**CARE BEAR FAMILY CHILDCARE**

**Stephanie Thurston**

**10110 Orange Blossom Trail, Fishers, IN. 46038**

**Phone number: 317 – 770 - 9734**

*Welcome to my home childcare! It is so important to find a suitable safe place for your child while you have to be apart. I believe that a child’s individual interests are very important and I treat them as they should be respected for their unique ideas and beliefs. Children need praise and encouragement, and they want to feel needed and helpful. At Care Bear Family Childcare I try to make them feel comfortable and welcome while they are here.*

**REGISTRATION**

Children will only be accepted into my childcare program after an initial interview between the child/ren, parent(s), and myself. This allows the parent(s) to become familiar with my home, family and myself as the provider. This also makes the transition more comfortable for your children.

Registration is not complete, and care will not commence until all the paperwork is done! Prior to the start date of care the following must be completed for each child:

-Registration and Emergency Contact Forms

-Immunization Record

-First Weekly Payment

-Care Bear Family Childcare Contract

**HOURS OF OPERATION**

**Monday through Friday- 7:30 a.m. to 5:30 p.m. (10 hours a day available)**

**Rates are based on an individual child each week.**

Half Day or Hourly- There is NO Half Day or Hourly Rate.

Full Time- 4 or 5 days $150.00

Part Time- 3 days $105.00

2 days (2 day minimum) $70.00

\*Drop In- 1 day $40.00

\*Drop In rate is for an additional day OR a day a child does not normally attend throughout the week and is limited to ONLY 1 occurrence per current month.

Before and / or After School Care $60.00 a week.

Overnight- $40.00 per night

\*Monday through Thursday, from 5:30 p.m. to 7:30 a.m. Dinner is included for overnights.

**HOLIDAYS:**

**I will be closed on these days, but will receive pay.**

**These days include-**

**\*New Year’s Day**

**\*Memorial Day**

**\*Independence Day (July 4th)**

**\*Labor Day**

**\*Thanksgiving Day (Thursday and Friday)**

**\*Christmas Eve**

**\*Christmas Day**

**\* New Year’s Eve**

**(If a holiday occurs on a weekend, I will take off the same days as government offices.)**

**PAYMENT POLICY**

Parents agree that each weekly payment (full time and part time) will be paid on Monday for the current week. When a holiday falls on a Monday, payment will still be expected on or before that day. If your payment is late, a charge of $5.00 a day will be added on to your payment. Failure to prepay for that week’s contracted attendance WILL result in immediate suspension or termination of care; unless reasonable arrangements are made and accepted by me as your Childcare Provider. Full time and part time payments are based on contracted days, not attendance. Therefore parents are responsible whether their child/ren attends or not.

**A fee of $30.00 will be charged for all Non-Sufficient Funds checks, along with any fees charged by my bank due to the NSF check. Upon a second occurrence of an NSF check, all subsequent payments will be made in cash only.**

**ATTENDANCE AND PICK UP POLICIES**

Events, activities and field trips are planned in advance. Due to this parents must notify me at least 1 day prior to their child’s attendance date if your child will be coming earlier or later then your prearranged contracted time or if your child will not be attending on their contracted date(s). Children WILL NOT be released to anyone other than the child’s parents without prior arrangements. If someone other than yourself due to emergency has to pick up your child, verification by phone with the child’s parents, or by e-mail, MUST be made before your child will be released to that person. The person pick them up will need to show identification. If you arrive later than 5:30 p.m. to pick up your child without prior arrangements, a late fee of $1.00 per minute will be charged after 5:35 p.m. Late charges are to be paid BEFORE the child’s next attendance or they WILL NOT be attending for that day. In the event that a parent is late and cannot be reached, the emergency contact will be notified should the child remain in care after 5:45 p.m. If for some reason you know you are going to be late please call to let me know so that the emergency contact won't be called.

**CHANGE IN ATTENDANCE**

2 weeks written notice is required before a contract will be modified from a full-time to part-time agreement. If a parent terminates this contract, written notice by the parents is required on the Monday that is 3 weeks in advance from the child’s last week of contracted attendance. Whether the child continues to attend or not during the last 3 weeks, 3 weeks contracted payment will still be owed to paid as normal on each week’s Monday. As I am the Provider, I may terminate this contract with just cause. (See Contract Termination Policy)

**CONTRACT TERMINATION POLICY**

I, as the Childcare Provider, do not need to give a notice to terminate this contract, but will do my best not to let that happen.

Reasons your contracted care may be suspended or this contract may be terminated without notice include but are not limited to:

-Failure to pay for childcare services on the Monday of each week.

-Making weekly payments late or not paying late fees before next contracted day.

-Disregarding the policies of this contract.

-Failure to pick up your child/ren at the contracted time.

-Absences without notice, or repeated early or late drop off without advanced notice.

-Not notifying of illness or injury.

-Your child not adjusting or disrupting normal childcare operations.

-Your child damaging property or harming other children or adults in any way.

-Serious damage to items or property without parents making restitution to repair or replace items.

**VACATION / SICK DAYS**

I will notify parents 1 month in advance of any vacation. I will be taking a one week **paid** vacation. In addition to vacation, I will have 5 personal days to use at my discretion throughout the year. **These personal days are paid** and I will give you at least a 2 week notice before the week of the personal day needed. In the event of an emergency or illness concerning me as the Childcare Provider, parents should be prepared with their own backup. Parents must notify me 2 weeks before the start of their vacation and will still be required to pay to hold your child’s spot.

**CLOTHING**

Your children must be fully dressed (including socks) for the day when they arrive. NO PAJAMAS! Remember to bring your children in clothes that you don't mind getting dirty or damaged as well as an additional COMPLETE change of clothing. They will be participating in arts and crafts, going outside to play, going on field trips. Also, make sure to update the extra clothes as the weather changes. If your child is not fully bathroom trained, they must wear training underwear such as “Pull Ups”.

**BIRTHDAYS AND SPECIAL OCCASIONS**

On special occasions we might have treats and / or parties for birthdays and holidays for the children. All the children love this and it makes them feel special. Presents are not expected. Feel free to provide a treat to share, (cupcakes etc...) with the children on your child’s birthday. Please inform me ahead of time about holiday events. I may provide a holiday treat sign-up sheet if parent wish to participate.

**MEALS AND SNACKS**

Cereal with fat-free milk as breakfast is available only to children arriving before 7:45 a.m. **Children arriving after breakfast will be expected to have eaten at home.** As some children have dietary or religious restrictions, please notify me ahead of time about items they can or cannot eat. No outside food or drink are allowed- EXCEPT in the case of babies for their food and drink. In addition, please make me aware if your child has any food allergies. This is to ensure a more enjoyable meal time for all.

**TOYS, GAMES AND TECHNOLOGY ITEMS**

Toys, games and technology items from home are **NOT ALLOWED** to be brought with your child at any time nor for any reason.

Technology items are such as, but not limited to:

-Cameras (Digital and film)

-Tablet computers (iPad), laptops and netbooks and eReader (Nook, Kindle) tablets.

-Handheld games (Vsmile, Nintindo DS, Sony PSP).

-Cell phones.

-iTouch or iPods, CD players, CDs and MP3 players.

-Portable DVD players, DVD or Blue Ray Discs, small televisions and radios.

-All storage media (hard drives, flash drives, SD cards, video games and media discs of any kind)

Personal toys, games and technology items from home might cause problems or become lost or damaged. A wide assortment of toys and activities are provided to entertain. A special pillow, blanket, or stuffed animal can be brought for nap times. The nap time items will be kept secure or in diaper bags until nap time.

**MEDICAL NEEDS POLICY**

If your child has an illness (diarrhea, vomiting, a green runny nose, congested sounding coughs, or a fever) they will not be accepted for care until the symptom(s) is gone for 24 hours from when the last symptom(s) appeared. **This is a state law.** If a child becomes ill or injured during the day, you will be notified immediately and together we will decide the best course of action concerning care. This may include your child leaving for the remainder of the current day. Sick children will have to be picked up within 1 hour of the phone call if not sooner. Bringing your child to daycare by masking a high temperature with fever reducing medications is strictly prohibited. Meaning your child has a temperature in the morning and you give them a fever reducing medication and the temperature comes back after the medicine wears off. **A fever means your child may be contagious and puts the other children and adults at risk. You would not appreciate other parents putting your child at risk so please keep them at home.** Parents are responsible for all medications for their child and / or any medical items needed for their child’s care. Remember to label, with your child’s name, all medicines, bandages, etc. Any special medical instructions for the care of injuries should be given as soon as possible before Childcare is provided. Written permission must be given before I administer any medication, including Tylenol. I will only administer a fever or pain reducer one time per verbal instruction by the parent without a doctor’s prescription.

**TAX INFORMATION**

Careful records are kept of your childcare expenses and payments for not only our tax preparations but as well as yours. The Care Bear Family Childcare will provide at the end of the year, payment information to be used on your tax returns. This childcare facility does not answer whether your childcare expenses may be deductible, we suggest you check with your tax accountant on the deductibility of these expenses.

**Care Bear Family Childcare Contract**

First weeks payment was made in the amount of $ .00 on / /

Your child/ren will start attending Care Bear Family Childcare on / /

Contracted arrival time will be at a.m. / p.m. and pickup time will be at a.m. / p.m.

You understand and agree that your child will be considered full-time part-time

All payments thereafter will be due on Monday for that current week in the amount of $ .00

Days your child/ren will be attending. (Please check all that apply)

**Monday \_\_\_\_\_\_\_\_\_**

**Tuesday\_\_\_\_\_\_\_\_\_**

**Wednesday \_\_\_\_\_\_\_\_\_**

**Thursday \_\_\_\_\_\_\_\_\_**

**Friday\_\_\_\_\_\_\_\_\_\_\_**

You understand and agree to change this contract you must give 2 weeks notice before changing from full-time to a part-time contract for childcare, and from a 3 days contract to a 2 days contract. Also, you must give 3 weeks notice before terminating this contract and you understand that you remain responsible for the last 3 weeks contracted payments whether your child/ren attends or not.

(Initials)

Furthermore, you understand and agree that you will abide by the terms, conditions, requests by Care Bear Family Childcare and you understand that this contract may be terminated without advance notice for causes outlined within the handbook that has been provided to you.

(Initials)

You also understand and agree that failure to make complete childcare payments as scheduled, and / or not paying late pickup fees will result in immediate suspension of childcare and may be resolved in civil court. You will then be responsible for all past due payments and court costs.

(Initials)

I / We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have **READ** and **AGREE** with the above statements of this contract. (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Parent/guardian Signature Parent/guardian Signature

Note: If child in custody of both parents then two signatures are required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Stephanie Thurston, Owner and Caregiver

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Date

Supply List

All supplies must be labeled with your child’s name. You will need to provide the following things to be left here:

\*\*2 complete changes of clothing (more if we are toilet training) to be left here. This includes shirts, pants, socks, and underwear. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.

\*\*Any over the counter medication that you may wish to be used. This must have the child’s name on it. Remember, I will always ask your permission before administering any medication (or a form will need to be filled out).

\*\*Proper outerwear for outside play

\*\*2 Blankets OR 1 Sheet & 1 Blanket AND Pillow

\*\*Pack and play with 2 sheets

\*\*Car seat/booster seat that meets state’s requirements to be left here (for field trips only)

\*\*Swimsuit, towel, and sunscreen to be left here during summer months

\*\*FOR BABIES AND CHILDREN NOT YET POTTY TRAINED:

~Breast milk or formula with bottles. Cereal, food and snacks, spoons, bibs and pacifiers.

~Diapers or pull-ups – 1 full package. I will notify you when the supply is low.

~1 box of baby wipes – at least 80 to 100 count

~2 changes of clothing (t-shirt, sleeper, outfit, and socks). Careful attention must be made to maintain current sizes left here.

~Any cream, powder, gas drops, etc. that you wish me to use

~Even though (medical) supplies will be kept in my home, I will NOT give them to your child unless written permission is given. You may have the option of filling out a medication permission slip upon enrollment. That way I can go ahead and give them some medication, should the need arise. Notice will be sent home when more supplies are needed.

\*\*If your child has any food allergies or a religious practice that restricts them from eating certain foods you will be responsible for providing their snacks or main course for that day.

(I will provide the sides and drink)

Thank you for your cooperation!

Stephanie Thurston/CBFC