



Creative Little Minds

Parent Provider Agreement

RUBIO DE QUILES, KARINA FAMILY CHILD CARE (Facility # 376627797) is a family childcare home licensed under the California Department of Social Services to provide day care for 14 children, serving kids from ages 2 months old through 12 years old.

I have read and understand this section. _____

DAYS & HOURS OF OPERATION

Childcare Schedule for the STATE LICENSING is Monday through Friday; 5:00 a.m. to 5:00 p.m., and offers Full Time and Part Time. Parent agrees to strictly adhere to scheduled drop off and pick up times established at time to sign contract. *To maintain adult/child ratio allowed for the state, any change on the schedule needs to be requested 24 hours in advance.*

I agree to care for your child in the schedule selected at time to sign this agreement. Parents arriving late will be charged \$15.00 dollars for every 15 minutes, early drop will be not accepted.

() Full Time (26 hours to 45 hours): 5 days a week, from ____ a.m. to ___ p.m.

() Part Time (25 hours or less):

Monday	Tuesday	Wednesday	Thursday	Friday
/	/	/	/	/

() School Age Full Time, 26 - 50 hours.

() School Age Part Time 5 - 25 hours.

Pick up time: Child need to be out of the premises at the end of your schedule. Once you arrive you need to pick up your child, he/she can NOT return to daycare until the next day.

School Age: Child cannot stay at Child Care when School is on progress.

I have read and understand this section. _____

DURATION OF AGREEMENT AND PAYMENT ESTABLISHED

Parents choose the schedule that meets his needs and agrees to pay the weekly amount of \$_____, parent understand payment is required to keep the space on Child Care and is NOT based on attendance.

This agreement is Valid until_____. Once expired, a new Agreement needs to be signed and the schedule and price needs to be updated.

I have read and understand this section. _____

FEE PAYMENT GUIDELINES & GENERAL FEES

- ❖ 30-day notice of Price Increase will be provided.
- ❖ Full charges can be found at childcare website, www.creativelittlemind.com.
- ❖ One-time Enrollment Fee per Child is required upon enrollment. If the child does not arrive for care as agreed, the deposit is forfeited.
- ❖ Deposit of 2-week payment.
- ❖ Childcare fees are paid in advance of care **EACH FRIDAY**. Late payment fee is applied for each day late.
- ❖ Payment obligation is based on amount agreed to use childcare, not on actual attendance. There is no change in fee due to your child's absences.
- ❖ Out of schedule fee is \$15.00 per each 15 minutes.
- ❖ Payment can be done in cash, check, Zelle, bank transfer or debit card (Square, 3.68% charge Convenience Fee), personal check, however if a check is returned for any reason and I incur any bank charges from the return of your check, those charges will be added to the following weeks daycare fee additionally because I am unable to use these funds my late fee for payment also applies. After 2 check returns, all further payments **MUST** be made in cash. Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.
- ❖ Emergency/COVID-19 Update: Full weekly payment will be required to save the space, parent accept to paid the same amount contracted, this include 5 days Provider Vacation, emergency closure due to natural disasters, pandemics, state orders, loss of water or electricity for more than 6 hours, or any other that affect the service and safety of the children.
- ❖ In case of sickness and parent receive a call to pick up child. Penalty charge for **NOT** pick up child within 1 hour.
- ❖ Federal and State Holidays are observed and billed like service was provided.
- ❖ School Age Year-Round: Price is the same during all year, payment is required to keep the space available all the time when childcare is on operation, payment is **NOT** based on attendance.
- ❖ School Age Only before/after school, space is only warranty for the dates when school is on progress, **parent agree to pay _____ weeks**. If for any reason child needs to stay longer than part time, when was not scheduled, and/ or required extra hours for school closure, the payment will be adjusted to full week price, parent can choose to use only the hours previously stablished or make the full payment. (COVID-19 Update).

I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water, and medical epidemics. Childcare fees are paid for any of these occurrences.

I have read and understand this section. _____

FOOD PROGRAM & SPECIAL MEALS

Creative Little Minds participate on the food program Chicano Federation, proving breakfast, a.m. snack, lunch and p.m. snack, healthy foods are served in family style. Parents can bring healthy foods. All meals meet USDA requirements and are approved by the State Food Program Chicano Federation. Parents of infants are required to bring enough breastmilk and or formula.

I have read and understand this section. _____

RELEASE OF CHILDREN AND LIABILITY

❖ Parking outside, in front of the house is just for drop in and pick up, if you are not ready to walk out the car please park at the end of the block.

❖ Provider will release Child only to:

- 1.- Parents with legal and/or physical custody or to the Child's legal guardian.
- 2.- Anyone Parent or guardian has authorized by prior arrangement with Provider in writing; or
- 3.- Police or welfare workers with proper authorization.

Release can **NOT** be denied but I will call the police in the follow situations:

- 1.- Parent do not have a Car seat.
- 2.- Parent show signs to be under influence of alcohol/drugs.

Your child is released to my care after you leave the premises

in the morning, and he/she is released to your care as soon as you walk in the door at pick up time.

I have read and understand this section. _____

ABSENCE POLICY

The full fee will be charged for all absences, this included sickness and Parent Vacations, Parent shall notify Provider of any absence as soon as the Parent knows that Child is unable to attend on a particular day and sign the attendance rooster.

If parent do not notify or leave a payment before leaving can be cause of immediate termination.

I have read and understand this section. _____

DISCIPLINE & GROSS MISCONDUCT

I express my disapproval (without attaching character), I state my expectations and show your child others ways to express her/his emotions in a safe way, giving choices. Only in extreme situations "Time Out" will be used. No physical discipline is ever used in my care. Time Out: Is not a specific place or activity, your child will be few minutes alone to calm and think, during this time he/she can do any other activity (color, read, play alone, etc.) and be able to return to the group activity. I will communicate you immediately if your child is frequently and deliberately causing harm to others, destructive behavior and disrespect is **NOT** allowed, this can be cause of immediate termination. Protect your child is my first goal is that way we don't allowed deliberate harm to others.

I have read and understand this section. _____

TOYS, SUPPLIES & PROPERTY DAMAGES

For infants you need bring: Diapers, formula, bottles and 1 set of clothes.

For child from 2 years and older: 1 set of clothes (including shoes), diapers if need it, toothbrush, toothpaste and sunblock.

We have a great variety and age appropriate toys, child can bring only 1 toy or blanket, if is need it to sleep or comfort, we are Not responsible for lost or damage of this items.

Once parent notify the termination of care, any belongings left will be keep it for 10 business days after that period, any item left will be donated to Veterans Thrift Store.

We understand *accidents* happens and some items can be damage or broken with the daily use, in the case that the child is repeatedly and intentionally broken/damage my property, parent will be held responsible for repair, replace or pay for the damages, and/or can be cause of immediate termination.

I have read and understand this section. _____

POTTY TRAINING

Before start potty training, we need to observe if your child is ready, some of the signs are: The child is able to keep the diaper dry for hours, he/she touch the diaper when is wet/soiled, is able to communicate that needs a new diaper “puling the diaper, making gestures, talking”.

“Potty training starts at home”

When your child is ready, we can use training diapers for 2 weeks or until he/ she is able to bladder/bowel control. Child can start with regular underwear when has been 1 month without accidents.

Soiled clothes will be returned to home in a bag.

I have read and understand this section. _____

CLOSURE FOR HEALTH EMERGENCY, STATE ORDER, NATURAL DISASTER

During State Emergency, Public Health Emergency, Natural Disaster, or any order reason that requires closing the childcare for safety reasons, full payment will be required to save the space for your child. Payments arrangements can be done, evaluating case by case.

We will follow San Diego County Orders.

I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water, and medical epidemics. Childcare fees are paid for any of these occurrences.

I have read and understand this section. _____

CONTAGIOUS SICKNESS / PANDEMIC

We are adding the following procedures and policies to our parent agreement due the COVID-19.

- ❖ **Parents will be not allowed stay long periods inside of the house.**
- ❖ Child will be not admitted to care if presents any one of the following symptoms: Fever, vomiting, hoarseness, coughing, runny nose, diarrhea.
- ❖ Child needs to stay at home if family suspect anyone in the household has been in possible risk or as been tested positive to COVID-19.
- ❖ Child temperature will be check 3 times during the day; before entering at my home, at midday and before leaving the childcare.
- ❖ Immediate pick up will be required in case of fever.
- ❖ If a family member living in the same household is sick for any reason, I do expect your child to stay at home as it's recommended by State Licensing to prevent the spread germs and illness. Also, I do expect parents to follow State and CDC guidelines for expose to the Corona Virus (COVID-19), as I will do the same.

- ❖ If parent deliberating brings the child sick or suspecting sickness will be cause for immediate termination.

I have read and understand this section. _____

CHILD'S MEDICATION

First dose needs to be done by parent and observed for allergic reactions 24 hours before bringing to provider. A Medication must accompany with a medical prescription and State forms. More information will be provided to parent depending in the specific child needs.

I have read and understand this section. _____

CHILD'S HEALTH & EMERGENCIES

To keep a safe & healthy environment, restroom is for child use ONLY.

In accordance with the California State licensing policy, your child cannot be admitted to daycare with symptoms of illness. Listed on parent's handbook, available on website www.creativelittlemind.com.

If your child has signs or symptoms requiring exclusion from the family childcare parent will be notified immediately to pick up your child. **"Teething is not a sickness"** any signs of fever or diarrhea required stay at home.

I understand sometimes you are not available to respond calls, in the case that you don't respond I will call the persons in your emergency list. Please remember to keep updated your emergency pick up list. **"MEDICAL APPOINTMENS NEEDS TO BE DONE AT THE END OF DAY"**

I have read and understand this section. _____

VACATIONS, HOLIDAYS & CELEBRATIONS

Parent Vacations: Parents are required to continue paying the same amount stablished at time of enrollment during their vacations in order to hold their childcare space.

Provider Vacation: 5 days a year will be billed as if care were provided, any other vacation will be not billed, (First week of spring break).

All federal holidays will be observed and paid. Holidays and child absences will be billed as if care were provided. Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Black Friday, Christmas Day and New Year.

I have read and understand this section. _____

TRIAL PERIOD & TERMINATION OF CARE

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child's enrollment in childcare regardless as to whether your child is present (except for the trial period). If two weeks' notice is not given, you are still financially obligated for the two weeks of child are fees and late payments; two weeks full payment still applies when notice is given in conjunction with provider's vacation.

There is a trial period of 2 weeks from the date child care begins. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with a 1 (one) day notice during this trial - any money already paid are non-refundable.

I reserve the right to terminate a part-time childcare arrangement if your current day/hours no longer work for the benefit of my business.

“Provider may terminate at will” Termination of care can be immediate by the following reasons: Late Payment, parent provider disagreements, the child is frequently causing harm or damages, repeated early drop off or late pick up.

If two-week notice is not given, you are still financially obligated for the two weeks of childcare fees and any other pending payments. Provider will notify to your command (Military) and/or can file a small claim if parent refuse to pay, and all expenses that this can generate will be charged to the parent.

I have read and understand this section. _____

MODIFICATION / AMENDMENT

Provider reserves the right to modify and/or amend this agreement upon “two weeks written notice” of any changes. This agreement shall be governed by/and interpreted in accordance with the laws of the State of California. By signing, Parent has seen and read the Parent Provider Agreement. I am agreeing that I have read each section above. I accept the policies and procedures of Rubio De Quiles, Karina Family Child Care (Creative Little Minds). Parents has been receiving an email with Digital forms & parent handbook.

Signature Parent/Tutor: _____ Date: _____

Signature Parent/Tutor: _____ Date: _____

Childcare Provider: _____ Date: _____