

Registered Family Home Contract

pg1 of 6

Shelby's Registered Childcare

914 Village Branch San Antonio, Texas 78245

The Caregiver reserves the right to change this contract at any time without notice.

The contract will be reviewed and updated annually.

Tuition+Fees:-The weekly fee for a child under 12Months of age is \$200
with formula included

- The weekly fee for a child 12Months-17months is \$190

- The weekly fee for a child 18months-2years is \$180.

- The weekly fee for a child 2-3years is \$170

- The weekly fee for a child 3-5years is \$160

- A \$5 Late Fee per child will be implemented after 5:00p.m. and a

\$10 Late Fee Per child will be implemented after 5:15p.m..

There will be no childcare offered after 5:00p.m..

-I do not charge an Initial Registration Fee, but if you dis-enroll your child and wish to re-enroll, there will be a \$75 non-refundable re-enrollment fee. This is NOT applied to Tuition.

-The Weekly Fee is Due on Monday at the beginning of each week. The fees are to be paid by check, exact cash or by the preferred no contact method on-line. This Daycare uses KidKare accounting software to send invoices. Each Family will have an account to view and print receipt when needed. I encourage all Families to pay on-line if possible.

-The Late Fee for receiving a late payment is \$5 the first day and \$10 thereafter.

- Receipts will be provided. In the event a check is returned due to insufficient funds, the Parent is responsible for payment of all Bank Fees due. In Addition, the Parent will be charged any Late Fees that have accumulated. The Parent from now on will make payment by Cash or Money Order, Checks will no longer be accepted.

Weekly Tuition will be paid for all weeks with the exception of the 2nd or 3rd week of Caregiver Vacation within the same year. Tuition will only be pro-rated if Caregiver needs to close for personal reasons. Tuition is still expected for closures due to Covid and Inclement Weather. Tuition is NOT based on your childs attendance. Tuition keeps this Daycare in Business and Operational.

HOURS: Care will be provided Monday-Friday, 7a.m.-5:00p.m.. The Late Fee mentioned will be implemented after 5:00p.m.. No late drop-offs without prior approval. Please have your child here by 7:45am for breakfast or by 8:30 if they have already had breakfast. If your child is not here by 8:30 please keep them home. I have a schedule I need to follow and late arrivals are very disruptive. If child has an appt. please schedule for later in the day or plan on keeping your child home.

Signature _____

NO CARE WILL BE PROVIDED ON THE FOLLOWING HOLIDAYS:

pg 2 of 6

January- New Years +MLK day	July -Independence Day
February- Presidents Day	September- Labor Day
April - Battle of Flowers+Good Friday	October-Indigenous Peoples Day
May- Memorial Day	November- Veterans Day
June-Junteenth	Thanksgiving-Wed,Thurs,+Fri
	December - Three Days off for Christmas to be determined by Caregiver.

New Years Eve is the only Close Early Day @ 4pm

***IF HOLIDAY FALLS ON WEEKEND ,DAYCARE WILL BE CLOSED ON
“OBSERVED” Day. Weekday Holidays will be Announced on Monthly Calendar.
ALL HOLIDAYS ARE PAID HOLIDAYS.**

Caregiver will receive 10-15days Vacation(two week -three weeks yearly vacation), giving at least 30 days notification. A year is defined as Jan-Dec.. First Caregiver Vacation Week is a PAID VACATION. 2nd or 3rd Caregiver Vacation Week , in same year ,are NOT PAID. Full weekly fee is due all other weeks. *If child is being withdrawn from Daycare and that child has been enrolled in Daycare for 12weeks or more, ONE WEEK PAID VACATION WILL BE DUE UPON TERMINATION OF SERVICES.

I do not plan on taking sick leave, however, these things can naturally occur. You Should have a Back-Up Provider or Sitter. I understand that this is a great inconvenience and you will be Pro-Rated for any sick leave taken by the caregiver.

Substitute Provider: This Child Care home will provide a Substitute when possible.

The Substitute will be certified in CPR and will have a Criminal History Check on file with TDPRS. You will be notified when a Substitute is planned to be present. Occasionally circumstances arise in which a Substitute is needed and unplanned and you will not have notification . Currently, the only Substitute is Mr. Michael.

Discipline and Guidance: This Child-Care Home uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Discipline will be individualized, consistent, age-appropriate, and directed toward teaching the child acceptable behavior and self-control.

SUPPLIES: Parents shall bring to the Daycare an extra change of clothes for child. Parents shall provide all diapers+wipes . If a child is Potty Training additional clothes and pull-ups will be required. Parents are also required to provide current shot records and updated admission information.

Signature _____

Drop-Off + Pick-up: All children should be here no-later than 8:30am. If your child will not be coming for the day, please notify me the day prior if possible or no later than 8:30am that day. The Parent must furnish in writing, the names of anyone other than Parents or Guardian, who is authorized to pick-up their child. In case of an emergency, call or text me ahead of time providing me with the name of the person you authorize to pick-up your child. A description of the vehicle they will be driving would be of great help. Individuals picking-up a child need to be prepared to show Identification.

Persons Dropping off or Picking up are required to sign-in /out and annotate the correct time. No toys or other items should be brought to the Daycare. This includes food, diaper bags and back-packs. If a Parent needs to leave a carseat etc. for the person picking up it will be placed in the garage until that time. Children must be dressed properly for the weather and in "play" attire and footwear for the day. Please dress children in comfortable clothing with Very limited accessories. If child wears diapers or is potty training, please dress child in clothes that make this task easy for the Daycare Provider and child.

Please be mindful of neighbors, community, and other Families at Drop-Off and Pick-Up. Proceed in a Safe and Timely manner. Do not have music audible outside of your vehicle and this is not the time to be talking or texting on your mobile devices. At drop-off, please inform Daycare Provider any important or useful information regarding child's health or environment and Provider will extend that same courtesy at Pick-Up.

TERMINATION: If you decide to withdraw your child from my care, at least TWO WEEKS NOTIFICATION must be given. If two weeks notice is not provided, you will be responsible to pay the normal fee for those two weeks. Your fee is my income which my family and I depend on. Upon signing the contract, "WE" have a two week trial period . If you are unhappy with the care your child is receiving during this time and wish to remove your child the two week notice will not apply. Caregiver also retains the right to discontinue care during this trial period without notice. **If your child was enrolled for 12 consecutive weeks or more prior to Termination by Parent, one week of vacation pay is due upon notice of termination.**

Suspension or Expulsion: This Daycare reserves the right to refuse service or terminate services to anyone. Examples of reasons for termination: non-payment, late pick-ups, disruptive behavior by child or parent, not abiding by contract, etc.

Signature _____

ILLNESS OR MEDICAL EMER. : Parents are responsible to ensure their children receive immunizations when required by The Texas Department of Health. A child must not be brought to the Daycare Home if they have a fever or chills, contagious illness ,any cough, runny nose or congestion, wheezing, or difficulty breathing, fatigue, body aches, headaches, diarrhea or have had any vomiting in the last 48 hrs. . If a child should become sick at the Daycare, the Parent is responsible for picking up that child immediately upon notification .The child cannot return to the Daycare until the child is symptom -free for 48hours. Parent will be notified immediately if: their childs injury requires Medical attention; if their child has a sign or symptom requiring exclusion from child-care; when a child has been involved in a situation that has placed that child at risk; if the child-care has been involved in a situation that renders it unsafe(ex. fire, tornado). At pick-up you will be notified of less serious injuries of their child that required first-aid from caregiver. Parents will be notified within 48hrs. of an infestation ,lice, or an exposure to a communicable disease that is required to be reported to Texas Dept. of Health.

MEDICATION: Medications will NOT be administered by Caregiver, with the exception of prescribed inhaler or epipen.

Any nebulizer treatments will NOT be administered by the Daycare Provider or in this Facility because by doing so disperses aerosolized particles into the air which can put others at risk of illness. A Parent may administer a nebulizer treatment outside of the Facility during the day if needed.

Any child age 3 or younger will be kept at home if they have received a vaccination in the last 24hrs to insure they receive the proper care because of the risk of an allergic reaction.

Daily Healthcheck: Healthchecks are performed daily at drop-off as required by Childcare Licensing. Please inform me of any physical injuries or changes in Childs health at drop-off . A quick health assessment of child will be made at drop-off to determine if the child can participate in the program. If the child needs more care than the caregiver can provide,or the childs presence will pose an increased risk to other children or caregiver, the child should remain at home.

Signature _____

Promotion Of Indoor/Outdoor Physical Indoor/Outdoor Physical Play: Childcare Regulation requires children of every age to receive daily opportunities for indoor and outdoor physical play. Children will be provided ample opportunity to do moderate to vigorous activities, such as running, jumping, skipping, hopping and dancing to the extent of their abilities. This may take place in the Daycare and/or on the playground, weather permitting.

Please dress your child in weather appropriate loose fitting clothes with proper footwear for the playground.

Inclement Weather Plan: This Daycare follows NISD's plan for Closures, Delayed Start, or Early Dismissals due to Inclement Weather. The Safety of your Family and Children are extremely important to me.

EMER. Preparedness Plan: In the event of an Emergency, such as a natural event, Tornadoes, floods, hurricanes, health events such as medical emergencies, and human-caused events intruder with a weapon, explosion, or chemical spill, the Daycare will evacuate to Ed Cody Elementary or the local community shelter declared by city officials. The Daycare will notify authorities in required situations. The children and their files will be transported by foot if possible or by privately owned vehicles when necessary. All children, including children under 24 months will be evacuated. You will be contacted by phone/or text if such an event occurs and will be able to contact my cell phone # 210-385-9966, text, or e-mail: shelby_zuniga@yahoo.com.

The Daycare is required to provide utilities such as running water and electricity to operate. Also Heat or A/C may be required depending upon current temperatures. In the unfortunate event of the loss of a required utility, the Daycare may need to temporarily close until these important and necessary utilities are restored. Tuition will not be pro-rated if utility is restored within 72hrs. In the unlikely event that it will be longer than 72 hrs, tuition will be half the normal rate after 72hrs.

Animals in Childcare: This childcare facility houses two small dogs with current vaccinations.

Damages: Parents are responsible for damage to property caused by their child, such as a broken window. This does not include breaking a small toy.

LIABILITY: This Daycare does not carry Commercial Liability Insurance. This Daycare Home and the Peoples residing in this Daycare home will not be held responsible for any injuries or illnesses sustained to any persons in care, on the premises of, or at any function sponsored by this Registered Family Home.

Signature _____

MEALS: Breakfast- 7:45a.m. Lunch- 10:45a.m. Snack- 3p.m.

You agree to have your child at the Daycare on time to be served the meals above.

If the child is not present at the specified time, the child will not be served that meal.

Calling or texting that you are running late does not change this. I have a schedule to follow. All children ,including infants, will be fed meals that meet the requirements of the CACFP administered by the USDA.

This childcare is a participant of a Federally funded State Food Program. This Food Program, at the present time ,reimburses the Daycare for Breakfast, Lunch, and Afternoon Snack served at the scheduled times. The State Food Program is not guaranteed funding and can change at any time. This Daycare is NOT RESPONSIBLE for the purchase of the meals served. If reimbursement is not fully funded federally, or by the state, Tuition will be immediately increased.

This childcare facility usually has an "Open Door" policy in which Parents are allowed to visit the facility at any time, unannounced. Please be respectful of naptime, approx. 12-2pm.

According to Childcare Emergency Orders Only Staff and Enrolled Children are Allowed to Enter Facility at this time. I understand rules are subject to change without advance notice due to extenuating circumstances, emergency orders, or recommended guidance.

Childcare Minimum Standards can be viewed in the Daycare Facility or at the TDPRS Web-site.

Parents can contact:Childcare Regulation Office by calling 337-3399;
PRs Child Abuse Hotline- 1-800-862-5252;
The PRs Website at www.dfps.state.tx.us .

YOUR CHILD WILL RECEIVE DEPENDABLE CARE WITH MANY AGE APPROPRIATE AND DEVELOPMENTALLY APPROPRIATE ACTIVITIES, WITH LOTS OF LOVE, NURTURING AND GUIDANCE.

CHILDS NAME

Or Names-----

_____ e-mail addresses _____

Can You Receive texts? Y or N If yes, at what #

Parent Signature

Date

Caregiver Signature

Date

