

**BRITISH DAYCARE ACADEMY  
PROVIDER-PARENT CONTRACT**

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## British Daycare Academy

LICENSE # 376618393

2450 Pine Valley Glen Escondido, CA 92026  
Mobile: 760-504-3679 Home: 760-294-8511

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 20 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. In addition, a \$50 per year fee for arts and crafts supplies is due when your child turns one year old. Fees are due every January.

## **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.**

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 allow myself 5 days or 60 hours of paid personal time as needed for sick time, doctor and dental appointments for myself and/or my son.

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)**

- New Years Eve
- New Years Day
- Martin Luther King Day
- President's day
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Veterans Day
- Thanksgiving and the following day
- Christmas Eve
- Christmas day and the following day

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 a two week’s notice, they will still be required to pay me for the two weeks that their child would have been in my care.**



## Miscellaneous

If your child arrives before 7am or stays after 5pm , I may have to take them in my car to pick up my son from school on occasions, this contract shall give me permission to transport your child (in appropriate car seat) when necessary

This agreement will take effect on January 2011 and will remain in effect until a change is made in writing or until December 31, 2011.

At which time it will be reviewed and updated as needed.

## Sample of our daily schedule

7am - 8.30 Free Play/preschool activities  
8:30 - 9:00 Breakfast  
9:30 - 10.30 outside play  
10.30 -11:00 Snack  
11:00 -12.00 Arts and crafts. Motion and movement  
12:00 - 1:30 Lunch  
1:30 - 3.00 Nap/quiet time  
3:30 - 4:00 Snack  
4:00 - 4:30 Story time  
5:00 - 5:30 Departure Time/free play

I try to serve healthy snacks and include lots of fruit and veggies, please inform me if your child has any allergies.

## 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 \_\_\_\_\_