



## Mission

Welcome to Radix Childcare. Radix Childcare is a fun, safe place for your child to laugh, learn, create, and play. I believe in the value and uniqueness of each child. My program experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As a caregiver and educator, my mission is to provide a safe and developmentally appropriate learning environment which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

## Philosophy

My program is built around the concept that children are born ready to learn. As a caregiver, I strive to create a learning environment that is safe, stimulating, and encouraging. Radix Child Care provides age appropriate activities that are designed to stimulate the emotional, physical, creative, social, intellectual, and physical by strengthening growth and your child's fine motor skills. At Radix Childcare, equal educational opportunities are available for all children without regards to race, color, national origin, gender, age, ethnicity, religion, disability, or anyone requiring special health needs. Educational programs are designed to meet the varying needs of all students. We welcome all children and support a responsive learning environment and developmentally appropriate learning experiences that support the full inclusion and participation of every child. Children of all special healthcare needs, disabilities, and developmental abilities are accepted.

- Children develop knowledge of their world through active interaction with the caregiver, materials, and events.
- Learning is sequential building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child. Children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings and depends on parent involvement and caregiver guidance.

The terms and conditions within this contract, as below, have been agreed upon by Radix Childcare, LLC located at 822 Herman Way, Sykesville, MD 21784, and

Mr./Mrs. \_\_\_\_\_

Residing at address \_\_\_\_\_

On the \_\_\_\_\_ day of the month of \_\_\_\_\_, in the year \_\_\_\_\_.



### Pickup and Drop-off

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1. My child/children will be dropped off at following timings, Monday through Friday or \_\_\_\_\_ days per week (Please check as appropriate).
  - a. School age kids – 7:00 a.m. (Drop-off), 6:00 p.m. (Pickup)
  - b. Non-school age kids – 8:00 a.m. to 5:00 p.m.

☐ Monday   ☐ Tuesday   ☐ Wednesday   ☐ Thursday   ☐ Friday
2. Children should be picked up at 5:00 p.m. (or 6:00 pm for school-aged children). For late pickups, the fee is \$5.00 for the first minute and \$1.00 for every minute thereafter. Payment is due in cash that evening or the very next morning.
3. Persons authorized to pick up child(ren)  
Name \_\_\_\_\_ DL# \_\_\_\_\_  
Name \_\_\_\_\_ DL# \_\_\_\_\_  
Name \_\_\_\_\_ DL# \_\_\_\_\_

### Parking

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For the safety of the kids and the neighbors, kindly follow the parking rules to use the designated visitor parking area and walk down the sidewalk to the “front door” to drop-off and pick-up kids. In case of urgency or inclement weather driveway could be used one vehicle at a time, as there is only one parking space in the driveway. To wait for the driveway to become free, please make a loop around the house. Please do not park in the street as neighbors will be leaving and coming home from work during the same timings as school pick-up and drop-off time.

### Daycare Forms

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4. Health Inventory Form
5. Emergency Information Release Form
  - As soon as the child is enrolled in daycare, the parent/guardian will be responsible for having the specified daycare forms completed.
  - Forms must be kept current. Daycare provider will provide appropriate forms.
  - Parent(s)/Guarding(s) are responsible for notifying daycare provider of any medical updates, changes in employment, telephone numbers, addresses and hours or days that daycare is needed.
  - Parent(s)/Guarding(s) to update the child(ren) emergency card and immunization forms if there are any changes.



### Rates, Holidays/Vacation, Snow Days, Sick Time Off, Substitutes

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6. **Rates:** The following tuition fee is effective until Jan 30, 2026.

• Infants	Weekly \$ 330
• Full-Day (2+ Years)	Weekly \$ 275
• Before Care	Weekly \$ 150
• After Care	Weekly \$ 150
• Before & After Care	Weekly \$ 210
• Daily Charges	\$ 70/day

\*\* Registration Fee \$ 75/year

A non-refundable annual registration fee is due at the time of enrollment and payable each year. If the child is withdrawn and later re-enrolls, a new registration fee is due at that time.

7. **Deposit:** One week's nonrefundable deposit is due when the contract is signed to be used towards the last week of care.
8. **Due Date:** Payment will be due at the beginning of each week. A late fee of \$25/week will be incurred if the fee is late. Please note, the payment includes holidays, personal, inclement weather, sick days, or regularly scheduled days when children are absent, also including vacation taken by the child's family.
9. **Late Pick-Up Fee:** A late pick-up fee will be incurred if your child is picked-up after 5:00 PM. The fee is \$5.00 for the first minute and \$1.00 for every minute thereafter. Payment is due in cash that evening or the very next morning.
10. **Terminating Childcare:** Parents/ guardians must give 4 weeks written notice prior to the last day of care. Payment is required for this time regardless of whether the child attends and regardless of any other term of this contract.

For termination by the daycare, one week notice will be provided to the parents to make alternate child care arrangements. However, if circumstances exist which in the opinion of the daycare creates an unsafe/harmful environment for the child himself/herself or towards others in daycare, immediate dismissal may occur, and no notice shall be required.

11. **Holidays:** Daycare will **not** be provided on the holidays listed below:

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- Martin Luther King Birthday
- Presidents Day
- Spring Break Week (Including Good Friday and Easter Monday)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Diwali Festival
- Thanksgiving Day



- Christmas Eve and Christmas Day
  - New Year's Eve and New Year Day
12. **Vacation:** Two weeks paid vacation per year. Vacation dates will be discussed verbally.
13. **Snow Days:** When Carroll County Schools are delayed 2 hours, Radix Daycare will open at 9:00 a.m. When Carroll County Schools are closed, Radix Daycare will open at 10:00 a.m. (after reevaluating at 9:30 a.m. to determine if Radix Daycare needs to remain closed for safety).
14. **Sick Time Off:** There are five days for Radix Daycare to use for personal time off and five days to use for sick time off. These days will be used for emergencies, appointments, illness, and other unscheduled events. Radix Daycare will try to give two days' intimation, but in an emergency this may not always be possible. There is no adjustment in your pay for these days.
15. **Substitutes:** Radix daycare may designate a substitute, who is available to care for the children in the main designated staff's absence. The substitute may be used in the event of an emergency or personal leave.

## Nutrition Policy

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16. Radix Childcare believes that nutrition is very important for children's developmental and health needs. It is our goal that every child that attends this program receives two well balanced meals and a snack daily. Morning snack, lunch, and supper is provided daily.

We must also serve fresh fruits, vegetables, proteins, and grains daily. Fresh fruit and vegetables are served at least twice a day. 1% milk is provided to children 2 years old and over and whole milk for children under two at least two times a day. Water is available anytime throughout the day.

- If your child has any special dietary needs, please let me know so that we can take the necessary precautions when meal planning.
- If your child has any allergies, please let me know. We will monitor and accommodate your child's nutritional needs. This also requires a physician signed special dietary needs form that is updated yearly or as needed.



### Daily Schedule, Equipment, Cloths

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17. **Daily Schedule:**

08:00	-	09:00	Arrival, Free Play
09:00	-	10:00	Learning Time/ Art
10:00	-	10:20	Morning Snack
10:20	-	10:30	Clean up
10:30	-	11:00	Circle Time/ Music
11:00	-	11:45	Games/ Outside Time
11:45	-	12:15	Diapering/ HandWashing/ Ready for Lunch
12:15	-	12:45	Lunch
12:45	-	03:00	Nap Time (Kids are required to stay on their cots during this time and sleep or do quite activities)
03:00	-	03:30	Wakeup / Cleanup the Cots/ Diapering
03:30	-	04:00	Art/ Play Doh/ Coloring/ Ready for Supper
04:00	-	04:30	Supper Time
04:30	-	05:00	Free Play/ Ready for dispersal

18. **Schedule Changes:** Please inform at least one week ahead of time of any changes to your child's days of attendance and arrival and departure times.

19. **Equipment:** The parent must provide the following items with appropriate labels:

- Extra clothes (weather suitable)
- Wipes
- 2 Sippy Cups
- Diaper/Pull ups
- Pack N Play Sheet / Cot Sheet
- Small Blanket
- Small Pillow (Optional)

**Change of clothes:** Please check with the Radix Daycare staff to make sure your child has a change of clothes appropriate for the weather.



### Sickness, Behavioral, Discipline, and Other General Policies

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20. **Sickness Policy:** Being a well-child care facility, state daycare regulations prohibit Family Day Care Providers from the child's illness and make other childcare arrangements. If such symptoms should arise while the child is in care, the parents will be notified immediately so that arrangements can be made for the child to be picked up by the parent, or other authorized person. In the case of a common cold where a child reaches a point where he/she requires constant attention, will not play/eat, cries continuously, whines and wants to be held constantly, then it might be much easier to treat the illness at first sight rather than letting it manifest. In such cases we request that the child be well cared for staying at home to recuperate.

Symptoms:

- Fever
- Vomiting / diarrhea in excess of typical infant spit-ups and gag reactions
- Conjunctivitis (pink eye)
- Consistent complaint of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish/yellowish nasal discharge, indicating infection
- Excessive, uncontrolled coughing or runny nose
- Head lice / undiagnosed skin rashes
- Breathing trouble or trouble swallowing
- Gray/white stool
- Other symptoms of acute or contagious illness

Child may return to the childcare after:

- Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications
- In the case of chickenpox, when all the lesions are scabbed over
- In the case of contagious illness, your child should take an antibiotic for 24 hours before returning to the childcare, obtaining written verification from the child's doctor.
- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.
- Whenever the child is sick, seen by a pediatrician and not able to attend childcare for regular 3 days or more due to sickness, the daycare provider will need a doctor's note to return to childcare.

**COVID Regulations:** I follow CDC and local health department guidelines for COVID-19. Just in case if childcare needs to be closed (for quarantine etc.) as per health department guidelines, full payment must be received from parents. To check COVID-19 updates and guidelines please refer to the following resource:

<https://earlychildhood.marylandpublicschools.org/>



21. **Medication & Administration Form:** State regulations also prevent a daycare Provider from administering Prescription or nonprescription medication without written parental permission. Prescription medication can only be given when contained in a prescription bottle bearing the child's name, directions for use, dosage, time to be given and physician's name. A Medication Administration Authorization Form (Form OCC 1216) must be completed and signed by the Parents and Prescriber of the medication.
22. **Behavior and Discipline Policy:** We believe in positive discipline for children rather than punishment. When children exhibit negative behavior, we will:
  - Tell them gently and firmly that their behavior is unacceptable
  - Redirect them (show them what is acceptable)
  - Talk to the child about their behavior
  - Loss of privileges or a time out will be used only as a last measure.
  - Time-outs often give the child a chance to cool off. Time-outs will not exceed one minute per year of age.
23. **Hand Washing Policy:** Children should wash their hands thoroughly with soap and water for at least 20 seconds, before eating, after using the bathroom, after changing diapers, after playing outdoors, and anytime hands are visibly soiled, ensuring proper cleaning of all surfaces including fingers, under nails and back of hands and drying within a clean towel.
24. **Outdoor Play:** It is a Maryland State Regulation that a child must go out to play everyday, weather permitting. We cannot leave the child indoors alone. If the child is not well enough to go outdoors, he/she is not well enough to attend the daycare that day. Fresh air and exercise are very important to a child's good health. Please be sure that your child has appropriate clothing for playing outdoors during all seasons.
25. **Toys from Home:** We discourage children from bringing toys from home because of the potential loss and breakage. Suitable items for "Show and Tell" or sharing times are allowed (small toys only)
26. **Custody Orders:** Certified custody orders must be provided to the provider during the enrollment process. Any changes in custody orders must be provided to the provider immediately.
27. **Potty Training Policy:** Child should be able to communicate their needs, pull down pants, and stay dry for at least 3 weeks. Provider will support the child's potty training process but the parents are expected to start the process at home before daycare. Try to avoid tight clothing, pants with buttons, tight leggings/ jeans or dresses for girls. Children need to wear comfortable clothes during potty training like t-shirts and little loose pants. The child will be encouraged to use potty after every 30 minutes.



28. **Inclusion Policy:** Radix Childcare believes that children of all ability levels are entitled to the same opportunity for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on each child's individual capabilities and needs. We welcome all children and support a responsive learning environment and developmentally appropriate learning experiences that support the full inclusion and participation of every child. Children of all special healthcare needs, disabilities, and developmental abilities are accepted.

At Radix Childcare, equal educational opportunities are available for all children without regards to race, color, national origin, gender, age, ethnicity, religion, disability, or anyone requiring special health needs. Educational programs are designed to meet the varying needs of all students. We will observe the children frequently if concerns regarding developmental delay are discovered, Radix Childcare will notify the family immediately. If your child has an identified special need, we require a care plan to be completed by a healthcare professional as well as IEP/IFSP form completed before your child's first day of attendance.

### Admission and Enrollment Form

Here at Radix Childcare, we are an inclusive program and we do not discriminate against individuals based on disabilities of special healthcare needs. In order to properly take care of your child, we request that a copy of your child's IEP/IFSP is provided at the time of enrollment.

\*\*\*\*\* IEP means Individualized Education Program

\*\*\*\*\*IFSP means Individualized Family Service Plan

\_\_\_\_\_ I agree to provide a copy of my child's IEP/IFSP to Radix Childcare upon enrollment.

\_\_\_\_\_ I do not agree to provide a copy of my child's IEP/IFSP to Radix Childcare upon enrollment.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



Parent Initials \_\_\_\_\_



### Liability

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29. **Liability:** The Daycare agrees to take all responsible precautions against any accidents, and the parents agree to indemnify and hold the Radix Daycare, LLC and its employees/substitutes harmless from any liability in connection for any injuries that may occur.
30. This Agreement will take effect on the date as noted above. By signing the agreement, you certify that you have received a Contract and Policy Handbook and that you agree to respect the policies and procedures outlined within. The provider can review and make changes in policies and prices at any time. Parents/guardians will be notified of such changes in advance.

\_\_\_\_\_  
(Radix Daycare Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)