

Dean Family Child Care Home

Parent/ Provider Contract

The following contract is between _____(Parents or Guardians of child) and TIFFANY DEAN(child care provider) located at Dean Family Child Care Home 414 Oak Drive Harleysville, PA 19438.

Hours of Care

Care is based on contracted hours. These hours are agreed upon between the parents/guardians and the provider. Care will not be given for more than 10 hours a day.

Care will begin on _____ for the following hours of care each week:

Day	Hours Available between 7:30am-4:30pm
Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to

Late drop offs do not allow for late pick-ups. The child care program is open year round, except for the holidays and vacations listed. A yearly calendar with up to date closures is located on your Brightwheel App. These are updated well in advance.

Early Drop off and Late Fees:

I will not open the door for anyone until 7:30am. An early drop off fee of \$1.00 per minute will be assessed for drop-offs that are earlier than the time stipulated on the agreement. A late fee of \$1.00 a minute per child will be assessed for any pick-ups after your contracted time **starting after the first 10 minutes late.** Contract is terminated after 3 late pickups without prior approval by provider.

Initial Here _____

Advance Notice of an Early Drop-off or Late Pick-up

To accommodate those who need an occasional early drop-off or late pick-up, an overtime fee of \$30/day will be charged. Please notify me of your request at least 24 hours in advance.

Initial Here _____

Inclusion

Dean Family Child Care Home follows Pennsylvania’s Office of Child Development and Early Learning’s policy and practice regarding inclusion. We do not discriminate based on age, gender, race, religion, abilities, language or financial situation. As long as we can provide a safe and developmentally appropriate program for your child, we will not turn you way.

Suspension and Expulsion:

Dean Family Child Care Home follows Pennsylvania’s Office of Child Development and Early Learning’s policy and practice regarding suspension. Suspension and Expulsion can occur if the child exhibits poor behavior that is too disruptive to the day, a danger to the other children, a danger to themselves, a danger to the teacher, or a danger to the animals on the property. Such poor behavior could include(but is not limited to) the following: hitting, biting, kicking, pinching, pushing, causing other physical harm, using inappropriate language, using racially offensive language, or damaging property.

Dean Family Child Care Home does not have a three-strike policy. Each situation is a case-by-case. Developmentally appropriate behavior for poor choices is always weighed in the decision making process. We understand that sometimes children bite, hit, push, or make poor choices. We will do everything we can to help each child overcome their poor choices that is within our limits.

Steps to suspension and exclusion:

1. Redirect the child
2. Document instance and make observational notes to share with parents
3. Review actions and make notes if they are developmentally appropriate.
4. Share information with parents.
5. Address concerns with parents and work to establish an action plan with parents.
6. Keep a log of any further incidents.
7. Parents will be notified to pick up a child who continues to make poor choices, which are not typically developing choices.
8. Suggest parents seek outside resources or local agencies for help.
9. Child will be suspended if needed until an action plan is in place.
10. Work with parents and local agencies to help implement the action plan.
11. If parents refuse to seek help, delay seeking help, are thought to ignore the behavior, or the child is not improving, the child will be expelled.

The provider has the right expel immediately if she deems necessary

If poor choices and behavior are an immediate threat to the wellbeing of the child, teacher, other adults or animals(this is not limited to physical wellbeing) then steps 1-11 will be skipped and child will be immediately expelled.

Termination of Service

If at any point a child develops a developmental delay that was not addressed at enrollment and is out of the teachers realm of knowledge, is too great of a need for the teacher to care for, impacts the care of other children, or cannot provide with a safe and developmentally appropriate environment, parents will be given a 2 week notice of termination.

I understand the Inclusion, Suspension, Expulsion and Termination Policy Fully Initial ____

Rates and Fees:

The weekly fee for care is \$_____ for _____ days of care. Initial_____

In order to continue to provide quality care, the weekly rate may increase each year on May 1st. Rates may increase between 3-5% each year or 6-8% every other year. Parents will be notified no less than 3 months in advance of any rate increase.

Initial _____

Weekly tuition is set up to be paid automatically through Brightwheel Billing on Thursday at 12:00am for the upcoming week.

Initial _____

If tuition payment is not paid when due, a late payment fee of \$45 per day will be added to the past due amount until it is paid. The fee for an insufficient funds check will be \$35.00, plus the amount of any bank charges to the provider's account. At the providers discretion, the client will pay an additional fee of \$1.00 per minute if the child is dropped off earlier or picked up later than the time stipulated in this contract, unless arrangement is made prior to the day.

Initial _____

A nonrefundable enrollment deposit, equal to one week of childcare, is required in order to secure a spot. This deposit is applied to the first week of care.

Initial _____

Provider will check and initial _____ if child is grandfathered into lower rate. If so the lower rate is: _____

Initial _____

Tuition

Full-time care(4-5 days a week): \$300/ wk

Part-time care(1-3 days a week): \$60/day

Holding a Spot/ Deposit

The provider agrees to hold a space in her program until _____ for the client's child. In return, the client agrees to pay the provider \$100 a week until the child's start date **and** a \$350 deposit. \$300 will be applied to the first week of care. \$50 is a nonrefundable fee which covers the costs and time of enrolling the child(supplies, paper, provider's time). If the client decides, at any point, not to enroll the child, or withdraw the child from care, the deposit and holding fee is not refundable. If the provider chooses to terminate the contract during the holding period, the deposit will be refunded.

Initial _____

Summer, Maternity or Extended Leave Holding Spot

The provider agrees to hold a space in her program for a nonrefundable fee of \$150 per week per child for the summer, maternity or extended leave. This is to ensure that the child has a spot when regular care resumes. You may choose to send your child for those days you pay for on a consistent basis. This does not go towards any future tuition.

Initial _____

Termination of Care

The parent must submit in writing the last day of care for their child(ren). A **four-week** notice is required. Payment is required. Any portion of the last four-weeks of care not paid for will result in the bill turned over to collections. A \$45/day late fee will apply to unpaid balances.

Initial _____

Other Fees

The client will pay a nonrefundable annual registration fee of \$50 for processing the paperwork required and in order for a spot to be secured at Dean Family Child Care Home. This fee is due the first week of May and is applied to your invoice.

Initial _____

Holidays

Dean Family Child Care Home will be closed on the days listed on the yearly calendar to include: **New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas.**

If a holiday falls off a Saturday, the Dean Family Child Care Home will close on Friday. If a holiday falls on a Sunday, the Dean Family Child Care Home will close on Monday.

Initial _____

Vacations

Dean Family Child Care Home will take TEN PAID DAYS of vacation a year(May-May). You will be notified at least 3 months in advance. Payment is due Friday before vacation.

Initial_____

Provider Sick/ Personal Days

I may close up to TEN days due to being ill, my children being ill or personal reasons a year(May-May). These days are PAID closures.

Initial_____

Personal Development

Dean Family Child Care Home may take up to three days for personal development a year(May-May). These days are PAID closures.

Initial_____

Weather Related Closure

To ensure the safety of families and children and the liability of the program, Dean Family Child Care Home will follow Souderton Area School District Snow Delay and Closure Schedule. The provider will send out text alerts no later than 6:30am to notify parents. If a 2 hour delay is called, Dean Family Child Care Home will open at 9:30am to ensure the sidewalk and driveways are shoveled and salted for safety. The provider will use their discretion to override the school district's decision when needed. Payment is still REQUIRED for any closed days due to inclement weather.

Initial_____

Public Health Emergency and Government Shut Down

In the event of a Public Health Emergency/Government Shut Down, weekly tuition is due in full each week, via Brightwheel, for up to 30 days. After 30 days, the program will reassess what resources have been made available to cover tuition costs during a prolonged shut down and notify families of tuition costs due after the 30-day mark. Should parents choose to terminate their contract during this time, they must still pay the last 4 weeks of tuition as per the termination policy.

Initial_____

Sick Child Policy

Children will be sent home if they have symptoms of a communicable disease or infection that can be transmitted directly or indirectly and may threaten the health of children in care. This includes: mouth sores, rash, fever of 100.4 or higher, purulent discharge from the eyes, productive cough with fever, unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness, vomiting or persistent diarrhea as per regulations 3290.137, children with symptoms of disease 27.72 Exclusion of children, and staff having contact with children, for showing symptoms. Tuition is still REQUIRED. A doctor's note and 24 hours fever free is required for readmission. If parents are unable to pick sick child up in a timely manner, send child(ren) on fever reducing medication knowing they are sick, the provider has the right to terminate without any refund.

Initial_____

Child Sick Days or Absences

Everyone who is attending for the day, **must arrive by 9:00am**. There will be no drop-offs allowed after that time. If you plan to keep your child home due to illness or any other reason, please notify provider by 7:00am. The weekly tuition is charged on all normal operating days, even if the parent does not send the child due to illness, vacation or personal reasons.

Initial _____

Medication

Prescription and non-prescription medication will be administered with a doctor’s note stating the exact time and dosage the medication needs to be given in child care. Medication must be in the original bottle with the child’s name and physicians name and number printed on the bottle. A Medication Administration form must be completed.

Initial _____

Immunizations

All children must be immunized prior to enrollment and during enrollment. Children have 30 days from the start date to return a child health assessment from their pediatrician or family physician. Failure to do so will result in suspension until the form is brought in. Tuition is expected to be paid during suspension or care will be terminated.

Initial _____

Charges for Damage by the Child

If the client’s child breaks or damages the provider’s property, toys, etc, the client will pay to have the item replaced or repaired, at the provider’s discretion.

Initial _____

Sunscreen/ Bug Spray/ Diaper Cream/ Baby Wipes/Diapers

The parent will provide sunscreen, bug spray, diaper cream, diapers and baby wipes to use. By initialing, you agree to allow the provider to put products on your child which is verbally discussed.

Initial _____

Parent Provides

The parent is responsible to provide: breakfast, lunch, formula, breastmilk, morning and afternoon snacks, baby food, diapers, pull-ups, wipes, extra clothing, sheet for cot/crib, blankets and pillow for cot sleepers.

Initial _____

Provider Provides

The provider provides bottled water, skim cows milk, cot, crib, potty wipes, plates/cups/silverware, age appropriate learning materials/curriculum and developmental assessments for each child.

Initial _____

Big Body Play

At Dean Family Child Care Home, we believe in play and know the importance of big body play. Children are allowed to explore their world by climbing, jumping, and running in a controlled and supervised environment. Bumps and bruises might occur but it’s part of learning and playing. By initialing, you understand the risks associated with play and understand your children will be allowed to freely play and explore as much as possible without the situation becoming dangerous. The trampoline on the property is not part of Big Body Play or the child care program, and the children are prohibited from use.

Initial _____

Field Trips

We at Dean Family Child Care Home believe in learning outside of the classroom. Your child might have the opportunity to take field trips. Permission slips must be turned in no later than drop off the morning of

Signatures of Parties to the Contract

By signing this contract, clients indicate they have read and agree to follow the policies listed in this contract and The Parent Handbook. The provider reserves the right to make changes to her policies and will give the client a copy of the revised policies at least two weeks before they go into effect. The clients agree to follow any changes or additions that the provider makes to her policies in the future. A failure of the provider to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms in this contract.

I, the parent/guardian;

_____received complete written program information at the time of enrollment(The Parent Handbook)

_____agree to update the emergency contact/parental consent form whenever changes occur or every 6 months at a minimum.

_____understand that failure to comply to the policies of this contract will result in termination without any refund.

_____understand that without signing this contract or initialing it completely, my child is not allowed to attend Dean Family Child Care Home. I must agree to all terms and conditions, through this contract, before enrollment is complete.

_____understand that once the provider reviews my child's enrollment application and contract, the provider will make a decision on enrollment acceptance. If admission is granted, the provider will also sign this contract and return a copy.

_____understand that \$350 is due with this contract and enrollment application to be considered for admission. If admission is denied, the \$350 will be returned immediately.

_____understand that tuition is to ensure the child's spot and not contingent on attendance.

_____understand all termination policies fully, suspension policy fully, and exclusion policy fully.

_____understand that initialing the pages of this contract and signing below mean that I fully understand all the policies written in this document, and I agree that this is a legally binding contract between myself(client) and Tiffany Dean(provider).

_____(Parent or legal guardian's signature/date)

_____(Provider's signature/date)