



## CHILDCARE CONTRACT

This contract is entered into by and between Candyland Child Development

Center and \_\_\_\_\_ (parents/guardians) for the provision

Of childcare for \_\_\_\_\_ (child)  
(child) \_\_\_\_\_ (child)  
(child)

### **REGISTRATION PAPERWORK**

- Signed childcare enrollment
- Signed childcare contract
- Signed photo release form
- Signed authorization for video/audio/photo recording
- Photo release form
- Shot records

I agree that I reviewed and agree to all terms in Candyland CDC Parent Handbook

*The information on these forms must be kept current. If there are any changes made, the parents hereby agree that they shall notify Candyland Child Development Center immediately.*

A non-refundable fifty-dollar (\$50) deposit fee and 1 week deposit and supply fee will be collected to reserve your child's spot. All registration forms must be completed and on file prior to your child's starting date. These include childcare contract, copy of vaccinations, photo release, registration form and a copy of your military ID.

### **HOURS**

Care for \_\_\_\_\_ (child) will begin on \_\_\_\_\_. Normal business hours are from 6:00 A.M. to 6:00 P.M. \_\_\_\_\_'s care will typically begin at \_\_\_\_\_ A.M. and end at P.M.

### **TERMINATION OF CHILDCARE**

I agree to give Candyland Child Development Center a two-week notice if I decide to terminate childcare or pay tuition fees.

## **PAYMENT**

*Due date:* Payments are due bi-weekly or monthly on the Friday before the following weeks care.

*Forms of payment:* We accept cash, check, debit and credit cards. Our preferred method of payment is automatic billing through Tuition Express. Recurring payments on your credit/debit cards are available; all recurring payments are processed on Friday before the next weeks care. Recurring payments will not be charged a service fee. If credit/debit card is used the parent is responsible to pay the 2.75% processing fee. Savings/Checking accounts can be used and you won't be charged for that.

*Late payments:* A credit/debit card will be on file in our office for your tuition account. If we have not received payment in our office by the Friday before the next weeks care, a \$20 late fee per day will be added to your account and your card on file will be used to automatically process your payment of your current account balance (which will include the late fee). The purpose is to defray the costs associated with collecting late payments.

*Credit card payments declined:* If your credit/debit card on file is declined for payment, we will send you an email notice. We will automatically process the payment the following day. If it declines a second time, we will ask that you bring cash or money order to pay your current account balance. All childcare and preschool services will be discontinued until your payment is received.

*Late payment (3rd occurrence in a 3-month period):* We will require prepayment for a full month of childcare and preschool services.

*Non-payment:* If you leave us with an account balance (including tuition for two-week notice), your card on file will be charged until the balance is paid in full. If you refuse to pay us, or do not respond to our emails or phone calls, we will make every effort to collect the debt. As a reminder, you have agreed that all costs we incur associated with collecting debts, including attorneys' fees and court costs, will be paid by you.

## **HOURS OF OPERATION**

We are open Monday through Friday from 6:00 AM until 6:00 PM. We are closed to observe the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. The center will be closed a few additional days, such as for teacher in-service. Depending on the number of children the daycare may close early or be closed during certain holiday seasons. Example: Christmas Eve. In the event of severe weather and unforeseen emergencies, we reserve the right to close the center. Refunds or credits will not be given due to holidays, vacation, or illness.

## **LATE PICK-UP FEES**

Candyland Child Development Center is open from 6:00 AM until 6:00 PM. Parents/guardians of any child not picked up by 6:00 PM will be charged \$2.00 for every minute beyond the 6:00 P.M. closing time.

## **SIGN-IN/SIGN-OUT PROCEDURES**

It is our policy that each child **MUST** be signed in and out using our computerized check-in system at the Candyland Child Development Center each day. We will not assume responsibility for a child until they are signed in. Children may only be signed out and/or picked up each day by a parent/guardian or an adult (18 yrs. or older) authorized by a parent/guardian in writing and on file with Candyland Child Development Center site. A photo ID will be required to take the child. This procedure is for the safety of each child and **MUST** always be adhered to.

### **BEHAVIOR GUIDANCE POLICY**

By law and Candyland Child Development Center philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling ("bad", "naughty", etc.) or any other negative reaction to a child's behavior. Children will be encouraged to vocalize their emotions or concerns. We believe in guiding positive behaviors rather than punishing. All forms of corporal (physical) punishment is strictly forbidden.

If a child is harmful to another child, teacher or themselves and cannot be redirected, we will notify the parent for immediate pick-up. If the behavior continues, the parent may be asked to find alternative care.

### **HEALTH POLICY**

Our number one priority is to keep the children in our care safe and healthy. Please do not bring your child to the center ill. If your child becomes ill while at the center, we will notify you and your child will need to be picked up as soon as possible. The symptoms for exclusion will include, but not limited to, the following:

- -Fever - 100 degrees Fahrenheit or higher
- -Persistent diarrhea
- -Vomiting
- -A severe cough or difficulty breathing
- -Rash or blisters with discharge
- -Lice
- -Any other communicable disease (chicken pox, pink eye, influenza, etc.)

If your child shows any of these symptoms, please keep him/her at home for a minimum of 24 hours. If your child has seen a doctor and been on an antibiotic for a full 24 hours, he/she will be allowed to return to the classroom. Thank you for your help with this matter -we know how important your child's health is to you!

### **IMMUNIZATION POLICY**

Before a child is enrolled, an up-to-date immunization record is required. It must remain current while attending the center.

### **MEDICATION POLICY**

If any time your child needs prescription or non-prescription medication at the center, an authorization form needs to be completed and signed by the parent. Child Care regulations prohibit us from giving your child prescription medication of any kind unless we are provided with a note from your pediatrician. All medicine must be in the original labeled container.

### **EMERGENCY CARE**

Minor bumps and scrapes are inevitable, but we make every effort to keep your child safe through close supervision and childproofing. Minor injuries will receive the appropriate first aid. If emergency illness or injury occurs, you will be contacted immediately. If you cannot be reached, we will call your emergency contact numbers to make medical decisions in an emergency situation.

### **MEALS**

Candyland Child Development Center offers meals that include all the basic food groups. Our menus can be viewed online at [www.candylandchildcare.com](http://www.candylandchildcare.com) and a copy will be posted on the bulletin board in the front lobby. If your child has any food allergies, please make us aware of this on your registration form.

**DRESS CODE**

Please send your child in clothes that are:

- -COMFORTABLE!
- -Washable
- -Appropriate for the weather
- -Easy for the child to manage (if potty trained)

**TOYS**

Please encourage your child to leave any special books and toys at home. Candyland Child Development Center is not responsible for any lost or broken toys that are brought into the facility. There will be periodic "show and tell" days in which your child can bring in something special to share with the class. Thank you for your help with this matter.

*By signing below, the parent(s) or guardian(s) are agreeing to abide by the regulations set forth in the Candyland Child Development Center enrollment packet and the childcare contract.*

<i>Parent/Guardian Signature</i>	<i>Date</i>
<i>Parent/Guardian Signature</i>	<i>Date</i>
<i>Provider Signature</i>	<i>Date</i>

<i>ParentGuardianSignature</i>	<i>Date</i>
<i>ParentGuardianSignature</i>	<i>Date</i>
<i>ProviderSignature</i>	<i>Date</i>

*-----Renewal*