

OUR LOVING ARMS DAYCARE
PARENT/PROVIDER AGREEMENT

RATE INCREASES, IF APPLICABLE, GO INTO EFFECT AT THE BEGINNING OF THE YEAR

Payments and Fees:

Payment: Payment is due every **MONDAY**. CASH, CERTIFIED CHECKS, CREDIT CARD, or MONEY ORDERS are the only form of payments accepted. **NO PERSONAL CHECKS PLEASE!**

Credit cards and Money orders need to be made out to OUR LOVING ARMS, LI1 INC. Note: There is an extra fee when using a credit card.

If fees are not paid by 7:00 PM on Monday (In Full), a \$5.00 a day late fee will be added to the amount due. If the fees are not paid by Monday morning of the following week, services will be suspended until fees are paid in full.

If the child does not attend for the week, the fee must still be paid in full. Parents will be excused from payment if there is a death or medical emergency in the family. In such cases, a doctor's note will be accepted.

If a child is being removed from the daycare by the parent, the parent must give a written notice to Netia Brown three weeks in advance. If there is no written notice given, the fees will still be due.

Parents with Vouchers: If the State fails to pay the daycare, the parent is responsible for the childcare payment.

Late Pick Up: There will be a late fee for any child not picked up by closing (7:00 PM). A charge of \$1.00 per minute is due at the time of pick-up. Additionally, **parents with vouchers are responsible for all late fees. The state does not pay late fees.**

Policies

Trial Period and Termination of Services:

The first three weeks of enrollment are considered probationary for everyone, care may be terminated at any time during that period. After the probationary period, this agreement may be terminated by either party by giving three week's written notice. If a three-week notice is not provided by the parent, fees for the first three weeks are still required. We retain the right to terminate this contract WITHOUT

NOTICE in the event of destructive, uncontrollable, or violent behavior by either the child or the parent or for delinquent fees. Given our limited spots, we reserve the right to prioritize full-time enrollments over part-time enrollments at any time.

PUNCTUALITY: The daycare is open for business from 7:00 AM- 7:00 PM. Parents will be charged the full contracted time (day or week) regardless of the time the child is dropped off.

Children will not be accepted at 10 A.M.

ABSENTEE: The daycare is not obligated to hold a child's spot after 20 absences.

DROP OFF: To secure the safety and emotional well-being of your child, make sure that you bring your child into the daycare.

MEALS: The provider will provide three (3) meals per day for each child and snacks.

Meal Schedule:

Breakfast: 8:30 AM - 9:00 AM

Lunch: 11:30 AM - 12:30 PM

Supper: 3:00 PM - 4:00 PM

Snack: 5:00 PM - 5:30 PM

Snack: 6:30PM-6:45PM

Rest Period: All children are encouraged to nap for at least one hour. Cots/Mats are provided by the daycare. Parents will be asked to bring a clean sheet with your child's name marked on it.

Clothing: An extra set of clothing, baby wipes, and all disposable diapers must be provided by the parent. Children must arrive clean and dressed.

JEWELRY: The Daycare is not responsible for children who wear jewelry to the daycare and lose it. Please leave valuable/expensive jewelry at home.

PHYSICAL: As Mandated by New York State, each child must have a complete physical before they can be admitted to the daycare. No child will be allowed in the daycare without a medical form from the doctor. **This is an annual requirement.**

SICK: A courtesy call is expected if your child is sick or will not attend the daycare. If your child has any of the following illnesses, your child will not be allowed to attend the daycare until the parents get clearance from a doctor.

- Vomiting
- Diarrhea
- Flu
- Serious Cold

- Unusual Spots or Rashes
- Conjunctivitis (Pink Eye)
- Runny Nose

- Ear Infection
- Fever Over 101
- Tuberculosis
- Severe Coughing/Trouble Breathing
- Loss of appetite
- Unusual Behavior
- Chicken Pox

- Lice
- Sore Throat/Trouble Swallowing
- Headache
- Stiff Neck
- Any other contagious illness

Please do not bring your child to the daycare if they have any of these illnesses. We cannot expose other children to such illnesses. If your child was to develop these symptoms while in care, you will be asked to pick your child up from daycare.

MEDICATION: This site does not administer any medication.

ABUSE/NEGLECT: Appearance of abuse or neglect will be reported as mandated by New York State.

DISCIPLINE: We guide and discipline to build self-esteem and foster independence. Children are guided and taught about safety rules and as they develop, they are taught to share, and get along with other children.

FIRE DRILLS: Fire drills are conducted monthly.

CLOSINGS: The following Holidays are observed by the daycare; therefore, the center will be closed:

January: New Year's Day, Martin Luther King Day

February: President's Day

May: Memorial Day

Juneteenth: June 19th

July: July 4th

September: Labor Day

November: Thanksgiving Day and the day after (Black Friday)

December: Christmas Eve, Christmas Day, New Year's Eve

Additionally, we take two paid vacation weeks a year:

The daycare will be closed the week of July 4th and the week of Christmas.

Reminders will be given a month prior to the vacation time. **PLEASE REFER TO CALENDAR FOR DATES.**

BIRTHDAYS: If a parent would like to celebrate a child's birthday at the center, they are to supply all the necessary party goods, food, and drinks as well as assist with the clean-up.

SIGNATURE: By signing this contract, parent/guardian agrees to abide by the written policies of the provider. The provider may amend the policies by giving the parent/guardian a copy of the new or modified policies at least 4 weeks before they go into effect.

If the parent is under age 18, a co-signer must sign this agreement and act as a guardian to the contract and agree to be bound by all financial terms.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Print: _____

Provider's Signature: _____