

Romashka Child Program Contract

****Days and Hours: Monday through Friday, open at 7:30 am and close at 5:30 pm. If something occurs, please notify the teacher if you are not going to be here or if your child will be late.**

This contract is made between the parent(s)/guardians:

_____ name of parent(s)

_____ address of parents(s)

and ***Romashka Child Program*** for the care of the following children:

_____ child's name and date of birth

_____ child's name and date of birth

_____ child's name and date of birth

The payment for care shall be \$_____ per month

and reflects a schedule as follows:

Arrival time 7:30 am and pick up time 5:30pm on the following days:

Monday, Tuesday, Wednesday, Thursday, Friday.

****Payment And Late Fees**

All payments must be received on the 1st of each month. When the first falls on a weekend or a statutory holiday, fees are due on the Friday before. If fees are not paid your child will not be accepted into the program, your spot will be considered opened, and your childcare deposit will be kept as your notice. You will run the risk of your childcare spot being filled by another family. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless of whether or not your child attends.

A **\$5.00 per day** will be charged for late payments. A **\$15.00 fee** will be charged on returned checks and only cash will be accepted thereafter, and you will pay all fees if it causes to have bounced checks.

We also require a **three weeks' notice** prior to removal of your child from daycare for which payment will be made. We will require a deposit for all families.

The deposit will be the amount of two weeks subsidy portion of your fees. This will be refunded when we receive the final subsidy payment for your child care, providing you give us proper notice as required before termination of care, and have no other outstanding fees owed to us. If you don't give us proper notice and/or have fees outstanding, this fee will not be refunded.

PLEASE NOTE: We will not start providing childcare nor will your opening with us be considered saved until this deposit is paid.

****Admission Paperwork**

Before we will assume responsibility of caring for your child WE MUST have the following:

- Signed Romashka Child Program Policy Contract

- General registration information form
- Daycare Medical Form
- Signed Financial Agreement

****Overtime rates are as follows:** For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time.

With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of **\$ 7 per hour** from 7:30 to 5:30 plus **\$2.50** for lunch.

Without advance notice rate of **\$ 8.50 per hour** from 7:30 to 5:30 plus **\$2.50** for lunch.

With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of **\$ 15 per day from 7:00 to 7:30** and **\$25 per day from 5:30 to 6:30**

We provide breakfast, lunch and snacks at no extra charge to you. Breakfast is from 8:00 - 8:30, morning snack is from 10:00 - 10:15, lunch is from 11:45 - 12:15, and afternoon snack is from 3:30 - 3:45. If your child will not be here during those times please make sure they have had their meals. Do NOT let your child bring ANY food unless it is an extra snack on his or her birthday and there is enough for all the children. No gum or hard candy. They will be taken away.

****Safety:** Our first concern is for the safety and well being of the children.

The front and back doors are locked and the yard is fenced -- keep the gate locked at all times.

This is for the safety of your child well as other kids under our care. The kids are not allowed outside the fence or outside front door unless you are with them. Please do not have your child go outside the door (not even to your vehicle) without you. For their safety and the safety of other kids, no gum, hard candy, small toys, etc. are allowed in our daycare.

It is impossible to assure that no child will ever be injured in childcare; however, we do attempt to keep the children as safe as possible.

****Illness:** We are not to take sick or contagious children. We believe the child is contagious or sick the day before they show signs of any illness, so we feel you should use good judgment in bringing your child to daycare. Please keep them home if they are throwing up or have a high fever. If your child becomes sick during the day, you will be expected to pick them up. It is not fair to the other families to have sick children in daycare.

Our Child Care prohibit that exhibits any of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc.

The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

I have the right to refuse to care for a sick child. If your child develops any of the above symptoms

while in our care, you or your alternate will be required to pick up your child immediately.

****Medication:** Furnish us with a note for the prescribed medication on the times to be given. Please do not leave medication in the diaper bag. Make sure teacher get it.

****Potty Training:** The teacher will assist in potty training with the understanding that it will only work if we work together. Your child will not learn if they do not do it while in our care and at home. You must work with your child at home, either during vacation or over a weekend before the teacher will begin potty training here. Clothing should be easy to manage to encourage self-help skills. Buckles, belts, overalls and suspenders when in a hurry to use the bathroom may create a problem. We also require that each potty training child have 6 changes of training pants or pull ups. Extra changes of clothing are also necessary, including socks.

****Supplies:** Diapers, baby wipes, potty training diapers, blanket and pillow for nap, change of clothes. Please mark your child's name on all supplies. Bring child appropriately dressed for the day in play clothes. Bring extra clothes for a change in weather.

****Discipline:** We maintain certain rules in our daycare: i.e., no running, no jumping on furniture etc. If discipline becomes a problem, we will ask you to remove your child from our daycare. We feel discipline is necessary in childcare.

****Vacations and Time-out:** In cases of your potential absence due to maternity leave, summer, or extended leave from your job, we will require ½ of your monthly fees for the entire time of your absence to hold your child's position. We must receive at least a **3 WEEKS written notice** and the leave must be for no longer than a 1 month period during the months September – June and no longer than 2 months from July - August. We will charge you for vacation the first year your child is with our daycare. After that, we will not charge you for one week of vacation time. If you take more than one week vacation, you will pay whether your child is here or not.

****Rates:** We have monthly rates, not daily. You are charged even if your child is not here. You are also charged for legal holidays that we are closed.

We are closed most legal holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day - If Independence, Christmas or Thanksgiving fall on a Thursday, we will also be closed the following Friday.

****Extra Charges:** There is a charge of \$5.00 every five minutes you are late picking up your child, to be paid the same day to the teacher.

We are looking forward to a good working relationship with all our children and their parents. We hope if you have any questions, you feel free to ask and we will do our best to work with you and make your child's experience in our child care a happy one.

I (the parent) hereby acknowledge that I (the Parent) am aware of the conditions stated in the Romashka Child Care Policy, and agree to abide by the above signed policies and requirements in conjunction with the financial agreement and the Agreement for Child Care Services.

Parent full name _____ Parent signature _____

Parent full name _____ Parent signature _____

Romashka Child care providers signature _____

Romashka Child Program Financial Agreement Contract

Deposit

We will require a deposit for all families.

PLEASE NOTE: We will not start providing childcare nor will your opening with us be considered saved until this deposit is paid.

I (the parent) have paid a deposit of \$300 to Romashka.

Payment

All payments must be received on the 1st of each month. When the first falls on a weekend or a statutory holiday, fees are due on the Friday before.

I (the parent) hereby acknowledge that I (the Parent) am aware of the conditions stated in the Romashka Child Care Financial Agreement, and agree to abide by the above requirements.

Parent full name _____ Parent signature _____

Parent full name _____ Parent signature _____

Child care providers signature _____