



# KidiDayCare Contract

Fariha Shahbaz and Kousar Ali ~ Licensed

Day Care Provider

708 Blackhorse Trail, Severn MD 21144

**Ph: (443) 572-9006**

**ABOUT US:** Welcome to KidiDayCare . We, Fariha Shahbaz and Kousar Ali, are a certified family daycare provider. The primary goals of “Fun and Learn Family Daycare” programs are to provide a loving, safe and educational stimulating atmosphere for your child. We will care for children from 8 weeks of age through 5 years of age.

**HOURS OF OPERATION:** I will provide daycare for your child Monday through Friday from 7:00 am to 5:30 pm. Please do not bring your child in before 7:00 am. Please pick up your child at 5:30 pm or pay a late fee of \$10.00 for every ten minutes you are late. In case of an emergency, please contact the provider to let her know about your lateness.

**TUITION AND FEES:** The Daycare fee is due on Friday morning of each week. If there is a holiday that Friday, the fee is due on Thursday of that week. On occasions that we are off for Thursday and Friday, then payment will be accepted on Monday, without any penalties. The weekly daycare fee for your child is ....

- |                   |          |
|-------------------|----------|
| 1. Infant         | \$ _____ |
| 2. Toddler        | \$ _____ |
| 3. 4 years and up | \$ _____ |

**Note:** A full day rate will be charged for school holidays/in-service days and summer vacation.

**PART TIME:**

Part-time and Drop-in: **(1 to 3 days per week)**

Infant:	\$120/Day
Toddler:	\$100/Day
4 years and up:	\$80/Day

A **security deposit** equal to a **one-week fee**, as listed above, will be due upon enrollment. The child will not be considered enrolled until this deposit is received. This deposit will be credited to your last week of attendance.

**PAYMENT POLICY:**

Payments will be accepted in cash, check, or money order. There will be a \$25.00 charge for returned checks; no personal checks will be accepted thereafter. For late payment please add \$10.00 per day late to your weekly fee.

Please make checks payable to KidiDayCare.

Should any of the following situations occur while your child is enrolled in my daycare, payment is still due.

**TRIAL PERIOD:** Children will be given 2 weeks to determine his/her ability to adjust to the provider and to get along with their peers. It is strongly suggested that the provider and the parent communicate during this period, in order to follow the progress of the child.

Adapting to a new environment can be difficult at times. We will always give our best effort to make this difficult transition easy for the child and the parent. If there is a problem with your child adjusting that we cannot resolve, the contract will be terminated. Payment will not be refunded for the two-week period.

**ILLNESS POLICY:**

- Your child is ill and must be kept at home, (please call to let us know)
- If you are on vacation for any amount of time
- If you are sick, hospitalized or just need time off for personal reasons.
- When you are off for holidays

**MATERNITY LEAVE FROM WORK:** If you are on maternity leave and you choose not to bring your child to daycare and you wish to reserve your spot, your fees will be reduced.

The fees are as follows: For a one-month maternity leave, or anytime less than that, the weekly fee will be 75% of the normal fee. For leave that is longer than one month, the fee will be 50% of the normal fee. As of now there is no limit on maternity leave. If you wish to take longer than three months, please advise us verbally and in a written note, so we can plan accordingly.

**HOLIDAYS** (payment still due): No day care is provided on the following on all federal and state holidays: - New Year's Day

- President's Day
- Martin Luther King Day
- Columbus Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Thanksgiving Friday
- Labor Day
- Christmas Day
- Last day of Ramadan (Religious holiday) \*
- Eid Al- Fitr (Religious holiday) \*
- Eid Al- Adah (Religious holiday) \*

Note: \*All religious holidays are determined by the appearance of the new moon. If the holiday falls on a Saturday, Friday will be observed as the holiday. If the holiday falls on a Sunday, Monday will be observed as a holiday. If a holiday falls on a date in which a child is scheduled for a daycare, there is NO part-time/full-time.

**CLOSING/DELAYS DUE TO INCLEMENT WEATHER:** "KidiDayCare" follows Federal employee's schedules. On the morning of inclement weather or other emergency, please follow the closing schedule for Federal employees. If we are not in the affected area, we will call you as soon as possible. As always you can call us and find out about our status.

**PROVIDER VACATIONS:** In addition to pre-scheduled paid holidays, I will allow myself two weeks of paid vacation, four paid sick days to use as sick leave or personal leave and one paid training day per calendar year with no adjustment in the fees. Two weeks' notice will be given prior to providers' vacation (Unless in case of emergency) to enable parents to find other suitable care during that time.

**PARENT/GUARDIAN VACATIONS:** Two (2) weeks' notice must be given prior to parents/guardian's vacation (unless in case of emergency). There will be no adjustment in the fee because of absenteeism due to vacations or other reasons (scheduled or unscheduled). If you do not bring your child to daycare, the provider must be paid in full prior to parent/guardian's vacation. Please make sure your payment is for the entire time of your vacation, plus the first week in which your child returns.

**MEALS:** Parents are to provide food for their children until the age of three. I will provide your child (non-infants) with snacks, milk, juice, and water.

**RELEASE OF CHILDREN:** The children will only be released to the custodial parent. Should an emergency occur, making it impossible for you to pick up your child, please call me in advance. I will release your child to the person whose name is on the

emergency form. I will ask for a driver's license and a password. (Parents will choose a password).

Other pickup arrangements will need to be made in writing. We take security very seriously. Please help us maintain these policies.

**INCLUSION POLICIES:** All children are citizens and have rights and entitlements. Children should be treated regardless of race, religion, or abilities. This applies no matter:

- what they think or say
- what type of family they come from
- what language(s) they speak
- what their parents do
- whether they are girls or boys
- whether they have a disability or
- if they are rich or poor

All children have an equal right to be listened to and valued. Our setting is an 'inclusive setting.' This means that ALL children are welcome and will be respected. Children are given equal opportunities and we have a positive attitude towards diversity. We encourage children in our care to practice their own cultures as well as finding out about others. They are encouraged to make a positive contribution to our setting, and we listen and care about what they want and how they feel. Much of what the children do here is through their own suggestions or inclinations.

All children are unique. This means that they have unique needs, and we make every endeavor to meet those needs. We will keep records on each child, make observations and plan for their development. This information will be shared with you, and we would appreciate any other information you can give us, which will assist us in organizing the type of care that your child needs and is entitled to. We will work with you to identify learning needs and respond quickly to any area of difficulty by planning opportunities that build on and extend your child's knowledge, experiences, interests, and Skills. This will help your child to develop self-esteem and confidence in learning ability.

Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children 2 years old or older. (3) Viewing Restrictions. Except as set forth in §B (4) of this regulation, a child in attendance who is: (a) Younger than 2 years old may not be permitted to view any passive technology; and (b) 2 years old or older may not be permitted to view more than 30 minutes of age appropriate, educational passive technology per week.

**ILLNESS:** If a child is exhibiting symptoms of acute illness, the school will not be able to accept him/her for that day. The exception to this requirement would be that

the physician has indicated in writing that the child's health is not at risk as well as the other children and staff. Examples of symptoms of acute illness such as, but not limited to:

- Vomiting
- Fever
- Seizures
- Severe pain
- Diarrhea
- Jaundice (yellow) skin or eyes.
- Red eyes with discharge.

The intent of this regulation is to prevent the spread of communicable disease through careful observation and recognition of signs and symptoms of illness.

Parents will be immediately notified when their child in care becomes ill.

## **MEDICATION PROCEDURES**

The first dose of any type of medication must be administered by the parent. No exceptions. Over the counter medication will be given once by the provider, with a parent's written authorization. If additional doses are needed a written doctor's note will be required and the parent must complete an authorization form. Prescription medication must be in the original container. Medication not in original container cannot be dispensed. The child's name and dose must appear on the label. If the child requires over the counter ointment, lotion, or powder, the parents must complete an authorization form for each kind of medication.

**ACCIDENTS & INJURY:** Provider will write an incident report for any accident that happens in the daycare. Parents will be asked to sign the incident report indicating that she has been notified. Parents will be contacted if the injury is of a serious nature.

**MEDICAL EMERGENCIES:** In case of an EMERGENCY, I will administer the necessary first aid required, and an ambulance will be called, and your child will be transported to the hospital. You will be notified as soon as possible. If an emergency caregiver cannot be located, you may be requested to pick up your child. All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The owner/staff and my family cannot be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of myself/staff during outings. For minor injuries like bumps and bruises, I will provide first aid and a report will be written.

**BITING POLICY:** Biting happens and is usually unexpected. I can only promise to do my best to prevent it by closely monitoring the children and hoping to be able to intervene in time; the biting usually happens in a flash, catching providers by surprise. Parents need to understand that it does not mean a daycare is not doing something right if their child is

bitten.

However, if the biting is consistent or worsens the child may have to leave the daycare, as this behavior poses a danger to the other children. If this happens, you will receive one week's notice, to find other care (with all fees due and payable).

If a bite occurs, I will attend immediately to the injured child. The child who bites will sit in time out. I will provide appropriate treatment (i.e., cleaning the area with soap and water, applying antibiotic ointment, or a band-aid as needed) Fill out an accident report detailing what occurred and the treatment given. I will also provide comfort to the child who bites, as it is very upsetting for them as well. The parent will also be notified of the child who was bitten and the parent of the biter. An incident report will be written, to be reviewed, and signed by the parent of the biter and the parent of the child bitten.

**ILLNESS/EMERGENCY IN MY FAMILY:** Although I will make every attempt to be available each day, there may be an occasion(s) when I may fall ill, or an emergency may arise, and I am unable to provide service. You will be notified as soon as possible if this occurs. I strongly suggest that you have a substitute provider lined up for the times I am closed due to illness or emergency. When I must be away for a brief time (1-4 hours), backup care will be.

provided by my approved substitute provider. If I am unable to find an approved substitute provider, then it will be necessary for me to close for half the day or the full day. The substitute providers are authorized to carry out the terms of this contract.

**WITHDRAWAL:** If you feel you no longer need childcare, we appreciate being notified in advance. If possible, we would like one month's written notice or at least a minimum of three weeks' written notice for withdrawal. The deposit made at enrollment will cover the last week's attendance of the child.

**TOYS FROM HOME:** All toys should remain at home. Please do not bring toys from home, as they may get lost or broken. If you like you can donate toys from home; it will be up to the provider to determine the suitability and safety of the toy.

#### **ITEMS TO BRING TO DAYCARE:**

##### **Infants:**

- Light blankets (at least 3)
  - Two complete changes of clothing for the appropriate season
- Diapers and wipes
- Bibs (3 or more)
- Sweater
- Baby food and formula

All children's belongings such as bottles, food and clothing should be labeled with the child's first and last name.

**Toddlers & Preschoolers:**

- Two full changes of clothing
- Diapers and wipes and an extra set of underwear.
- A child size sleeping bag is requested for naptime. (Sleeping bags are sent home for cleaning once a week) These sleeping bags can be found at K-Mart.

All items brought to school should be labeled with the child's name.

**REST TIME:** Infants must lie on their backs for naps. If you want your child to sleep on their stomach or side, a writing authorization form must be completed. We do not allow any kind of toys in cribs. Non- Infants are required to rest for 30-45 minutes. A cot is provided.

**DISCIPLINE POLICY:** "Discipline" means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child

**A. POSITIVE DISCIPLINE**

- Caregivers shall use positive discipline, which shall include the following:
  - 
  - Communicate to children using positive statements.
  - Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
  - Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.
  - Redirect the child for misbehavior.

**B. INAPPROPRIATE DISCIPLINE**

I. Any person, while on childcare premises, shall not engage in any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- Hit, spank, shake, pinch, or any other measure that produces physical discomfort.
- Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- Placement in a locked or dark room.
- Public or private humiliation, yelling, or abusive or profane language.

### C. STAFF/CAREGIVERS

Staff shall not associate disciplinary action or rewards with rest, food, or toileting. Staff/Caregivers shall not:

1. Use time out for any child less than three (3) years of age.
2. Use time out for any purpose other than to enable the child to regain

control.

### D. DISCIPLINE DOCUMENTATION/COMMUNICATION TO PARENTS

1. This Policy shall be distributed to parents and staff.
2. Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child.
3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.
4. In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues the Director may place the child on a two-week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the Day Care.

### **CARING FOR CHILDREN WITH SPECIAL NEEDS POLICY**

5. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
6. All families will be treated with dignity and with respect for their individual needs and/or differences.
7. Fun and Learn Daycare will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
8. We will ensure that when a child with a special need is identified on the Child Care Application Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the childcare program staff.
9. Children with special needs will be given the opportunity to fully participate in the program. To accomplish this, we may consult with agencies/organizations as needed, provided parental permission is granted (Authorization for Release of Information form). Inclusion of program staff on IFSP and IEP case conferences is desired to ensure that our program provides the most supportive environment possible.
10. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodation that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of a child with special needs will be consulted to determine



accommodation and or therapy requirements. 7. The individual written plan of care for children with special care needs will be followed in all emergency situations. Play and Learn Daycare is responsible for making sure the plan shall be updated annually, at a minimum.

**FORMS TO BE COMPLETED:** As soon as your child is enrolled, you will be responsible for having the following daycare forms completed and back on the day that your child starts.

- All about my child
- Heath Inventory
- Maryland Department of Health and Mental Hygiene Immunization Form.  
(Please include immunization certificate)
- Heath Inventory- Addendum
- Emergency Form

It is our policy to have a copy of IEP/IFSP reports, therefore please bring one copy of your child's IEP/IFSP when you bring back a signed contract.

**CONTRACT NOTES & EXPIRATION:** This contract will be terminated immediately with any violation of any of the above terms. Otherwise, termination of this contract requires 3 weeks' written notice from either party. This contract is subject to change at any time during the year, as I find it necessary. When changes are made, a new contract will be sent to the parent for review and signature. A cover letter will be provided to describe the changes and reasons for the change of contract. Once the new contract is signed, the previous contract expires. If the revised contract is not returned signed, the changes will take effect as an addendum to the current contract.

Once again thank you for choosing "KidiDaycare." We hope to make this daycare experience pleasurable to everyone involved.

I have read and understand all the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent)

Print Name

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## WALKING PERMISSION

I understand that my child may be taken for walks by staff. Children will be walking, or riding in strollers while going on walks that last approximately fifteen to thirty minutes. I hereby give my permission for my child to be taken for walks that are supervised by the daycare staff.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent)

## CHILDREN'S PHOTOGRAPH RELEASE

I hereby give my permission for my child

to be photographed while in attendance at Holding Hands Family Daycare Center. I understand that these photographs may be used in brochures, and other means of advertising.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent)

## SUNSCREEN PERMISSION

I understand my child may spend time outside at the daycare. In order to offer some protection from the sun, I hereby give consent for my child to have a suitable children's sunscreen applied to the skin by a staff member before going outside.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent)

## AUTHORIZATION FOR VOLUNTEERS/STUDENTS TO WORK WITH CHILDREN

I understand that volunteers will be always working under the direct supervision of the daycare staff. I hereby give my permission for staff and volunteers to work with my child.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Parent)