

Family Child Care Agreement – Contract

Laura Doherty

925.216.2136

5701 Phelps Luck Dr., Columbia, MD 21045

OCC Registration 162216

Parent Handbook

1. Why Choose My Home Daycare Program?

- I provide a loving home with a smaller group of children than most daycares, where your child can learn, grow, and receive the attention and love your child deserves. Moreover, my program infuses education in all aspects of the daily routine through the use of reading, history, science, mathematics, art, cooking, etc.
- I am a certified K-6, 4-9th Mathematics, 9-12th History Teacher. I will use this knowledge and experience to help develop your child's mind as a learner and as a future or current student.
- Nutritious and healthy meals will be provided to the child as well as education on why it is important to eat healthy.

2. My Responsibilities to You is to...

- Provide a loving, safe, clean, and educational environment for your child to learn and grow in.
- Provide children with access to learning materials ranging from books to arts and crafts.
- Provide healthy foods as well as explanations to why eating healthy is important for the child.
- Provide daily interactive play with educational toys and with other children in order to explore, learn, and develop skills, such as social, cooperation, and fine and large motor skills.
- Notify you of any illness or injuries that may arise with your child and/or other children within the program.
- Provide you with proper and professional communication about your child's day while in my care.

3. Your Responsibilities to Me is to...

- Sign in and out you child using the sign-in book each day your child is present in my care.
- Provide all necessary paperwork.
- Keep up to date with child's shots and provide copies for my records.
- Paying fees on time each Friday (or last scheduled day of the week) at drop off or pick up of your child.
- Drop off and pick up of your child during the time decided upon.
- Keeping child at home if s/he displays signs of illness and providing provider with notification of decision.
- Provide all necessary needs to keep child happy for the day (diapers, wipes, cloths, formula, etc.). No extra toys.

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- Provide appropriate clothing and accessories for the weather (summer: sunscreen, hat, etc.; winter: gloves, hat, jacket, boots, etc.)

4. Tuition and Fees

Infants (0 to 2 years) - \$250 a week

Toddlers (potty trained 2 to 5 years) - \$200 a week

Before and After School Care (5 and up) - \$150 a week

- School age children: I will charge \$15 per day additional if child is in need of full day-care because of a school holiday, etc.
- I will include homework help, tutoring, technology time as well as additional educational practices (reading and mathematics based upon age) as needed.

5. Standard Rates and Payment Policies

- Please call ASAP if you child is going to be absent or late (925.216.2136)
- Payments can be either check or cash (a receipt will be provided in either case).
- Payment is due on each Friday for the coming week's care (or the business day prior if the daycare program is closed on a Friday). In doing so will allow me to purchase food and supplies needed for the upcoming week.
- **A late fee of \$20.00 per day** will be charged if payment has not been received by its due date.
- In the event of a 'bounced check', you will be charged the actual bank fee, and a \$50 fee. Future payments must be made in cash. A bounced check can be a cause for termination of this contract.

6. Late Pick-Up Fee

- A late pick-up and/or early drop-off fee of \$1.00 per minute for each child maybe charged to the parents/guardians for every minute before/after scheduled drop off or pick-up time. If you need to adjust your pickup and drop off times, please inform me.
- If you are going to be late picking up your child, you are required to inform me of who will be picking up your child (either through written/signed note or a text if needed for emergency purposes only). If after 15 minutes you and/or the allowed person have not picked up the child, I will contact your emergency contact to come and pick up the child.
- Late fees have to be paid in cash before any more care is provided.
- If an hour has passed and no one has picked up the child, I reserve the right to call the authorities.
- Children left at the childcare without proper permission by the provider, the provider reserves the right to report the child to the authorities as an abandoned/neglected child.

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7. Registration Fee:

- A registration fee is required, which is non-refundable, to hold your child's 'spot' until his/her schedule start date. The fee will be equal to one week's fee, which will be applied to the last week's payment once an end date has been decided upon. If your child is unable to start on their assigned start date, the fee is forfeited and the 'spot' will be given away.

8. Holidays/Snow Days

- If regular weekly fees are not paid following the child's allotted 5 days of absences, the provider may or may not accept the child(ren) back into care upon their return.
- Please have an adult substitute who will be willing to care for your child during the times I am not able to provide childcare (emergencies, holidays, vacations, and sick days).
- **Snow days: I will be open even if the county/schools are not on snow days. As long as you are able to get to my house safely, your child may attend the daycare during regular scheduled hours. Please call and inform me of your decision.

9. Illnesses

- The State's daycare regulations states the provider or substitute may not allow a child to enter or remain in care if the child is exhibiting symptoms of acute illness such as, but not limited to (1) vomiting; (2) fever; (3) seizures; (4) severe pain; or (5) diarrhea. Under such circumstances, the parent will notify the provider of the child's illness and make other child care arrangements. If such symptoms should arise while the child is in my care, the parent will be notified immediately so that arrangements can be made for the child to be picked up by the parent or by another authorized person within one hour of being notified. (It is your responsibility to have arrangements in place for someone to pick up a child that becomes ill)
 - Child is only allowed to attend the daycare program if and only if the child can fully participate in daily activities.
 - On some occasions a doctor's note may be required to accept the child back in care.
 - Immunizations should be scheduled for the afternoons or on the day a child is off. I will not accept a child who has been administered immunizations on the same day.
 - If a child has been prescribed an antibiotic, s/he will be required to be on the antibiotic for a complete 24-hour period prior to returning to the program.
- State's regulation also prevents a Daycare Provider from administering prescription and/or non-prescription medication without a written doctor's

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authorization. Prescription medication can only be given when contained in a prescription bottle bearing the child's name, directions for use, and physician's name and current date.

- Any medication provided to a child within the last 24 hours must be recorded on the sign-in sheet when dropping off your child. Failure to do so may result in termination of services by the provider.

10. Discipline Policy

- The discipline policy focuses around helping children develop inner controls, how to be safe, and make smart decisions.
- The provider and/or substitute are not permitted to use any form of physical punishment, including spanking, hitting, shaking, etc., that can cause physical harm to a child.
- The provider and/or substitute are not permitted to single out a child and/or threaten harm to the child or the child's family, and may not degrade the child.
- The techniques that will be used by the provider and/or substitute to correct a child's behavior/discipline will include Positive Guidance, Setting Clear limits/expectations, 'Talk it Out', and/or Redirection.
 - **Positive Guidance:** Provider/Substitute will give child a positive idea for him/her to improve his/her behavior.
 - **Setting Clear limits/expectations:** Provider/Substitute will explain to the child what s/he is allowed and not allowed to do throughout the day to help prevent disruptive behaviors.
 - **'Talk it Out':** Child will discuss his/her feelings using "I" statements. Then the child will brainstorm ideas about the different ways s/he could have used that could have prevented the situation.
 - **Redirection:** Provider/Substitute will redirect child's attention onto another activity, toy, etc., to stop the unwanted behavior.
- If a child is disruptive to the materials around him/her and/or other children then the child may be asked to separate him/herself from the group to work alone. When the child feels s/he is able to return to the group as a positive member then s/he can return.
- Whenever a child has been disciplined parents will be informed of the actions and/or strategies taken and the results.

11. Food

- It must be clearly established which meals the child will receive at the provider's program and who will furnish the food for those meals. In either case, meals must be balanced and nutritious.
- Please provide me with any and all information about food and/or drug allergies.
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Meals Served	Supplier of Food	Time Served
_____ Breakfast	Parent or Provider	_____
_____ a.m. snack	Parent or Provider	_____
_____ Lunch	Parent or Provider	_____
_____ p.m. snack	Parent or Provider	_____

12. Clothing/Supplies

- The parent will provide the following items of clothing: At least one extra set of clean clothing, such as underclothes, shirts, pants, socks, sweatshirt etc., should be provided at all times. Please send boots when ground is wet, muddy or snowy and mittens and an appropriate jacket when it is cold. Please mark your child's name on extra clothing.
- The parent will provide a bag/backpack with the needed materials/supplies to assist the child for the day (diapers, wipes, mats, bottles, cloths, etc.,)

13. Naps

- All children will be provided with a naptime following lunch. At naptime, each child will have his/her own clean sleeping cot with his/her blanket (infants will be in port-a-cribs with fitted sheets). Please try not to pick up/stop by during napping times.
- All infants will be placed on their backs to sleep to help prevent SIDS unless an alternate sleep position is requested for a medical reason with a written note from the child's health professional.
- All children will be physically monitored at least every 15 minutes per the CCA regulations.
- Soft materials and blankets will not be placed with infants while they are sleeping.
- Children will be expected to sleep and/or use this time to rest quietly.
- Children are not allowed to bring any additional toys to childcare except for one blanket or stuffed animal to sleep with during naptime.

14. Potty Training

- Please do not request me to help in potty training your child until s/he has experienced a long period of training within your home. As a result of this, your child will need to remain in pull-ups or training diapers until s/he has been accident free in your house for a period of at least four weeks.
- Weekly rates may be decreased once child has been potted trained.

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15. Daily Schedule (All-Day Care)

7:00-8:00AM	Free play: toys, books, games, etc.
8:00-8:30AM	Breakfast
8:30-9:30AM	Art: Coloring, play dough, arts/crafts, etc.
9:30-10:30AM	Math/Science: through games, toys, books, outdoor, etc.
10:30-11:00AM	Outside/Playtime (park, walk, etc.)
11:00-11:30AM	Lunch/Clean up
11:30-12:00 PM	Story Time
12:00-2:00 PM	Nap Time
2:00-2:30PM	Singing/rhymes/poems/books
2:30-3:30PM	Outside play/Free play
3:30-4:00 PM	Snack Time
4:00-4:45PM	Free play: toys, books, games, etc.
4:45-5:00PM	Clean up and get ready to leave

Daily Schedule (Before and After School Care)

6:00 – 8:00AM	Breakfast/clean up, brush teeth, finish up homework, and get ready for school.
2:30 – 3:00PM	Snack, clean up, bathroom break, and take out homework/supplies.
3:00 – 4:00PM	Homework help, tutoring, and additional math/reading activities (flash cards, games, activities, worksheets, etc.)
4:00 – 5:15PM	Continue/finish homework and/or work on computers (typing, word processing, school websites- math/reading, research, homework practice, etc.,).
5:15 – 5:45PM	Activity time (student chooses): Reading, writing/drawing, additional computer time on educational websites, outside play/games, cooking, science, games, arts/crafts, etc.
5:45 – 6:00PM	Clean up and get ready to go home/relax.

16. Safety

- Fire drills will be practiced and recorded once a month. The meeting place will be in the front of the house. All children will be taught the expectations and what they should do and where to go during a fire.
- I am certified in CPR, First Aide, and SIDS. In case of an emergency in which I can help, I will provide the necessary aide. If required, I will notify the police department and your child will be transported to the nearest hospital. All costs in emergency treatment, including ambulance, will be your responsibility. I will notify you as soon as possible in case of an emergency.

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- If you child gets a scratch or scrape, it will be treated with soap and water and the child will be given a band-aide.
- The house has been fitted with socket covers, smoke/carbon dioxide detectors, fire extinguishers, safety bumpers, and all hazardous materials are locked up and out of children's reach.
- Outdoor Play: There is a pond located behind my property along with a tot and lot play area. I will be holding outside play in either the back or front area of my property or at the tot and lot. In either case, children will be taught and trained not to go near any form of water/streets unless an adult is by his/her side. Furthermore, children will ALWAYS be under extra careful supervision when outside no matter if the child is or is not near water/streets.
 - Sunscreen Authorization: you will give permission for me to apply/assist in putting sunscreen onto your child when needed. The parent is required by MSDE to provide the sunscreen. (See permission slip form).
- Child Abuse: as required by the state of Maryland if I suspect your child is being abused in any way, I am responsible to report it to the proper authorities.
 - I will write down the date and time I noticed the suspected abuse as well as the location on the child's body. Furthermore, I will record the parent's explanation for the child's injury. Lastly, I will question and record the child on how s/he got injured. All records will be kept in your child's folder.

17. Parents Please DO NOT

- Double Park (block other cars in the parking lot from leaving).
- Park in a reserved space or in the fire lane.
- Leave children in the car unattended.
- Leave your car running when an adult is not present.
- Smoke in my house.
- Bring pets into my home.

18. Day Care House Rules (please review with child)

- No fighting, hitting, biting, pushing, and/or hurting another child for any reason.
- No breaking toys and other program's supplies on purpose (parents will be asked to reimburse the provider if this happens).
- No rough housing indoors (jumping, running, wrestling, etc.)
- No children outside without adult supervision.
- No foul language, name-calling, and/or teasing.
- Always wash hands after playing outside and/or before/after eating.
- No toys from home except for nap time.

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19. Authorized Persons to pick up child

**If a person is not listed, I, the provider, will NOT allow the child to leave my care unless I have a signed note or a text for emergency situations from the parent and/or guardian stating it is okay for the person to pick up the child on this particular date, which I will keep for my records..

***Government issued PHOTO ID will be required for pick up.

***If an authorized person who maybe under the influence of alcohol or drugs, the appropriate steps will be taken in accordance with MSDE regulations prior to picking up a child.

- Name: _____
 Relation to child: _____ Phone Number: _____
- Name: _____
 Relation to child: _____ Phone Number: _____
- Name: _____
 Relation to child: _____ Phone Number: _____

Unauthorized Persons to pick up child: (A signed copy of the court order restricting a parent's access must be on file with the provider.)

- Name: _____
 Relation to child: _____ Phone Number: _____
- Name: _____
 Relation to child: _____ Phone Number: _____
- Name: _____
 Relation to child: _____ Phone Number: _____

20. Signing In and Out

- Each day the parent and/or guardian and/or acceptable person listed above needs to sign in and sign out the child with his/her name printed and initialed, time, and date of drop off and pick up.
- School age children will be able to sign themselves in, but parents will need to come and pick up their children as well as sign them out each day.

21. Unannounced Visits and/or Phone Calls

- Parents and/or guardians are more than welcome to stop by the daycare at any time during regular business hours unannounced. If you do call and I am preoccupied, I will call you as soon as I can. If it is an emergency please leave a voicemail and/or text indicating so and I will call you ASAP.

22. Termination Policy

Reasons for termination may include, but not limited to:

- Failure to pay, pay on time, and/or have a check 'bounce'.
- Lack of parental cooperation, respect, and/or false information provided.
- Consistent late drop offs and/or pick-ups.

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- Any type of abuse to another parent, guardian, person, child, and/or myself

23. Other

- A two-week trial period will be provided for both the parents/guardians and provider to decide if the day care environment meets the needs of the child. At any time during the two-week trial period both parties (parents/guardians or provider) have the right to cancel the contract.
- Parents are required to read the Parent's Guide to Regulated Child Care, which can be found on the following website <http://www.msde.maryland.gov/NR/rdonlyres/84577FAC-09F7-4933-8A9C-649D7CB04678/14988/ParentBrochureMSDEDecember2007.pdf>
- Each calendar year, the provider reserves the right to raise dues up to 3%.
- Your child may not start in the day care until all papers are submitted:
 - Signed Contract
 - Emergency Card
 - Health Inventory & Medication Form
 - MD Dept. of Health and Mental Hygiene Immunization Certificate
 - Asthma Medication Administration Authorization form (if needed)
 - Parent's Guide to Regulated Care: documentation (signed) on or before the date of a child's admission to care, the child's parent was given, or was advised how to obtain, the consumer education pamphlet on childcare supplied by the office.
 - All About Me Form (provides information about your child)
- There are pets within the provider's program, which will be kept separate at all times from the children. These pets include two dogs and one cat in which all have updated rabies vaccinations.

24.

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