



LIC. 015701078

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MANUAL/CONTRACT FOR PARENTS

This contract is made between the Parents and the Provider for _____ care at Bright beginnings Family daycare.

Registration date:_____

Child's full name_____

Date of birth_____ Age:_____

Home phone number:_____

Home address:_____

Parent/Guardian Full Name: _____

Email Address:_____

Home Phone #:_____

Home Address:_____

Work Address: _____

Work Phone Number: _____

Workplace_____

The child lives with: Mother ____ Father ____ Both ____ Other ____

Initial 1. REGISTRATION

There will be a 2 week trial period to ensure a suitable match between child and environment, in which either party may terminate this agreement, for any reason, fees paid will not be refunded if this occurs. We must have all forms completed and returned, and pay one month's tuition, before any child can receive our service. The information on these forms must be kept up to date. If there are any changes, parents hereby agree that they will notify the provider immediately.

Initial 2. TUITION AND FEES POLICIES

The payment rate will be \$____ per month, starting from the first day the infant or baby begins their stay in daycare. Accepted payment methods: cash, personal or cashier's check, and electronic payment.

- Zelle Payment:(408)-413-7739

- Checks payable to: Alexandra Puntiel Pinales

o There will be a \$40 fee for any returned check plus a \$5.00 per day late payment fee. After the first bad check, cash will be required.

- Late Fee All tuition must be paid in advance of services provided. Online and in-home tuition payments are due on the last Friday of the month or before the close of business hours. A late payment fee of \$5.00 per day will be added if payment is not received by Friday at 7:00 pm. Continued late payments will result in termination of our contract.

Customers are responsible for paying all late payments, late fees and one month notices even after termination of child care. Customers will also be responsible for all court, attorney, and collection agency fees associated with collecting regular payments, late payment fees, and one month notices.

- Late pick-up fee A late pick-up fee will apply when a child is left outside of daycare operating hours. Late arrival does not justify late departure. A late pickup fee will be charged as follows:

If the child is picked up during a 5 minute grace period, there will be no late fee. Once this grace period has expired, late fees of \$1 per minute will apply.

We will call your emergency contact after the first 15 minutes have passed, if no one picks up your child before 6:30 pm and I do not hear back from you or your emergency contacts, we will need to notify Protective Services Childish.

- Note: Bright Beginnings Family Daycare reviews a tuition increase annually. Once increases have been decided, parents will receive no later than 30 days' notice of their new tuition rate.

- No refunds or adjustments are made for absences, holidays, public health emergency closures or illness.

____Initials 3. DEPOSIT

A two-week tuition deposit will be collected before your child begins the program. The deposit applies to the first two weeks of care. The deposit is non-refundable.

____Initial 4. HOURS AND DAYS OF OPERATION

Care will normally begin at ____a.m. and ends at ____p.m.

(Maximum 9 hours). Normal business hours are 7:00 am to 5:30 pm. To ensure your child's safety, only you can pick them up. Parents must call if someone else is picking up the child. Proper Identification All others will be asked to pick up children. Please be punctual to pick up your child every day.

____Initial 5. PROVIDER VACATIONS/SICK DAYS

We will be closed on the following paid days: A space is reserved and tuition paid for your child is 52 weeks per year.

- Martin Luther King's day
- President's Day Memorial Day
- DAY June 19
- Summer vacation (one week)
- Independence Day
- Working day
- Day of race
- Veterans Day
- Thanksgiving
- Christmas holiday observed
- New year observed
- Winter holidays (two weeks)

Any day we are closed or your child is not in attendance due to illness, vacation, closure due to public health emergency, etc., will be a paid day. Have a backup child care provider for these occasions. Bright beginnings Family Daycare is not responsible for finding alternative care for your child. Providers will take three weeks of (paid) vacation per year (summer and winter), one week in summer and two weeks in winter; We will notify you of the dates at least two months in advance.

Initial 6. TERMINATION PROCEDURE

Either the parent or the provider may terminate this contract by giving one month's written notice of the termination date. Parent payment is due during the notification period whether the child attends or not. The provider may terminate the contract without notice if the parent fails to make payments when due.

Initial 7. HEALTH

a) Disease

The health department requires us to keep children home if they are sick. The child cannot attend family day care if he or she has any of the following symptoms:

- Child with rash due to food allergy.
- Vomiting
- Pink eye
- Any parasitic infestation (lice, scabies, etc.)
- Chicken pox, measles, rubella, etc., until all blisters have dried and crusted over, usually about 6 days after the rash starts.

- Fever of 100.1 F or higher or Diarrhea, required to stay home for 24 hours after fever has subsided or diarrhea has stopped.

A child who is too ill to remain in care will be isolated from other children.

Parents will be notified of their child's illness and must pick them up within 60 minutes. Back-up childcare should be planned in the event of illness, if any of the above symptoms develop during childcare you or someone you know will need to pick up your child. We are responsible for the health of many children, so we must follow health department guidelines regarding illnesses.

b) Medication

If your child takes antibiotics, they will remain contagious for 24 hours after the first dose of the medicine and will not be able to return to daycare until this period has passed. We cannot give medication to a child unless we have signed the parent's permission. Request a form to sign if you need one.

c) Medical Emergencies

We do our best to keep your children safe through supervision and child protection, minor injuries such as scrapes and scrapes are inevitable when children play, these injuries will be treated with antiseptic and plasters, and if a child injury or illness occurs emergency, we will contact you. immediately. If we cannot reach you, we will call someone you have given us permission to call.

Initial 8. SUPPLIES

Parents are responsible for supplying: bottles, formula, baby food, diapers and wipes, sunscreen, diaper rash ointments, and any other supplies your child may need. Provide a sleeping bag/blanket swaddle and a mattress cover/sheet; These are taken home on Friday to be washed and brought back clean on Monday. You must have a complete change of clothes at daycare. Toys from home are not allowed.

Initial 9. MEALS AND SNACKS

We will provide you with nutritious meals and snacks; If your child takes formula, he or she will need to provide his or her own formula.

Initial 10. Daily communication

We strive for a high quality level of service and will provide you with lots of information about your child's day. Information about the day includes (but is not limited to) foods, bowel movements, activities, behavior/mood, and times/duration of naps. Providers will text you photos/videos throughout the day.

Absences - Text or call the provider if your child will be absent from daycare.

Promotional material on social networks.

I (parent) give my permission: ____Yes ____No

By signing this contract, parents agree to comply with the provider's written policies. He
Provider may modify policies by providing parents with a copy of the new or modified
policies.

_____ Parent/Guardian Name	_____ Parent/ Guardian Signature	_____ Date
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_____ Bright beginnings Family Daycare	_____ Date
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