

SCAPCC Template(Business Name Here)

Policy and Contract for Year _____

SCAPCC: Owner

1234 Anywhere Drive

Jonesboro, Georgia 30236

Telephone Number: 770-123-4567

Email: info@southerncrestassoc.org

Website: www.southerncrestassoc.org

Georgia State Licenses Family Child Care #

Clayton County Business License #

WELCOME!

Thank you for choosing [REDACTED] for your child(ren). This handbook is provided to you as a detailed overview of policies and procedures. It includes descriptions and policies, philosophy, goals, as well as my contract and agreement with you the parent(s). I consider it a privilege to be your partner in the care and education of your child.

Please take a moment to review, complete and return to [REDACTED] prior to your child(s) first day of attendance. Keeping this information current will help me ensure your child's safety. Do initial at the top right-hand corner that you have reviewed each page of this document.

Sincerely,

Goals and Philosophy

The goal of [REDACTED] is to provide your child(ren) with a clean, safe environment where they can learn, play and receive loving care.

Through a mixture of directed and undirected play, your child(ren) will have the opportunity to learn about numbers, math concepts, science, Black history, economics; letter recognition; seasons, months, color, shapes, nutrition, manners, art, music, phonics, drama, etc.

Assistance Provider/ Room Helper

[REDACTED] has 3 State Approved Helpers that may be called or in room when I must run an errand, have appointments or ill. Primary attempt will be made in emergencies to provide care in my home if I am sick, or must leave. If this is not possible, parents will be contacted for immediate pick-up. Alternate care is the responsibility of the parent(s) when [REDACTED] Daycare, Inc. is closed for holidays, scheduled or unscheduled vacations and other closings.

Business Hours

My hours are from **6:30 am - 5:30 pm, Monday thru Friday, January thru December**. No childcare will be provided on Saturdays or Sundays.

Holidays

No childcare will be provided on the following holidays. Full fee is still required for holidays.

- New Years Day
- Martin Luther King, Jr. Day
- President Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break

Please Note:

[REDACTED] maybe closed 2 weeks for vacation during the year without pay. The above days are paid holidays. In addition please have back-up care provided for your child for their occasions, as I am not responsible for finding alternate care.

Drop-off and Pick-up

Please do not drop off children between 12:30pm – 2:30pm as this our transition to rest time. It is preferred that children are at facility before 10am as to not disrupt classroom activities.

To ensure the safety of your child only the designated people on your pick-up list can pick-up your child. A valid driver's licenses must be shown for those other than parent(s) picking up your child(ren). Phoning me to let me know someone other than you will be fine as long as that person is listed on your emergency list.

Verification of legal custody: I must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise I have no choice except to release the child to his/her parent.

Please do not allow your child(ren) to walk to the door by himself at drop-off. It is important to take a minute and walk them to the door. This gives me an opportunity to discuss any important information. During pick-up please do not allow your child(ren) to leave the house until you are leaving and also please hold their hands.

Late Pick-up

[REDACTED] at 5:30pm. Please be respectful and pick-up your child(ren) on time. For every additional 5minutes a parent is late, you will be charged an additional \$20.00, which is \$5.00 per minute.

Absences and Vacations

If your child(ren) is absent or late please notify by 9:00am that morning. Your fee is still the full fee regardless of your child(ren) attendance(zero to five days). Therefore, no deductions in your weekly rate will be made for absences.

Registration Fee

There is a non-refundable registration fee for each child attending [REDACTED]. This registration fee includes curriculum cost in providing materials to teach your child(ren). Your non-refundable registration fee is _____, which must be paid in order to start providing childcare for your child(ren).

Tuition and Fee

At [REDACTED], you are paying for a specific slot (full fee) of _____. No discounts are given if your child(ren) is not in attendance. This policy and contract become effective upon acceptance by the parent/guardian and Mrs. Doe, owner of [REDACTED]:

- Tuition cost is based on your child's age.
- Tuition is due Monday morning of each week your child attends.
- There are no refunds in fee for absences due to a child's illness or other reasons.
- Full fee is required regardless of your child's attendance.
- Personal Checks, Cash are allowed as payments payable to DAD, Inc. ***a \$35.00 charge will be assessed for returned checks. Late charges will be applied on Monday drop off if payment is not made. Cash, Check or Money Order*** will be required as payment for a returned check. Your account may be put on a cash/ money order basis after two returned checks.
- Due to cost of living increase, weekly childcare fees may increase yearly. The weekly fee established at [REDACTED] Daycare, Inc. Financial Agreement will be in effect until January of the following year.

Late Tuition

Tuition is due the first day of the week your child attends. A \$20.00 per day fee will be assessed to your child(ren) account if payment is not received on the first day of care.

If your child(ren)'s payment is not made within 2 days of attendance your child will not be accepted into care until payment, including all late fees is made. If a period of 5 days passes without payment received, your contract will be terminated, the position filled and collection process will begin. You, the parent(s) will be responsible for any cost related to collection of your child(ren) childcare fee.

Receipt and W-10 Forms

A receipt will be provided weekly for all tuition paid. End of the year statements will be given beginning of January of when services [REDACTED] have been terminated.

End of the year statement will include a W-10 form so you can claim your child(ren) credit on your taxes. If your employer has a childcare reimbursement program, you may give me forms to complete as needed.

Policy/ Contract Revisions

Revisions to policies, contract, procedures and all other forms given by [REDACTED] [REDACTED] may be done with a minimum of 2 week notice unless it is a new regulation by the State that changes will be in effect immediately. Policies, contract procedures may be reviewed periodically and updated if necessary changes are needed (usually every January). [REDACTED] will notify you of any changes. All previous forms will become obsolete.

Cleanliness/ Hygiene

At [REDACTED], I do the best I can to maintain strict cleanliness and hygiene standards. The toys and other areas are sanitized with bleach solution, every day the children hands are washed before and after meals, coming in from outside play and toileting.

If these skills are practiced daily at home your child(ren) may acquire good hygiene skills. Each child(ren) has a separate cot to sleep on. Blankets and pillows must be brought by parent and are sent home every Friday.

Admission Paperwork

Before I will assume responsibility for caring for your child(ren) the following forms must be complete:

- Policy and Contract Handbook
- Children Enrollment Form
- Emergency Contact Form
- Food Program Form
- External Medication Form
- Emergency Medical Authorization
- Permission to Secure Medical Treatment
- Parental Agreement Form
- Vehicle Emergency Medical Information
- WIC Form
- Provider Illness Policy
- Severe Weather Contract
- Copy of Immunization Record

Please Note: All forms must be updated yearly by the parent(s), it is the parent(s) responsibility to keep all records and changes current.

Open Door Policy

While your child(ren) is in attendance at [REDACTED], our doors are open to you. Open Door Policy doesn't mean the doors are unlocked. Please feel free to drop in and check on your child(ren) but please be mindful of our class time and respectful. Please also be mindful there may be times when I cannot answer the phone when it rings because I am attending to a child, simply leave a message and I will return your call as soon as possible.

Child Abuse/ Neglect

It is by law as a childcare provider to report any and all abuse or neglect performed on a child. Therefore, I will notify Child Protective Services and the Police Department when it appears that a child in my care is being physically, sexually or emotionally abused neglected or exploited.

Discipline

Discipline will be handled by redirection. Time-Out is used only when necessary. The provider of the parent/guardian will not spank their child(ren) on my premises. Parent may be called to pick-up any child(ren) that becomes too disruptive for care.

While in [REDACTED], only positive redirection is enforced. Children will NOT be subject to spanking, hitting, kicking, restraints, verbal or physical punishment.

Supplies

Parent(s) are responsible for supplying:

- A complete change of clothing for child(ren) regardless of age
- Diapers; Pull-Ups and wipes
- Any other supplies your child may need not covered by Anywhere Daycare, Inc.
- All personal belongings should be labeled with your child(ren) name.

When weather permits your child(ren) will enjoy outdoor play, walks and other activities. Please dress suitable for the weather. [REDACTED] will not be held liable for your child(ren) clothing during indoor or outdoor activities. Please no flip-flops or open sandals due to safety of your child(ren)

Toys

Dependable Affordable Daycare, Inc. provides a wide variety of toys. I ask that no toys be brought to school from home unless requested for a special activity. This policy is for concern for all child(ren) in my care.

Meals and Snack

_____ participates in the USDA Child Care Food Program. Nutritious meals and snacks as well as water, milk and 100% juice are always provided. If the child will be arriving after mealtime please feed them before they arrive.

- **Breakfast: 8:00am to 8:30am**
- **AM Snack: 10:00am - 10:20am**
- **Lunch: 11:30 am – 12:00noon**
- **PM Snack: 2:40pm - 3:00pm**

If your child(ren) requires a special diet due to allergies, medication, cultural or religious beliefs it will be the responsibility of the parent to provide a well-balanced lunch and snack for their child.

Unwelcomed Foods: soda, candy, gum, peanuts, etc.

Child's Illness

_____ cannot accept your child if they have a temperature over 100degrees, vomiting, diarrhea, sore throat, continuous coughing, runny nose (that is not clear), draining eyes or ears, unexplained rash, head lice, Chicken Pox, Mumps, H1N1, etc. Mrs. Doe will make the decision if your child is too sick to attend _____.

A sick child should be allowed to recuperate fully at home after an illness so that the other children and provider do not risk unnecessary exposure. If you are unable to stay home with your sick child it will necessary for you to make other arrangements at your own expense. If your child is out ill, full fee is required.

Your child(ren) should not attend _____ if they are not well enough to participate in our daily activities. *The Health Department regulations prohibit the admittance of any child into family childcare home with the following symptoms:*

- *Fever (100 degrees or higher)- Child need to be fever free for 24 hours without the aid of medication*
- *Diarrhea*
- *Vomiting*
- *Runny Nose with colored discharged*
- *Rash*
- *Discharge from eyes or ears*
- *Lice- child must be treated before returning*

Communicable Disease: Chickenpox, H1N1, Measles, Mumps, Conjunctivitis (Pink Eye), Influenza, etc. The child may return when the contagious period has passed and the child is well enough to resume normal childcare activities. The communicable disease chart is posted on the departure door.

Mrs. Doe / _____ have the right to refuse care of a sick child. If a child develops any of the above mentioned symptoms while in my care, parent(s) are required to pick-up the child immediately. Your child may return to _____ Daycare, Inc. 24-hours after symptoms of illness. Some illness I must refuse for the well-being of the child(ren) at _____ Daycare, Inc. so the Health Department guideline and regulations will be followed: I understand and respect your need to be at work, but your cooperation is extremely important.

Medication

Some oral medications will be given at _____ once reviewed with parent and forms completely filled. External medications are welcome as long as you have filled out and signed my Permission to Administer Medication form. All medication must be in the original container. The Parent(s) are responsible for updating the medication authorization form.

Medical Emergencies

Minor bumps, bruises and scrapes are inevitable, but I make every effort to keep your child(ren) safe through supervision and childproofing. Minor injuries will receive appropriate first aid. Also, an injury report will be filled out and given to the parent(s) upon pick-up. If emergency injury or illness occurs you will be contacted immediately. If I am unable to contact either parent(s)/ guardian, I will call the individuals listed on your emergency contact form supplied by you to make medical decision for your child(ren). If necessary your child will be transported by ambulance to the nearest hospital. Parent(s) are responsible for cost involved in emergency medical treatment, including transportation.

Injures

All minor injuries will be properly cleaned and treated as needed. Parents will be notified if the provider deems the situation serious. Mrs. Dixon is CPR and First Aid Certified. For life threatening emergencies, Mrs. Dixon will call 911. This will be at the expense of the injured child's parents or guardian. Parents will be contacted immediately anytime a child(ren) has a head injury. Dependable Affordable Daycare, Inc. documents all injuries and also gives you a copy for your file.

Potty Training

I will potty train your child(ren) with the understanding that it will work if we work together. You must work with your child at home. Potty training is an very time consuming task and no additional fee is imposed for this service. Clothing should be easy to manage as well as Pull-ups should be available and used that can pull at sides. I will need you to bring 6 changes of training pants also an extra change of clothing including socks.

Nap/ Quite Time

All children will be required to lie down for a nap/quite time each day. Naptime is not forced but they must lie down quietly. As to preventive precaution regarding SIDs infants are placed on their backs during naps unless documented medical instructions from child's physician states otherwise. This is Mrs. Dixon's time for lunch break, plan curriculum and do paperwork.

Damages

It is expected that your child(ren) be respectful of Mrs. Doe personal property and furnishings. A certain amount of "wear and tear" is normal, but if your children intentionally damages Mrs. Doe property through destructive behavior or roughness the parent(s) will be liable for 100% of the replacement costs. The reimbursement is due with your next weekly payment. This is a very rare but must be documented for your information.

Weapons and Firearms

At no time will [REDACTED] allow any parent(s)/guardian to bring any weapons or firearms of any kind. Only exception is for any law enforcement officer in uniform. Mrs. Dixon does not own a firearm nor is any on this property.

Fieldtrips

Due to high-risk liability insurance to transport young children no field trips are permitted at [REDACTED] Daycare, Inc.

Communication

I believe the parent(s) are the most significant adults in their child's life and I feel through daily communication between the parent and I it will benefit your child(ren). I welcome questions, feedback and discussions that affect a positive outcome for your child(ren)

Parent Conference

Parent Conferences will be scheduled 3 times a year. This will allow you to meet with me to discuss things such as your child's development, disciplinary actions, assessments and etc. I also welcome your feedback.

Smoking

Dependable Affordable Daycare, Inc. is a non-smoking environment. For the health and welfare of the children please refrain from smoking on the premises.

Weather and Disaster Plan

If Clayton County Schools are closed due to severe or threatening weather conditions [REDACTED] [REDACTED] is closed. This includes but not limited to tornadoes, blizzards, snow, ice, hail, twister, it will be the

Parent(s)/ Guardian to make suitable arrangements to pick-up his/ her child(ren). Full fee is still required if [redacted] is closed due to severe weather.

Fire Drills

Fire Drills are conducted monthly and also tornado drills. These procedures are done to prepare your child in case of something like this occurs. Listed in your package are procedures for emergencies such as fire, water problems, etc. In case of severe weather, terror attack or other State Emergency pick-up will be required only if it is safe. Only people on your emergency contact list will be able to pick-up your child(ren) in a disaster situation. No exceptions will be made.

Termination/Separation Notice

The first three weeks of childcare is an adjustment period. It is my responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory. It is the parent responsibility to let me know the same.

The parent(s) or Mrs. Dixon can terminate this contract only if a two week notice in writing is given after care starts. Two weeks written notice is required by the parent to me. Full tuition fee for those two weeks notices will still be due even if the parent(s) withdraws the child before notice is given, or at any given time during the notice. Two weeks fee may be paid in lieu of two week notice. Termination notice will NOT be accepted while Mrs. Dixon or parent or child is on vacation or ill.

I will provide the parents with two week written notice if I am no longer able to care for your child(ren). You are still responsible for paying the weekly fees during this notice regardless whether your child attends or not.

I will terminate our childcare arrangements for any of the following reason listed below (but not solely limited to):

- Persistent or malicious biting by the child
- Aggressive behavior
- Causing harm to other children by the child
- Persistent behavior which may cause harm to themselves such as head banging, self-biting or self-scratching.
- Inability to meet child’s need
- Personal or verbal aggressiveness by the child or parent
- Failure to comply with the Financial arrangement (late payment more than 2times)
- Non-payment of children fees/recurring late payments
- Failure to show up 5 days in a row without communication to [redacted] Daycare, Inc.
- Failure to arrive on time to pick-up your child on more than (3) consecutive occasions.
- Arrival of any parent/guardian intoxicated (drop-off or pick-up)
- Inadequate notice of communicable illness or contagious disease that your children have.

This contract and policy is entered by and between _____ of
Parent(s) Name or Legal Guardian

_____ herein after “parent(s) or guardian”
Parent(s) or Legal Guardian Address

Jane Doe of 1234 Anywhere Trail, Jonesboro, Georgia 30236. Herein after provider “(Mrs. Jane Doe)”

for the purpose of securing arrangements for the care of _____
Child’s Name

herein after.

Parents/ Guardian Signature: _____

Parent /Guardian Date: _____

Provider Signature: _____

Provider Date: _____