10:00-10:30..... Continue preschool program.  
10:30-11:30a.m..... Outside play (*weather permitting*) (*In bad weather we play in our playroom*)  
11:30-11:45. ....Clean-up, wash up, prepare for lunch, movie.  
12-12:30..... Lunch  
12:30-1:00.....cleanup, brush teeth, story time  
1:00-3:00 .....rest time  
3:00-3:20..... snack  
3:30-5:30 .....outside play, free play, computer time

This schedule is just an example of our day and is followed as closely as possible. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children. Also, if you will not have your child here for a scheduled meal, please let me know so I can plan accordingly. Thank you!

## **ABSENCES/LATE ARRIVAL**

If your child will be absent or late, please call to let me know. This will help us plan our day and is especially helpful in planning meals. Your child's absence will **NOT** reduce your weekly fee. If you do not arrive on time, and have not called, you risk us not being available to take your child.

## **ARRIVING ON TIME**

Please remember that this is a business not a babysitting service. I have children of my own and they are very busy with school and activities, and I need to be available to them each day after business hours. If you suspect that you may be late in picking up your child, you will need to arrange for a back up person to come in your place. Please don't assume that I will be available to stay with your child. If you use a backup person to come for your child, please call me in advance and instruct this person to show me their photo identification upon arrival. As a reminder, your childcare hours are outlined in your contract, if you are scheduled to arrive at 4:30, please stick to this schedule as closely as possible. If you cannot you **MUST** call to see if I am available to keep your child, the additional time.

## **HOLIDAYS**

Brinson's Family Daycare is closed all major holidays. The following are observed holidays:

\*New Years Day

- \*Memorial Day
- \*July 4th
- \*Labor Day
- \*Thanksgiving Day
- \*Day after Thanksgiving
- \*Christmas Eve
- \*Christmas Day
- \*New Years Eve

Please arrange for back-up care if needed. Depending on the day of the week that certain holidays fall, I may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, I will take off the Friday before or the Monday after. Generally, this would be the same day that most businesses observe. In the event that I must leave for an appointment, someone will substitute for me. In the event this happens I will do my best to let everyone know that I will be absent for a short period of time and who will be in my place.

### CHILDCARE RATES

Your weekly childcare rates are outlined in your *Financial Agreement*. As stated in that document, upon acceptance into Brinson's Family Daycare, and the signing of the contract, you will be required to pay a security/holding deposit. This is equal to one week's fee. *This deposit is credited towards your last week of attendance at Brinson's Family Daycare.*

You may pay weekly fees by cash or check. Payments must be made each Friday by 5:30 p.m. ***If payment is not received by 5:30pm Friday, this will result in immediate suspension until all fees and late fees are paid. Continuing to pay late fees will result in immediate termination of your contract and you will lose your position at Brinson's Family Daycare.***

What you pay will buy quality childcare, nutritious meals, and a nurturing environment for your child. Your fees must cover my income including taxes and social security. Beyond that, your fees pay for special childcare insurance, training, food, toys, equipment, art supplies, and all of the other things that your child will use. For children over age 2 it also pays for a preschool program. Like other self-employed workers, Family Childcare providers do not receive the benefits many employees take for granted. These include health/dental insurance, life insurance, retirement/pension, paid personal days, workers comp, paid vacations, flexible time off and unemployment insurance. These benefits often amount to as much as 35% of an employee's wages. Unlike other forms of self-employment, family childcare is very restrictive. There is no room for growth. The state dictates the size of my business, and I cannot take time off for appointments or obligations without careful planning and covering of my responsibilities. To protect my rights and income, you will find that a guaranteed wage is part of my contract. To protect precious time with my family you will find late fees in this contract. Most people have a 40-hour work week. Mine is 55 hours and up and that does not include my training, preparation, bookkeeping, paperwork, shopping or cleaning time. I really do NOT want the extra fees, but it's unfair to have families cutting into my already limited family time.

I hope this gives you a better picture of the true cost of childcare.

### LATE FEE'S / ADDITIONAL FEE'S

You will be required to contract for specific times and days in which you will need care for your child. Any additional hours must be approved by Brinson's Family Daycare and will only be available at an additional fee. All late / additional fees are outlined in your signed Financial Agreement.

## **NSF CHECKS**

Checks are always an acceptable form of payment until you present me with a bad check. You are responsible for all charges I may incur from my bank because of your bad check. You will also be charged \$20, or the amount currently allowed by law. Childcare will be halted until you reimburse me the amount of the check and all expenses that have incurred. Reimbursement will be in cash only. Future payments will be required to be made in cash. In the event you do not pay for this NSF check, you can expect to be taken to small claims court to settle the dispute.

## **MEALTIMES**

Breakfast 8:00 a.m.

Lunch 12:00p.m.

Snack 3:00p.m

Dinner 5:00 p.m.

Late Snack 8:00 p.m.

These times are approximate.

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate but are asked to try everything just once. If your child has any allergies, please let me know. At no time should your child bring food from home unless enough is brought for all. Please allow your child time to finish all uneaten food prior to arriving inside *Brinson's Family Daycare*. If your child wishes to bring an occasional treat, please call me to verify quantity and approved foods. All treats etc, must arrive in sealed packages. We practice manners at childcare. We use thank you, please, your welcome and many more! All the children join us at the dinner table, learn proper seating and table manners. Children will help set tables and prepare the table and meal when possible. Children will also help unset the table and clean up afterwards. Menus are posted on the bulletin board weekly.

## **INFANT FORMULA AND BABY FOOD**

Infant formula and baby food will be provided by you for your child until he/she turns age 1.

If your child is taking breast milk, there are a few extra steps that you will need to follow.

#1 Please make sure your child has made the transition to a bottle prior to their first day at daycare.

#2 Please send more than enough breast milk for us each day.

#3 All breast milk should come in tightly sealed bottles.

#4 Bottles must be packaged in a spill proof zipped bag.

#5 A separate iced cooler will be supplied for storage of milk.

#6 Protective gloves will be worn by anyone handling breast milk at *Brinson's Family Daycare*.

#7 All breast milk/supply bottles will be sent home with you each evening.

## **BREAKING THE BOTTLE HABIT**

I attempt to have my children off the bottle around their first birthday. If they can successfully drink from a cup, they have no need for a bottle. This helps ensure healthy teeth and gums by not allowing them to continue to suck on a nipple when it is no longer needed. I encourage you to break the habit at home at the same time. Of course, you may have a few days (most likely nights) of hassle but it usually only lasts two to three days. I repeat IF you are consistent! However, giving in will make.

it harder the next time you try. That is why it is important for us to communicate openly and make that decision together when the time is right. I seldom have any problem with bottles at naptime because I always give the bottle long enough before the nap that the child doesn't associate needing the bottle with going to sleep. I encourage you to try not to have the bottle, the last thing you do before putting your little one down. If you do give a bottle close to bedtime, you might think about doing it first and then reading or singing to your child as a signal that bedtime has arrived. Of course, when a child is an infant, they will naturally go to sleep while drinking. My suggestion is for an older infant, perhaps 6 months of age or more. A question has been asked in the past about a child's need for security and comfort as it relates to the bottle or pacifier. Please be assured I do not at the age of 12 months rip the bottle from the child's mouth and say you are too old for this. All kidding aside, I feel that if you give a child security and comfort, most children will easily give both items up with out any trouble. I redirect their attention if needed and give them the

extra love and attention that they may need at this time. Usually there is no problem because I haven't allowed them to become dependent on these items in the first place.

## **SAFETY**

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

### **Inside**

- \*Adequate Ventilation throughout the home.
- \*There are no guns or firearms on premises.
- \*Gates are used on stairways when infants under 18 months are present.
- \*Fire extinguishers are maintained properly.
- \*Toys are age appropriate and in a safe manner.
- \*Electrical outlets are covered.
- \*Pens, pencils and office supplies are out of reach.
- \*Knives and scissors are kept out of reach.
- \*Cleaners and chemicals are out of reach.
- \*The hot water heater is regulated at 120 Degree's.
- \* Medications are out of reach.
- \*A well-stocked first aid kit is kept near, and expiration dates observed.
- \*Animals are child friendly and properly immunized and in good health.
- \*The provider is CPR and First Aid certified.

### **OUTSIDE**

- \*Safe grassy areas to play.
- \*Playground free of splinters and harmful objects.
- \*Safety approved play equipment and toys.
- \*Yard routinely treated to prevent insects.
- \*Entire back yard is fenced, and gate locked.
- \*Children do not play outside unsupervised.

### **INSURANCE**

*Brinson's Family Daycare* does carry Childcare Insurance. A policy is available for review.

### **EMERGENCIES**

In the event of an emergency with your child, you will be called, and if necessary, the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well-being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company.

### **ILLNESS AND SICK CARE**

The health and well-being of all of the children here are of utmost importance to me. It is for the protection of the children that I must insist on strict adherence to my Health Policy. Please read it carefully. If you have any questions or doubts regarding the statements it contains, please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making decisions based on emotion instead of logic. Even with all our precautions children do get sick and or hurt. Due to my concern for all the children enrolled in my childcare there are certain guidelines that I require my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to childcare. I will furnish you with the proper form. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are a few immunizations required by law before your child may attend childcare. Upon application for enrollment, you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also some illnesses that by law exclude the child from attending childcare. Some of those illnesses are but not limited to:

- Infectious Conjunctivitis
- Infectious Diarrhea
- Impetigo
- Chicken Pox
- Hepatitis A
- Scarlet Fever
- Scabies
- Lice
- Ringworm
- Strep throat

I would be happy to discuss the details of any of these infections with you at your request. When a child has certain symptoms, he should be kept at home or in a special setting. Some of these are:

## **FEVER**

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. For example, if nothing else is wrong and the child had a DTP shot, the fever is not the cause for the child to stay home unless it directly affects his or her ability to handle normal daily activities. There are certain times when a fever means a child should stay home. These include: An infant up to 4 months with a temp of 100 degrees or higher. A child 4-24 months with a temp of 101 degrees or higher. A child over 24 months with a temp of 101 degrees or higher. In the event of this type of temperature, the child should not return until the temperature has been gone for 24 hours without the aid of fever reducing medications such as Tylenol. If your child wakes up with a high temp and you administer a fever reducer, this generally only lasts a few hours, and I will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

## **VOMITING OR UPSET STOMACH**

A child who has been vomiting can easily spread germs through vomit. The child may also need my help. The added time to clean up after the instance takes my attention away from the other children. If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.

## **DIARRHEA**

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the childcare setting and this child must remain home. Sometimes a child may get diarrhea from antibiotics or eating something different or too much of something. If they feel well and do not need extra attention and are able to participate in normal daily activities, they do not need to stay home. Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

## **RUNNY NOSE**

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These instances will be handled on a case-by-case basis. Your cooperation will be greatly appreciated. Other symptoms of illness that will cause some concerns are: Gray or white stool, Infected skin patches, difficult or rapid breathing, pink eye, severe itching, sore throat, severe coughing, yellowish skin or eyes, spots or rashes, dark urine, headache/stiff neck, and unusual behavior.

I have on file information on several common and or communicable diseases often seen in a family childcare setting. If you have any questions, please feel free to inquire. It is my wish that we may work together to keep our children happy and healthy.

### **Some of the features that help insure your child's health are:**

- \*NO SMOKING ON THE PREMISES
- \*My health policy is strictly adhered to.
- \*Current immunizations are required
- \*Good hygiene is always stressed
- \*Other than small infants, pacifiers are not allowed.
- \*Children are assisted in brushing their teeth.
- \* Infants are held while drinking from a bottle. Therefore, children are not allowed to carry around or have a bottle in their beds.
- \*Favorite blankets or sleeping toys may be brought but kept for rest time. They are not shared with the other children and will be kept out of the daycare room.
- \*Children do not bring food or drink to childcare. (The only exceptions are pre-arranged treats)
- \*Children do not bring toys from home.
- \*Children are prevented from sharing cups, utensils and food
- \*Every attempt is made to keep toys and play areas sanitized.
- \* Napping is done on individual cots or mats.
- \*Food preparation is done in a safe and hygienic manner.
- \*Menu's follow Federal Nutritional Guidelines.

## **MEDICATIONS**

If your child is on medication and it must be administered while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time or with the meal you specify, and a written record kept. N/A

## **DIAPERING**

The diapering surface is waterproof and free of cracks. Disposable paper covers and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. The hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. *Cloth diapers are not used at Brinson's Family Daycare.*

## **HAND WASHING**

### **Children's hands are washed:**

- Before eating.
- After diapering or use of toilet.
- When coming in from outside play.

After encountering a sick child and/or runny nose.  
After completing messy crafts or projects.

**Provider's hands are washed:**

Before preparing food.  
Before feeding an infant or giving a bottle.  
Before and after giving medications.  
After diapering and or assisting a child using the toilet.  
After touching body secretions.  
And about 100 other times during the day.  
Hands are always dried with single use paper towels.

**REST TIME**

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon between the hours of 1:00p.m. and 3:00p.m. Children are not required to fall asleep, but many do. Please understand that no child is allowed to be excluded from rest time. Children awaken early and have a very active day. Quiet activities are provided for those that wake early from rest time. Cots/mats are supplied for the children, as well as travel cribs for those that still require them. Blankets or sleeping companions may be brought for rest time. If you arrive during rest time, please quietly enter and keep your child quiet on your way out so as not to disturb the other children.

**INFANT SLEEP ARRANGEMENTS**

State Childcare Regulations state that all infants must sleep on their backs. No wedges or blankets may be used to prop the child. All recommendations by the SIDS *Back to Sleep Program* are followed when caring for a sleeping infant. Please remember, your infant does need tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only. Infants are sleeping on their backs in a travel crib with nothing but a light blanket for warmth when needed.

**SUPPLIES NEEDED FOR YOUR CHILD**

- \*Bottles and Nuks until age 1 yr
  - \*Diapers, a full bag and please watch their cubbies for refills
  - \*A COMPLETE change of clothing for each child
  - \*A new toothbrush
  - \*A paint shirt
- Please label all items and they will be kept in your child's cubbies.*

**PROPER ATTIRE**

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. Excuses like "that is what she wanted to wear" or "I couldn't get him/her to put on anything else" are not acceptable. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure you we have a garment that fits. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

**BOTTLES, DIAPERS AND TOILETRIES**

For infants you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. I will coordinate with you when to start the child on solids, generally this is around 4 months unless the child has medical reasons for a delay.

For children of all ages, I strongly suggest you bring some baby Tylenol or a similar product to store in their cubbies. This will not be used without first contacting you, however it should be left on hand for emergencies as teething and sudden fevers are best treated as soon as symptoms start. N/A

I also request that you furnish sunscreen for your child who will be playing outside a lot in the warm weather. If you wish me to use any type of diapering ointment, please supply this also.

By keeping these items on hand, it makes for an easier morning getting out of the house, you only need to remember your child!

### **TOYS AND PERSONAL ARTICLES FROM HOME**

No Toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. I am not responsible for lost, broken, or stolen objects that are brought from home.

### **MATERNITY LEAVE**

Every family has their own desires and needs when deciding on the length of maternity leave. If a position is or will be available, you have the option of paying a deposit to hold this position for you. I cannot hold this position longer than 6 weeks. If you wish to hold a position, you will need to pay 50% of the weekly rate each Friday to hold the position. I cannot hold a position for free. At the end of this 6-week period, you will be required to pay 100% of the weekly fee to continue a hold on that position or you forfeit the position and lose all monies paid until that date.

### **VACATIONS**

Each year I will take two to three week's off for vacation. You will be notified at least 2 weeks in advance as to which weeks *Brinson's Family Daycare* will be closed. You will be charged for one of my weeks of vacation. Childcare payments for my paid week of vacation must be left the Friday prior to the start of my vacation and will be held until the scheduled payment due date. You are required to arrange and pay for your own back-up care. Please notify me at least 2 weeks in advance as to your Family vacations. **Please leave childcare payments with me prior to your departure. I will hold these checks until the appropriate dates.**

### **PROVIDER ILLNESS AND EMERGENCY TIME OFF**

Please have back-up care available to you. I can never know when to expect an emergency or when I may become ill. The amount of information I can give you is never known. Please be prepared so less conflicts occur. *You are not charged due to this type of closing. Your fee will be pro-rated.*

### **TOILET LEARNING**

I am always willing to assist a child with toilet learning. However, your child must be ready, and you must be ready as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well. I have a wonderful handout available when your child is ready for that big step. This handout discusses readiness skills, training tips and gives you an idea of the training techniques that are used at *Brinson's Family Daycare*.

## **OUTSIDE PLAY**

When the weather permits, we will play outside every chance we get. Please send appropriate clothing, if we have at least one person lacking the appropriate clothing we will all be staying inside. Please label all attire with your child's name. When the weather is below 20 degrees in the winter children younger than school age will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don't want to worry about grass stains in our new clothes.

## **OPEN DOOR POLICY**

At Brinson's Family Daycare you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you or made when you can visit unnoticed so as not to interrupt your child's day. A child going through separation anxiety will most definitely react to a parent coming into the daycare and not taking them with them when they depart. Morning drop-offs and afternoon pick-ups are made easy by my allowing you self-entrance into my home. Please give the children and me the courtesy of a short knock and then enter on your own. This prevents any shocked or potentially scared children by the sudden appearance of an adult in the home. There will be times where I am pre-occupied with a child or unable to hear the door. On the same note, if you arrive before 6:30a.m. or after 5:30p.m. for any reason, please knock as a guest would coming to my home. Do not enter freely unless it is during Childcare Hours, as a courtesy to my family and me.

You are also invited to call and check on your child during the day. Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, bottle feeding etc.). If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail message and I do have a visual monitor on the phone which allows me quick notification of a message waiting. I will then return your call as quickly as possible. You may also communicate any information to me via email. There may be those times when something comes to you at work that you don't want to forget to relay to me. If you have email, please feel free to drop me a line and I will generally reply during rest time.

## **TRIAL PERIOD**

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or provider may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms. *See Below.*

## **TERMINATION FROM Brinson's Family Daycare LLC**

If you decide to remove your child from *Brinson's Family Daycare*, I require a two-week written notice. You are required to pay for these two weeks. If I decide I can no longer provide care for your family I will also provide you with a two-week written notice. If violations of this agreement occur, you may be given immediate termination from *Brinson's Family Daycare* and all security / holding deposits will be forfeited by you. Examples of why I would terminate your child's care include: (but are not limited to)

- #1 Failure of parents to pay fee.
- #2 Failure to complete and sign any required forms.
- #3 Lack of parental cooperation.
- #4 Failure of child to adjust after a reasonable amount of time.
- #5 My inability to meet the child's needs without additional staff.
- #6 Gross misconduct on the part of the parent or child.

## **GOALS**

The primary goal of my daycare program is to provide a loving, safe, stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. I look forward to a long and rewarding friendship with your child and family. As provider, I reserve the right to make changes in the childcare environment without advance notice to parents, if any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. I will give you a separate addendum as the need arises. Communication is the key, please feel free to discuss your concerns with me. Thank you for your interest in finding the best possible care for your child!

**Welcome to *Brinson's Family Daycare!***

**AGREEMENT**

I have read and fully understand this *Brinson's Family Daycare* Parent Handbook. I now agree to enter into this agreement with Tricia Brinson of *Brinson's Family Daycare*. I understand that the contents of this contract may be changed at any time by Tricia Brinson providing two weeks' written notice to me. Anytime a change is made, I will be given a new contract if I intend on continuing childcare at Brinson's Family Daycare. I have received an exact copy of this Parent Handbook for my own records.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

## Supply List

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

\*\*1 complete change of clothing (more if we are toilet training) to be left here. This includes shirts, pants, socks, and underwear. Soiled clothing will be sent home, and a new change of clothes will need to be brought back the next day.

\*\*Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, I will always ask your permission before administering any medication (or a form will need to be filled out). N/A

\*\*Proper outerwear for outside play

\*\*2 Blankets OR 1 Sheet & 1 Blanket AND Pillow

\*\*Car seat/booster seat that meets state's requirements to be left here

\*\*Swimsuit, towel, and sunscreen to be left here during summer months

\*\*FOR CHILDREN NOT YET POTTY TRAINED:

~Diapers or pull-ups - 1 full package. I will notify you when the supply is low.

~1 box of baby wipes - at least 80 to 100 count

~2 changes of clothing (t-shirt, sleeper, outfit, and socks). Careful attention must be made to maintain current sizes left here.

~Any cream, powder, etc. that you wish me to use.

~Even though (medical) supplies will be kept in my home, I will NOT give them to your child unless written permission is given. You may have the option of filling out a medication permission slip upon enrollment. That way I can go ahead and give them some medication, should the need arise, then write the administration on the form. Notice will be sent home when more supplies are needed.

NOTE: If you prefer not to supply these items to be left here, you may send them daily in the diaper bag. The option of leaving these items here is for your convenience and is not required. However, all the above items are required for me to care for your child, so they will need to be brought daily.

Thank you for your cooperation!

Tricia Brinson/Brinson's Family Daycare

## **Policy: Nutrition and Personal Care Procedures**

**The daycare uses the ELV App (Early Learning Ventures). We encourage all families to download the app. You will be kept informed of various information and activities. Throughout the day parents will be notified of arrival, meals, and diapering etc. This system has been put in place to help the daycare become more efficient and cut down on cost. Feel free to reach out with any concerns that you might have.**

**CACFP Infant Feeding Form**

**Providers Name:** \_\_\_\_\_

**Infant's Name:** \_\_\_\_\_ **Infant's DOB:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Preference regarding solid foods for infants 6-11 months**

**Please mark your preference below:**

1. \_\_\_\_\_ My child is developmentally ready for solid foods. I want my child care provider to provide solid food starting now.
  
2. \_\_\_\_\_ My child is NOT developmentally ready for solid foods. I will inform my child care provider when and designate the solid foods to be introduced to my infant at that time.

**Parent/Guardian's Signature:** \_\_\_\_\_

# Outside/Inside Play Permission

## 416.8 (a) (3)

**As per NYS Regulation 416.8 (a) (3)**  
**Supervision of Children:**

With the written permission of the parents, providers may allow school-aged children to participate in activities outside the direct supervision of the caregiver.

Such activities must occur on the premises of the Group Family day care home.

A caregiver must physically check such children every 15 minutes.

Parent/Guardian Name: \_\_\_\_\_

Names of School Age Children in Care:

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

I give permission for my provider to allow my child/children named above to play inside/outside without direct supervision. The child/children will always be on the Group Family Day Care premises. I understand that the provider must check on the child/children every 15 minutes.

Yes                      No    (circle one)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Sleeping / Napping Agreement

Parent/Guardian name: \_\_\_\_\_

Child(ren) name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Days/Hours of care: \_\_\_\_\_

Area of the home where child/children will nap: \_\_\_\_\_

Sleeping arrangements:

Infants will be placed on their backs in cribs or pack 'n play.

Toddlers and preschoolers will nap on:     cot                       mat                       bed

How the children will be supervised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I  do  do not give my permission for my provider to use electronic monitors during naptime to supervise my child/children. The provider will always be on the same floor as the children and the nap room doors will remain open.

I give permission for provider to sleep during night care.     yes                       no                       n/a

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

# PERMISSION TO TRANSPORT AND FIELDTRIPS!



I HEREBY GRANT MY CHILD CARE PROVIDER \_\_\_\_\_ AND EMPLOYEE'S TO TRANSPORT MY CHILD IN LICENSED INSURED VEHICLES, USING FEDERAL APPROVED CHILD SAFETY SEATS AND BELTS ACCORDING TO FEDERAL LAWS..

I UNDERSTAND THAT MY CHILD IS BEING TRANSPORTED FOR THE FOLLOWING REASON: \_\_\_\_\_

IF THIS IS A FIELD TRIP, I UNDERSTAND MY CHILD WILL BE VISITING \_\_\_\_\_

I UNDERSTAND THAT MY CHILD WILL BE AWAY FROM THE DAYCARE FACILITY FROM THIS TIME \_\_\_\_\_ TO THIS TIME \_\_\_\_\_.

THE DATE OF THIS TRANSPORT / FIELDTRIP IS \_\_\_\_\_

PARENTS SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

PROVIDER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**Permission to Photograph**

I,

\_\_\_\_\_  
(parent's or guardian's name)

give permission for

\_\_\_\_\_  
(name of child care provider or facility)

to photograph my child,

\_\_\_\_\_  
(child's name)

for the following purposes:

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
<b>Still Photographs:</b>		
Display in provider's personal scrapbook		
Give photographs to current clients		
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients		
Display still photos on facility's website *		
Use still photos in promotional materials		
<b>Videos:</b>		
Give video to current parents		
Display video on facility website		
Use videos in promotional materials		
<b>Other (please list):</b>		

\* only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed:

\_\_\_\_\_  
(parent or guardian signature, and date)

# Permission to Pick-Up

I,

\_\_\_\_\_ (Parent or guardian's name)

Give permission for

\_\_\_\_\_ (Brinson's Family Daycare)

To release my child,

\_\_\_\_\_ (Child's name)

Into the custody of the following person(s):

Name:	Relationship:

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one of the above listed individuals to pick up my child.

Signed:

\_\_\_\_\_ (Parent or Guardian signature, and date)

NEW YORK STATE  
 OFFICE OF CHILDREN AND FAMILY SERVICES  
**DAY CARE REGISTRATION**

**PHOTO OF CHILD  
 (Optional)**

Child's Full Name:

Does your child have any allergies?  Yes  No  
 If Yes, what is your child allergic to?

Children who have special health care needs are those who have chronic physical, developmental, behavioral or emotional conditions expected to last 12 months or more and who also require health and related services of a type beyond that required by children generally. If your child does have special health care needs please discuss these with your child-care provider.

Child's Source of Medical Care/Primary Care Physician's Name: Telephone Number:

Child's Source of Dental Care/Dentist's Name: Telephone Number:

Name Of Medical Care Facility/Hospital: Telephone Number:

Would you like information on Child Health Plus?  Yes  No

EMERGENCY DATA	RELATIONSHIP	CONTACT NAME	TELEPHONE NUMBER DURING CHILD CARE	OTHER TELEPHONE NUMBER (Check type)
				<input type="checkbox"/> Pager <input type="checkbox"/> Cell <input type="checkbox"/> Other
				<input type="checkbox"/> Pager <input type="checkbox"/> Cell <input type="checkbox"/> Other
				<input type="checkbox"/> Pager <input type="checkbox"/> Cell <input type="checkbox"/> Other
				<input type="checkbox"/> Pager <input type="checkbox"/> Cell <input type="checkbox"/> Other

Provider/Day Care Facility Name and Address:

CHILD'S FULL NAME:		SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female
CHILD'S HOME ADDRESS:		DATE OF BIRTH:
		HOME TELEPHONE NUMBER:
DATE OF ACCEPTANCE:	DATE OF DISCHARGE:	
NAME OF PERSON APPLYING FOR CHILD:	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian	HOME TELEPHONE NUMBER:
	<input type="checkbox"/> Caretaker <input type="checkbox"/> Relative	DAYTIME TELEPHONE NUMBER:
<input type="checkbox"/> Other _____		
ADDRESS OF PERSON LISTED ABOVE: (IF DIFFERENT FROM CHILD'S):		
<b>AGREEMENTS</b>		
I consent to the enrollment of the child listed above in this facility and have been advised of the policies regarding administration of medications, fees, transportation and the services provided by the facility, and the Office of Children and Family Services regulations under which it operates.		
I give consent for my child to take part in neighborhood trips (i.e. library, park and playground) away from the facility under proper supervision. <input type="checkbox"/> Yes <input type="checkbox"/> No		
In case of accident or injury, I authorize any and all emergency medical, dental, and /or surgical care and hospitalization advised by the physicians, surgeon or hospital (listed on the other side of this card) necessary for the proper health and well-being of my child. <input type="checkbox"/> Yes <input type="checkbox"/> No		
I have provided information on my child's special needs (Allergies, Diet, Disabilities, and /or Medical Information) to the provider, as may be necessary to assist the facility in properly caring for my child in case of an emergency. <input type="checkbox"/> Yes <input type="checkbox"/> No		
I agree to review and update this information whenever a change occurs and at least once every six months. <input type="checkbox"/> Yes <input type="checkbox"/> No		
SIGNATURE – PARENT OR PERSON(S) LEGALLY RESPONSIBLE		DATE:

## **DAYCARE CLOSINGS**

**NEW YEAR'S EVE. DAY & DAY AFTER**

**MARTIN LUTHER KING JR DAY**

**PRESIDENT'S DAY – ELECTION DAY**

**GOOD FRIDAY – VETERANS'S DAY**

**EASTER**

**MOTHER'S DAY / FATHER'S DAY**

**MEMORIAL DAY**

**JUNETEENTH**

**INDEPENDENCE DAY**

**LABOR DAY – THANKSGIVING DAY &  
DAY AFTER**

**COLUMBUS DAY – XAMS EVE., XAMS  
DAY & DAY AFTER**