

**BRITISH DAYCARE ACADEMY
PROVIDER-PARENT CONTRACT**

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British Daycare Academy

LICENSE # 376618393

43299 via Sabino, Temecula, CA 92592
Mobile: 760-504-3679 Home: 951-972-4141

I am a Professional Child Care Provider. My goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school.

In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner.

Please pick up your child after you finish work. *If you need to run errands there will be a fee for extra hours outside your contracted time.*

Payment obligation is based on the hours you agreed to use child care, NOT on actual hours of attendance. Payment is due if you have agreed to use certain blocks of time whether or not the child actually attends during those hours.

I agree to enroll my child _____ in the British Daycare Academy beginning on _____.

Care will begin at ____ o'clock and end at ____ o'clock on the following days.

The charge for the child is \$_____ per week. Overtime charges are \$5.00 per half hour or part thereof

A day is based on 10 hours care, extra time is \$5 per hour or part thereof.

***Payment is due on Friday MORNING for the following week. There will be a \$10 cash late fee, if not paid by the last day of the child's week.**

***PART TIME AND DROP IN CARE**

Payment is due on the morning of the last day of care for the following week. For example; if you attend Mon-Wed, your payment is due on Wednesday morning and will be deposited on Friday evening.

Drop in care up to 4 hours is considered half day rates, and over 4 hours is full day rate.

Over 25 hours a week is considered full time.

*If you are part time, you are paying only for your scheduled days.
If need to switch days, that day will be considered extra care.

Your first and last week's payment is due at the beginning of the contract. I do not want to charge an arts and crafts fee, so would appreciate any donations, if you have supplies such as paper, birthday/Christmas cards/calendar fronts, or things we can use for projects.

FEES AND ABSENCE POLICY

Weekly fees include all sick days, statutory holidays and vacation time. These are paid days regardless of attendance.

Refunds and credits will not be given for days where your child does not attend.

A fee of \$25.00 will be charged for all NSF checks.

***There will be a \$5 per day late fee if payment is not paid on Friday morning. In the past this had not been enforced but will be as of 01/01/2014**

There is an extra fee of \$5.00 per child for the first five minutes that a child is picked up late and \$1 per minute thereafter. I understand sometimes there are traffic problems and the fee may be waived if I am called and told of the issue. This fee also applies if your child is dropped off **earlier** than your contracted time, without prior approval.

Late arrival does not allow late pick-up.

Parent Vacations

Please notify me as at least 2 weeks in advance when you plan to take vacations.

Full payment for all days and hours your child is normally scheduled to be here must be paid.

Payment is due prior to your vacation. Even while you are on vacation I am still holding your child's space. If you are taking more than two weeks (whole weeks) vacation per year I will charge 50% for subsequent whole week vacation.

***My vacation and personal time**

I will take one week paid vacation per year. I will also take a paid vacation from Christmas Eve until Jan 2nd.

I will also allow myself 5 days or 60 hours of paid personal time as needed for sick time, doctor and dental appointments. In almost nine years I have closed only once due to illness!

I endeavor to schedule any appointments so as to inconvenience as few families as possible.

It is the parent's responsibility to provide substitute care for their child when I cannot provide care.

I will notify parents of my vacation dates at least two weeks prior to my vacation.

Bereavement time will be 1 week paid for immediate family members and two days paid for other family members.

Parents will be responsible for finding alternate care should this be necessary.

***BDCA Holidays (we are closed these days)**

- Martin Luther King Day
- President's day
- Memorial Day
- July 4th
- Labor Day
- Veterans Day
- Thanksgiving and the following day
- Christmas Eve until Jan 2nd
- 6 1/2 days in summer if I am going to the UK, otherwise 5 days.

These are considered paid holidays.

If a holiday should fall on a weekend the holiday will then be observed on the following Monday.

Naps

All children under the age of six will lay down for a short rest or sleep period. Please try to explain this to your child. Please do not ask me to keep your child awake all day.

Children need this time to rest. This is my time to re-charge, plan programming and do paperwork. Please provide a blanket for your child, provider will send it home on Friday to be washed, please return clean on Monday.

Emergency Closures

In the event of closure such as wildfires, earthquake, flood etc, full payment is due.

Sick policy

If your child is ill, they **should not** be brought to daycare.

Illness is defined as:

- A fever over 100 degrees
- Nausea or vomiting 2 or more occasions in 24 hrs
- Diarrhea 3 or more watery stools in 24 hrs
- Rash or infection of the skin which has not been seen by a Dr.
- Pink eye, until 24 hr of antibiotic treatment

Please keep your child home if they had a fever the night before or through the night.

If your child becomes ill during the day, I will notify you.
You will be expected to pick up your child as soon as possible.

If your child will be missing day care due to illness, please notify me by phone in the morning or previous evening.

Supplies

Parents are responsible for diapers, wipes, sunscreen, diaper cream, formula, baby food and soiled clothing.

Please leave an extra set of clothes for your child. We will be getting messy during play time, so send your children in “play clothes”.

Also a sippy cup or bottle should be left so I always have an individual cup for each child.

Trial period

I feel very strongly that the parents should feel 100% comfortable with the care that their child is receiving from me.

The first (2) weeks that any child attends my daycare will be a trial period.

If during this time either the parents or myself feel that the arrangement is not working out to the best interest of the child or the parties involved, either party may dissolve the agreement without hard feelings and other arrangements can be found.

Termination of services

It is my hope that parents will feel comfortable communicating with me on the care of their child and any concerns that they may have.

If after all is said and done, it is desired to terminate services; **I require at least a two week’s notice. In the event a parent does not provide two week’s notice, payment will be required for the two weeks that their child would have been in my care.**

Miscellaneous

I do not charge a registration fee, but ask for first and last week's pay upon enrolling.

If you wish to "hold" a spot, a non-refundable deposit equivalent to a week's care is required. **Note: This is not considered "first week care" but is a "placeholder fee".**

This agreement will take effect on January 2017 and will remain in effect until a change is made in writing.

Sample of our daily schedule

7am - 8.30 Free Play

8:30 - 9:00 Breakfast preschool activities

9:30 - 10.30 outside play

10.30 -11:00 Snack

11:00 -11.45 Arts and crafts. Motion and movement

11.45 - 12.15 Lunch

12.15 -1.00 free play and prepare for nap

1:00 - 3.00 Nap/quiet time

3:30 - 4:00 Snack

4:00 - 4:30 outside or story time. Weather permitting

5:00 - 5:30 Departure Time/free play

Children should bring a lunchbox with breakfast, lunch and two snacks, that way your child eats food that they like and you are in control of what they are eating. I always have extra snacks and fruit available.

Signatures

I have received a copy of this contract _____ (initial).

I agree to abide by the current childcare regulations _____ (initial).

(Parent's signature) (Date)

(Provider's signature) (Date)

Drivers License number _____