

BRITISH DAYCARE ACADEMY. PROVIDER-PARENT CONTRACT.

43299 VIA SABINO TEMECULA CA 92592. 760-504-3679 .

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 \$10.00 per half 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 with the rest of the checks, thus I make only one trip to the bank.

Over 20 hours a week is considered full time.

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

I charge the first and last weeks payment at the beginning of the contract, and a \$50 a year fee for arts and crafts supplies, Once the child is one year old. Fee due every January.

FEES AND ABSENCE POLICY

Fees are due on Friday morning for the following week's attendance, this ensures that

I only need to make one trip to the bank and gives me the weekend to make the deposit.

Weekly fees include all sick days, statutory holidays and vacation time - these are paid days. *Refunds and credits will not be given for days where your child does not attend.*

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time)

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

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.

I close at 4.30 and often have things I need to do before businesses close at 6pm , I also have things I need to do for my family. If you know you are going to be late, a phone call is appreciated. Please bear in mind that I don't have a lunch time to run errands, so I need to care take of things once I close. Each individual has contracted hours and the child should be picked up and dropped off between those hours. Many times I have to be somewhere before 5pm.

PICKUP/DROP OFF TIMES AND PAYMENT

I provide childcare from Monday to Friday during your contracted working hours. We will figure your hours plus fair commute time and this will become your "scheduled hours".

HOURS OF OPERATION 7AM - 4.15 PM

Parent Vacations

Please notify me as at least 2 weeks in advance when you plan to take vacations. I expect full payment for all days and hours your child is normally scheduled to be here. Payment is due prior to your vacation. Even while you are on vacation I am still holding your child's space.

My vacation and personal time.

I will take two weeks paid vacation per year.

I will also allow myself 5 days or 60 hours of paid personal time, this will be used as necessary for occasions such as doctor, dental appointments. I will also have 5 days sick time in the event that I am too sick to work. I will schedule any appointments at a time which will inconvenience as few families as possible.

It is the parent's responsibility to provide a substitute to 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.

Parents must have a back up provider.

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

Holidays

The following are paid days that BDCA will be closed.

New Years Day

Martin Luther King Day

President's day

Memorial Day

July 4th

Labor Day

Veterans Day

Thanksgiving and the following day.

Christmas Eve closed until Jan 2nd

These are considered paid holidays. If a holiday should fall on a Saturday the holiday will then be observed on the previous Friday and if on a Sunday the following Monday will be observed

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, the 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

I am paid even if your child is absent from daycare due to an illness This applies to full and part time.

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

Illness is defined as:

1. A fever over 100 degrees
2. Nausea or vomiting 2 or more occasions in 24 hrs
3. Diarrhea 3 or more watery stools in 24 hrs
4. Rash or infection of the skin which has not been seen by a Dr.
5. 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, and will expect your child to be picked up 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-painting etc, so send your children in "play clothes" please. 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 weeks notice. In the event a parent does not provide a two weeks notice, they will still be required to pay me for the two weeks that their child would have been in my care.**

. This agreement will take effect on April 2023 and will remain in effect until a change is made in writing At which time it will be reviewed and updated.

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 _____

. Sample of our daily schedule

7am – 8.30 Arrival time

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 - 12:30 Lunch

1:00 - 3.00 Nap/quiet time

3:00 - 3.15 Snack

3.15 - 4:00 free play and prepare to go home

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

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