

# G.A.T.E.S. 2 EDUCATION

1064 South Main Street, Bellingham, Massachusetts

## PARENT HANDBOOK AND CONTRACT FOR CHILDCARE

(Child's Name)

Date Enrolled

I/We agree to enroll our child \_\_\_\_\_ into G.A.T.E.S. 2 Education Child Care, located at 1064 South Main Street, Bellingham, MA 02019.

I/We have received and read the **The Parent Handbook and Contract** and I/We agree to comply with the rules and responsibilities stated. I/We agree to all the terms and conditions stated in this agreement.

### WEEKLY SCHEDULE

The child care center is open from 6AM to 6PM. Attendance is never to exceed 8 hours a day per child.

Any enrollment that goes over this 8 hour schedule is considered overtime and will be charged additional overtime fees.

Parents are requesting the following weekly care schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Drop Off					
PM Pick Up					
Accepted and Approved By:					

Childcare services cannot exceed the above scheduled hours; pick-up / drop-off times, without prior authorization from the Director.

### LATE PICK-UP POLICY

If you are late picking up your child, late charges will apply.

G.A.T.E.S. 2 Education closes at 6PM. After 6PM, late charges will be added at the rate of \$1 for each minute past your scheduled pick-up.

All times in/out are logged. We will log each time you are late and let you know if you owe the center additional late pick-up fees. Payment will be due in addition to the next scheduled weekly payment. Failure to adhere to this policy will result in the inability to drop off your child.

## ATTENDANCE / PAYMENTS and FEES

G.A.T.E.S. 2 Education only accepts payments by personal check or cash. A penalty fee of \$35 will be assessed for any returned checks. If more than one check is returned, your account will be placed on a cash-only basis.

**PLEASE MAKE CHECKS PAYABLE TO: G.A.T.E.S. 2 EDUCATION**

There is a one-time, non-refundable registration fee of \$75.00 due at registration.

The first payment is due the day the contract is signed to hold your child's slot. Future tuition payments will be due the Monday of each week's attendance.

There will be a late fee of \$15.00 added to any tuition not paid on the Monday of each week's attendance.

Any payments that are over 1 week past due, an additional fee of \$10 per day will be accrued. (Up to 2 weeks / or \$100)

After 2 weeks, if no payment is made, parents and their enrolled children will be prohibited from entering the center until ALL dues and fees are paid in full.

**IMPORTANT:** G.A.T.E.S. 2 Education is only allotted a number of time slots each calendar year from the Department of Early Education and Care. Persistent late payments are grounds for termination of child care.

In the case of your child's absence, weekly tuition is still due in full, in order to continue to reserve your child's slot. Payment obligation is based on the hours you agree to utilize the childcare services; not the physical hours of attendance. Payment is due whether or not the child actually attends the center during your scheduled hours. (This includes, but is not limited to family vacations or illnesses)

Our center rates are subject to change. We will give a two-week notice to all parents and have them sign off on a letter that states parents have been informed of any rate changes. A copy of signed letter will be filed in students folder.

### NOTICE

Parents are responsible to pay for all late payments, late fees and two weeks notice even after termination of child care. Parents will also be held responsible for all court, attorney and collection fees involved in collection of late payments, late fees and two weeks notice.

If your childcare account remains unpaid for any reason, be advised that your account will also be reported to Provider Watch. Provider Watch is a national childcare credit reporting agency. Your delinquent account being reported to Provider Watch will likely make it more difficult for you to find childcare providers willing to accept your child until any such accounts have been reported paid in full. You may contact Provider Watch if any childcare provider informs you that their decision not to accept your child or children is based in whole or in part on information received from the agency. Provider Watch will disclose any delinquent account information on record so that you may resolve those accounts.

Provider Watch 1-866-267-3691

## CENTER CLOSINGS

Your child's tuition includes: Sick Days, Holidays and Vacation Times. These are all paid days.

In addition, if the center is forced to close for any reason unbeknownst to us; (including, but not limited to extreme weather, maintenance emergencies, etc.) parents are responsible for full tuition as scheduled.

The center will be closed on all major holidays. Any other scheduled closings, such as personal vacation time, will be given in advance via a yearly calendar as well as posted in the center and online.

**It is the parent's responsibility to find alternate care if needed during those times.**

As permitted by the Department of Early Education and Care, our daycare center will close for two weeks each year for vacation. Payment is still expected as outlined above during this time. Parents will receive prior notice to this scheduled closing.

## TRIAL PERIOD

After the orientation visit, the first fourteen days of days of care is considered a trial period. During this time, either parent or G.A.T.E.S. 2 Education may cancel child care services without notice.

After this two-week trial period, a two week notice must be given in writing by the terminating party. If the parents wish to terminate our services without the two weeks notice, you may do so, but you must pay for the two full weeks in advance. Unused time will not be refunded.

## IMMEDIATE TERMINATION

In the event that G.A.T.E.S. 2 Education believes that your child poses any threat or harm to the learning, safety, or health of any other child, continually disrupts the learning or other activities engaged in by the center, G.A.T.E.S. reserves the right to terminate this agreement immediately through written notice. Unused time will not be refunded. Provider may immediately terminate care for the following reasons or any other valid concern provided by G.A.T.E.S. staff or Director.

- Failure to complete required forms
- Serious illness of child or provider
- Lack of parental cooperation
- Late or lack of payments
- If a parent fails to abide by these policies, as outlined in this handbook
- Inability of child to adhere to the schedule and expectations of the center
- Providing false or incorrect information
- Our inability to meet the individual needs of an enrolled child, whether physical, emotional or behavioral.

## BEFORE AND AFTER SCHOOL CARE

For school-aged children, take note that any hours required for professional day closings, half day closings, and school vacation weeks that are **not** aligned with G.A.T.E.S. 2 Education's established calendar, you will be billed for these additional hours. If you choose not to send your child on a contracted day, you will still be expected to pay the before and after school rate. The associated fees for before and after school are aligned with the criteria outlined in the **ATTENDANCE / PAYMENTS and FEES** section of this document.

## SUMMER CARE

Parents who do not need daycare service during the summer months may have their spot held for their child for a set fee of 25% of normal tuition. The fee is to be paid in full for the months the parents want the slot reserved for their child. This fee is non-refundable if parents decide that the child will not be attending once school begins.

## RELEASING CHILDREN FROM THE CENTER

Other than parent, only the persons listed as authorized substitutes will be allowed to pick up a child. This **MUST** be submitted in writing to the child's file.

They will be asked to present a photo ID upon arrival. Children may only leave the center with an authorized adult.

Our center will not take a verbal request for releasing a child to anyone else other than the persons listed as emergency release person list.

**THE CHILD WILL NOT BE RELEASED TO ANY PERSONS NOT LISTED.  
NO EXCEPTIONS**

## SICK CHILDREN/SICK POLICY

Sick children make the other children sick too. "SICK", according to the regulations is any child that may be running a fever, has a rash, unexplained symptoms, or who appears to be less than healthy. It is up to the provider to decide if a child is too sick to be at the center. If a child becomes ill at the center the parents will be notified and are expected to pick up the child immediately. The ill child will be isolated from the rest of the children.

The parents agree to notify the provider of a child's illness or suspected illness and to make alternate arrangements for care if the child shows any of the symptoms listed below.

DIARRHEA	VOMITING
FEVER	CONSTANT RUNNY NOSE / MUCUS

## FIRST AID

Scratches and scrapes will be treated with soap and water and basic first aid if needed. You will be notified immediately if anything more serious arises. For major emergencies which require the services of an emergency medical team, 911 will be called first, at discretion of the Director. For minor emergencies, you will be notified and you will transport the child if medical treatment is needed.

If circumstances warrant and you can not be reached, we will contact your child's provided emergency contacts in order in which you have provided them.

**NOTE:** A doctor's note is required to administer any medication whether it is a prescription **OR** over the counter.

## CHILD DISCIPLINE

Rest periods, separation, and redirection are the primary methods of discipline used at G.A.T.E.S. We are happy to discuss this with you and to reinforce any methods you may use at home such as reward systems, etc. Our discipline is non-abusive and does not include corporal punishment of any kind nor form. We will not accept parental instruction to do so. If a child is having behavioral problems that can not be resolved within a reasonable time, then the center reserves the right for termination.

## LUNCH AND SNACKS

G.A.T.E.S. will provide breakfast up to 9:00 AM. Any child arriving after 9:00 AM should eat breakfast prior to being dropped off.

Parents provide lunch each day for their child. Please inform daily us if the lunch requires refrigeration.

G.A.T.E.S. 2 Education cannot cook nor prepare meals. Please send food in individual containers. To reduce the risk of burns, staff can heat up food for a maximum of 30 seconds in the microwave. Please keep this in mind while packing your child's meals.

G.A.T.E.S. will provide an additional afternoon snack which is given after rest time.

To ensure the safety of all staff and students, G.A.T.E.S. 2 Education maintains a strict **NO PEANUT / NUT - BASED FOOD POLICY**. Any food products sent in with your child that do not meet this criteria will be disposed of.

Beverages are available to the children all day.

**\*\*It is the RESPONSIBILITY of the parent(s) of each student to properly inform G.A.T.E.S. 2 Education of any and all potential food- allergies as well as documented IHCP from their physician.**

## HEAD LICE

A child has to be free of nits, eggs and lice upon returning. A doctor's note is required for the child to return to the center after any illness' or head lice issues

## TOYS

G.A.T.E.S. 2 Education has an extensive assortment of toys and activities for all age groups. We ask that children do not bring in personal toys from home. The children are supervised consistently, but accidents happen and toys break. The center will not be responsible for any broken, lost, or misplaced toys from home.

## REST TIME

Rest time is after lunch. ALL CHILDREN are expected to respect this "quiet time". Childcare regulations require that an extended period of sleep, rest or quiet activities be provided for children in care for longer than four hours. Children who choose not to sleep or awaken early must be offered quiet activities for the remainder of the sleep or quiet activity period. It is expected that all children adhere to this policy and it is suggested to parents to try and mimic these schedules at home.

A doctor's note is required for any infant being requested by the parents to be placed on his/her stomach during naptime. Compliant with SIDS education, we place all infants on their backs during naptime.

## DAMAGES

Small repairs and accidents go with the territory when running a daycare facility. However, parents and guardians will be held financially responsible for damages that **can not be classed as accident or fair wear and tear** (Such as deliberate breaking of toys, poking holes in furniture etc.)

## NOTICE OF TERMINATION

Two full weeks advance notice **in writing** is required to drop your child from the day care facility. Payment is required for these two weeks even if the child is not here.

G.A.T.E.S. reserves the right to terminate this contract for any reason. Two weeks notice will be given under usual circumstances. However, we reserve the right to immediate termination of services under certain circumstances. Please reference this contract labeled under Section "IMMEDIATE TERMINATION".

## HEALTH OF THE PROVIDER

As required by the state, the following regulations are in force at this day care facility. Each person working in the facility must be in good health with no communicable diseases. Provider must complete a health history questionnaire for the staff and obtain appropriate results from a TB test.

## CHILDREN'S HEALTH

All children must have a complete health evaluation form and up to date immunizations before enrollment in the day care facility and all enrollment paperwork must be returned before the child can enter the center.

## USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES

Use of the above items is prohibited in the day care facility at all times for both the provider, employees and parents of the children.

## SUPERVISION

Children will be under direct supervision at all times. Children will be checked on every 20 minutes while sleeping. Children under the age of 4 will be personally supervised while in the bathroom.

Children over the age of 4 will be reminded and asked about toilet flushing and hand washing.

Providers and all children will practice good hand washing habits. We have posted OSHA hand washing regulations that all staff and children follow strictly.

## ADDITIONAL DOCUMENTATION TO REVIEW

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Parent / Student Daily Checklist</li><li><input type="checkbox"/> Student Face Sheet</li><li><input type="checkbox"/> First Aid / Emergency Medical Consent and Release</li><li><input type="checkbox"/> Off Site Consents</li><li><input type="checkbox"/> Transportation Plan</li><li><input type="checkbox"/> Medications / Individual Health Care Plan</li><li><input type="checkbox"/> Custody Agreements / Arrangements</li><li><input type="checkbox"/> Developmental History</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Physical Exam</li><li><input type="checkbox"/> Immunizations</li><li><input type="checkbox"/> Lead Screening</li><li><input type="checkbox"/> Topical Products</li><li><input type="checkbox"/> Parental Awareness of Recordings</li><li><input type="checkbox"/> Allergen Awareness / Permission</li><li><input type="checkbox"/> Dental Hygiene</li><li><input type="checkbox"/> Field Trip Permission Form</li></ul> |
|---|--|

# AGREEMENT

I/We have read, understand and agree to comply with the terms and conditions set forth in this contract.

I/we will sign two copies of this contract. The first for my/our records and the second for G.A.T.E.S 2 Education to keep in my/our child's file.

This agreement, the policy manual and any other forms that I agree to sign constitute the agreements of the parties.

In no event will either party to this agreement be liable for any consequential, exemplary, incidental or punitive damages, even if the party has been advised of that possibility. Additional fees may be assessed as per the policy manual.

Furthermore, G.A.T.E.S. 2 Education reserves the right to amend this contract, giving a 2 week notice prior to initiating such charges. Parents will then have the option to accept the amendment(s) or cancel enrollment within a two week notice to provider.

Furthermore, I/We agree to pay the stated fees and to abide by the rules and regulations as contained in this contract.

I agree that in the case of an accident or injury to my child, emergency medical care may be given immediately. I will not hold G.A.T.E.S. 2 Education, or its employees, officers or agents responsible for any medical bills accumulated from such accident or injury. Furthermore, I/We confirm that I have given the Provider a medical insurance form with all accurate information as well as a release note for my child's treatment in case of an emergency in which a doctor's care or hospitalization is necessary. Furthermore, all disputes, elevated to court, will be handled by the court of Massachusetts. IF for any reason I/We decided to take actions in court, G.A.T.E.S. 2 Education will not be held accountable for any attorney fees or court fees.

G.A.T.E.S. 2 Education will work with all parents on any issues that may arise out of this contract, which in fact should not be any such issue because I/We have sat down together so that I/We understand our expectations with G.A.T.E.S. 2 Education.

I/We confirm we have read this contract and policy manual and all the policies as set forth. I/We agree to abide by each and every policy as stated. I/We further acknowledge that all guidelines in this handbook are fully understood. I/We give G.A.T.E.S. 2 Education sole discretion to cancel this contract at any time, and for any reason. I/We agree that I/We will hold GATES Center and its agents and employees harmless if G.A.T.E.S. 2 Education exercises any of the terms and conditions stated in this contract or the policy manual. I/We further agree not to assign this agreement without the express written consent of G.A.T.E.S. 2 Education

Provider Name [Please Print]	Provider Signature & Date
Parent/Guardian 1 Name [Please Print]	Parent/Guardian 1 Signature & Date
Parent/Guardian 2 Name [Please Print]	Parent/Guardian 2 Signature & Date

