

BRIGHT MINDS DAYCARE

Days Available: Monday through Friday

Hours Of Operation: 7:00AM-6:00PM
Evening care is available also

Holidays with pay: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas and the day After. Open until 1PM on the following days Good Friday and New Year's Eve.

Note: If care is needed on a scheduled holiday the rate will be \$ 15 per hour.

Vacations and Absences: Daycare may be closed 2-3 weeks for vacation, and up to 3 professional training days per year. These dates are unpaid by parents. Notification of at least 4 weeks will be given prior to any closed days, with exception of emergencies or illness. In the event, that I will be away for a period of time I do have someone to substitute for me. Parents are responsible for finding back-up care during provider absences. There are limited numbers of spaces available therefore; weekly payments are not based on child's attendance or vacations. No refunds are given for late arrivals, early departures, or exclusion due to illness.

Contracted daycare: Parents are to provide a firm schedule of the time needed for care. For Full-time contracted days I will need a 2-week advance notice of any changes in the time needed for care.
for part-time contracted days I need a 2-day notice of any changes in time needed for care.

Fees: Hourly: \$ _____
Weekly: \$ _____

Note: Payment is due every Monday

Over time fee: \$ 15 per hour for prearranged overtime (with a 24 hour notice)
\$ 10 per 15 minutes when time was not prearranged
(starting after the first 5 minutes)

Registration Fee: \$ 100 per child is held and is applied to your child's last week in daycare with me. This amount will hold your child's slot. If enrollment is a later day then one week's fee of \$ _____ will be held towards your child's last week in daycare with me. This will hold your child's slot.

Trail Period: The first two weeks of enrollment are considered a trail period for everyone; care may be terminated at any time during that period. After the probationary period, either party may terminate this agreement by giving two weeks written notice.

Behavior Management: 1. Positive reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.
And Discipline: 2. Redirection: the child is redirected to another activity and given an opportunity to try again at another time.
3. Time Out: The child is separated from the group for child-regulated period time.
4. Last resort: When a child's behavior is continually upsetting or dangerous to others, or myself a conference will be called with the parents. If the problem cannot be resolved, childcare will have to be terminated.

Cleanliness: Your child must be clean and free of odor each day when he/she arrives.

Health Policy: A sick child should not be in daycare. A child is considered sick if suffering From any of the following: High fever, vomiting, diarrhea, rash, sore sore throat, eye infection, and any behavior that is not normal, such as constant crying, lethargy, sleeplessness.

Clothing and Misc: Parents should supply an extra set of clothes, all diapers and outwear. A special toy, blanket or favorite item from home gives your child a sense of security and helps at naptime.
Note: Please update clothing with the changes of the seasons and your Child's growth.

Food Supplied: Parent _____ Provider _____

For Services rendered to my child _____, I _____,
The undersigned, have read and do agree to abide by all the terms, conditions and procedures of this contract between myself and _____.

At this time, I am agreeing to pay for the daycare services of _____ the sum of \$ _____ per day/week until further notice. I understand that if I fail to pay any and all parts of my agreed fee, childcare will be immediately terminated.

Parent Signature _____ **Date** _____

Daycare Provider _____ **Date** _____

