



Peachtree Family Day Care Financial Policy Agreement

License capacity

14 total children allowed.

Hours of Operation

Peachtree Family Day Care is open from 8:00 AM until 6:00 PM Monday through Friday. Hours of care will be contracted from child to child.

The Peachtree Family Daycare is closed on Saturdays and Sundays and on the following holidays:

<i>Labor Day</i>	<i>Christmas Eve and Christmas Day</i>	<i>President's Day</i>
<i>Thanksgiving Day</i>	<i>New Year's Eve and New Year's Day</i>	<i>Memorial Day</i>
<i>Friday After Thanksgiving</i>	<i>Martin Luther King's Birthday</i>	<i>Independence Day</i>

- The Peachtree Family Daycare closes early on Christmas Eve and New Year's Eve (close at 1:00 PM). If it happens where Christmas falls on a Saturday, we will have the Friday before off and if it falls on a Sunday, we will have that Monday off. No adjustments in fees can be made for these holidays since the cost has been calculated into the fee schedule.
- The above are paid holidays for Peachtree Family Day Care if they fall on a contracted day for your child. In addition, Peachtree Family Day Care may close for 1 week of paid vacation per year and 10 personal days (no charge) per year. Notification of at least 2 weeks will be given prior to any closed days, with the exception of emergencies or illness. Please have a backup childcare provider for these occasions. Peachtree Family Day Care is not responsible for finding alternate care for your child. In the event that we will be away for a period of time less than three hours (Doctor appointments, errands, etc.) substitute care will be provided by my licensed assistants.

Payments

Our payment policy is "PAYMENT IN ADVANCE" for childcare services. Payments may be made by cash, check or money orders.

Rates per child:

The full amount of tuition per week is \$300.00 or \$1,200.00 per month.

Matters of Money:

All payments are due by 6:00 PM on the chosen day prior to childcare services being provided. After 6:00 PM, the late fee of \$ 35.00 will be assessed. If payment is not made within 3 days at drop off, your child will not be accepted into care

until payment, including all late fees, is made. If a period of 1 week passes without payment received, the contract will be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, day of loss wages, cost fees, childcare fees, legal expense costs, any collection costs and any other expenses reasonably related to the collection efforts for debt amount. Cash or Check is accepted and a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first month of the New Year. A fee of \$20.00, plus any additional costs we incur, will be charged to you for a returned check. All future payments will then be made by cash. Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted. The contract is a legal document obligating us to provide a service for you and obligating you to compensate us for that service. There are other requirements in the contract. We urge you to thoroughly read the contract and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms. A deposit fee equal to one (1) week's contracted fee will be collected on or before the first day of the child's attendance. You will receive this deposit back after the first 6 month of childcare. Payment of the weekly rate will be charged for any extended leave due to illness or maternity leave, etc. You are welcome to send your child for a period of time equal to the payment received. A position at Peachtree Family Day Care will be considered open until a contract is signed and the deposit fee is received. If care is to start more than 2 weeks in the future, a fee in the amount of 50% of the regular rate must then be paid weekly or the position will not be held open. This fee is non refundable and may only be used for 1 month.

Policies and Procedures

Sick Days/ Vacations

In the event that your child is ill and needs to miss a day, please call 1 hour before arrival time. Parent agrees to provide two (2) weeks notice prior to any vacation time. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness etc., up to 2 weeks per year. Full payment must be received whether or not child attends.

Sign-In and Out

Whenever you bring or pick-up your child at the childcare site you must go into the site and sign your child in or out on the roll sheet. We cannot be responsible for your child unless they are signed-in and out. A full signature is required.

Authorization to Pick-Up Child

Only persons that you authorized in writing may pick-up your child. This is for your child's protection. We will question anyone who is unfamiliar to us and check for authorization to pick-up a child. Anyone without proper authorization will be stopped from taking a child. If someone else is picking-up your child, you can save them the trouble of being questioned if you notify us in writing. If custodial restraints are in effect you will need to provide us with a copy of the court order. Otherwise children will be released to the natural parent.

If your Child is going to be picked-up from school by any of our members proper notification must be placed with the school office by the parents. It is parents responsibility to notify us of any change in child schedule (short days, school holidays, field trips, etc.).

Late Pick-Ups

Please pick-up your child by 6:00 PM. There is a late fee of \$ 5.00 for each fifteen-minute increment or portion thereof that you are late in picking up your child after 6:00 pm. Late fees must be paid before your child may return to the childcare the next day.

Termination of Care

Care can only be terminated with 2 weeks notice by the parent. We reserve the right to immediately end care for non-payment, failure to respect us, our home/place of business, our neighborhood, behavior of the child, which is harmful to the physical or emotional well being of the other children, or failure to abide by our policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends. Please be advised that your scheduled daily rate will apply until you notify us that your child will not be returning.

***Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to and/or caused by your child - intentionally or otherwise. Also, Peachtree Family Day Care reserves the right to refuse service to anyone at any time. Any unused funds will be returned.

Health Matters

Illness:

The Peachtree Family Daycare should be notified regarding the nature of the illness and, also, the day the illness first appeared when your child has a communicable disease.

Any time the child will not attend the program call us between 8:00 AM – 9:00 AM to notify us of your child's absence. We need to know where your child is everyday for his/her safety and accountability. *It is very important that we be notified when your child will be absent.*

Under no circumstance is a sick child to attend Peachtree Family Day Care. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare home are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

- Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100°F or higher measured orally or 101°F or higher measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice.
- We reserve the right to determine whether a child should remain in the home where illness is a consideration.
- Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately.
- The sick child will, if possible, be isolated from the other daycare children to minimize exposure.
- If the parent cannot be reached, the person designated as the emergency contact will be notified.

Communicable Diseases (i.e. chicken pox, measles): Please let us know if your child contracts a communicable disease so that other parents may be informed. Your child may come back when cleared by a doctor. For chicken pox, all of the spots must dry.

Lice: If your child is found to have lice, you will be called to pick up your child since they are highly transmittable. Before your child comes back his/her hair needs to be free of lice, as well as the eggs. Please thoroughly clean wherever your child puts his/her head – car seats, sofas, towels, pillows, etc. to stop the infestation. We will also take steps to treat the site (rugs, mats, etc.).

Medications:

No child will be given any medication, prescription or over the counter, unless written permission is given by the parent. Prescription medication shall have the child's name, name of medication, Doctor's name, name of pharmacy, prescription

number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. We have Permission to Administer Medication forms to be filled out each time your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents.

If Your Child Becomes Injured At The Site:

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If your child is injured we will take whatever steps are necessary to obtain emergency medical care of warranted. These steps may include, but are not limited to the following:

1. Attempt to contact apparent or guardian.
2. Attempt to contact you through any persons listed on the emergency information you completed for us.
3. If we cannot contact you, we will do any or all of the following:
 - a. Call an ambulance
 - b. Call a paramedic
 - c. Have the child taken to an emergency hospital by us.

All costs associated with injuries to the child will be the responsibility of the parent, unless we have been found to be negligent.

Emergencies

Fire:

There is one fire extinguisher located in my home. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

Power outage:

There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat.

Earthquake Preparedness

As part of our safety and risk management plan, each child enrolled needs to have an earthquake kit. As much as we hope an earthquake doesn't happen, we want to be prepared if it does. The Childcare site will store your child's individual kit and return it to you for replacement contents in kits once a year.

Below is a list of articles needed for the earthquake kit, as well as an emergency information sheet. These should be put into a large Ziploc bag with your child's name on it. Every child in our program must have a kit within two weeks of their start date. We would appreciate your cooperation in returning the kit as soon as possible. Thank you for your help and understanding to make Peachtree Family Child Daycare a safe place.

- Emergency Information Card
- 2 High Fiber Bars
- 2 Small Canned Juice
- 2 Small Packages of Raisins, Nuts, or Trail Mix
- 2 Small Cans of Tuna, Vienna Sausage or Other Protein Source
- 1 Mylar Blanket (available at most sporting stores)
- 1 small 1st aid kit
- A Picture of The Child's Family
- Medication Supply for two days (only if necessary)

- 1 Small Pack of Wet Wipes
- 1 Small Toy, Book, etc.

Supplies

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

1. Complete change of clothing (more if we are toilet training). This includes shirts, pants, socks, and underwear.
2. Any over the counter medication that you may wish to be used. This must have the child's name on it. Remember, I will always ask your permission before administering.

FOR CHILDREN YOUNGER THAN 18 MONTHS (and those not yet potty trained and/or weaned from the bottle):

1. Diapers or Pull-ups, 1 full package. They will be stored in your child's cubby and I will notify you when the supply is low.
2. 1 box of baby wipes.
3. 2 bottles and 1 pacifier and pacifier fastener to be left here. It will not be necessary for you to send bottles daily.
4. 2 changes of clothing (T-shirt, sleeper, outfit, and socks). Careful attention must be paid to maintain current sizes left here. We will launder these as needed and notify you when more are needed.
5. Any cream, powder, etc. that you wish us to use.
6. Baby Tylenol if you wish it to be used.

Note: If you prefer not to supply these items to be left here, you may send them daily in a diaper bag. The option of leaving these items here is for your convenience and is not required. However, all of the above items are required for us to care for your child, so they will need to be brought daily. Again, if you choose not to supply us with the required items, we will purchase them for you and you will be responsible for the cost.

Guidance:

Some people call it discipline, we prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at Peachtree Family Day Care - even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers will be redirected to another activity. Older children will be given time outs depending on the severity of the offense (almost always 1 minute per year of age, never to be more than 15 minutes). If a child becomes a persistent behavior problem, we will address it with you and we will try to resolve it together. **AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET OR ANY OTHER ACCIDENTS.**

House Rules

1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
4. No picking up babies or toddlers.
5. No leaving the house or yard without permission (no one is allowed outside without adult supervision, even when parents are here).
6. No name calling, yelling, foul language or teasing—everyone deserves to be treated with respect.

Pets:

Peachtree Family Day Care has one dog, Dart. He is a kid-friendly, lovable creature that's a kid himself. He has been certified as healthy by a veterinarian and is current on all immunizations. Dart will be isolated from the child-care areas during times of business AND non-business. We believe that child-pet interaction is a positive aspect in child development. Hence, occasional such interactions will be permitted to children who's parents so desire.

Dress Code:

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting, we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident. We do not supply clothing for day care children. If the child has no spare clothing, the parent will be called to bring some.

Water Play:

We have a sprinkler for summer water plays. We require a permission slip signed before the child is allowed to play in the water if we use a small wading pool. A swimsuit will be requested for these days. Our property includes a fenced large-size swimming pool, which will be locked during business hours.

Toys:

Please do NOT send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. Peachtree Family Day Care assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy our toys or other property through misuse or willfulness, the parent will be required to replace it.

Rest Period:

All children under the age of 5 will have a rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick ups or visits during this time to lessen disturbance to the resting children. All children will rest on their mats with individual linens.

Toilet Learning:

We will assist you in toilet training your child with the understanding that it will be successful only if we work together. We will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in easy on/easy off clothing until they are able to completely undress and dress themselves. We require at least five (5) complete changes of clothing during Toilet Learning. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Holidays/Birthdays:

We honor major holidays and all children's birthdays. If you would like to bring a special treat (no homemade treats please) for the children, please arrange this with the provider. You are more than welcome to participate in ANY activities we have planned.

Transportation:

Because this business is run out of our home, it may become necessary to transport your child due to unforeseen emergencies. In these situations parents will be notified with a phone call. In the case that the parents can not be reached, a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will always be notified prior to any outing from Peachtree Family Day Care and reserve the right to refuse. If we do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Child Abuse/Neglect

We are required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in our home. Any request to use physical punishments by the parents will be noted in the child's file along with a written refusal from Peachtree Family Day Care, signed by the parent and provider.

Confidentiality

The information you supply to Peachtree Family Day Care will be kept confidential. We will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form.

Changes to Policies

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Non-Discrimination

As license providers, we shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

**I HAVE READ THE ABOVE AGREEMENT AND AGREE TO THE TERMS OF ENROLLMENT
FOR THE CARE OF MY CHILD**

Parent's Signature

Date

Child's Name