



# Parent and Provider Contract and Policies

Revised: December 2014

## 1. Philosophy

I believe that children should be allowed to grow at their own pace and to learn in ways that help them become confident in themselves as learners. I have two goals:

- \* to help children learn about themselves and the world around them through play and exploration; and
- \* to encourage children to feel good about themselves as learners.

These goals provide guidance for everything that I do in my program. Children at The Ridge Preschool and Daycare are given the opportunity to explore, experiment, and create in a safe and nurturing environment.

## 2. Non-Discrimination

The Ridge Preschool and Daycare does not discriminate on the basis of race, color, gender, religion or national origin.

## 3. Hours of Operation

The Ridge Preschool and Daycare will generally operate between the hours of 7:00am and 5:00pm Monday through Friday.

## 4. Holidays and Vacations

a. The following are paid holidays for the year:

- \* Labor Day
- \* Thanksgiving Break (See Queensbury public school calendar for dates)
- \* Christmas Holiday Break (See Queensbury public school calendar for dates)
- \* Memorial Day
- \* Independence Day – July 4<sup>th</sup>

b. The Provider will be allowed 4 paid sick days per calendar year. Ample notice will be provided to the parents when applicable.

c. The provider will be allotted two weeks paid vacation time. Provider will notify parents of this time within 2 weeks notice.

d. If your child is scheduled to be attending daycare for a full time schedule (Monday - Friday) you must pay for the entire week whether your child attends daycare or not. If your child is expected to attend daycare, but is absent, payment for that day will still be due.

## 5. Admissions and Enrollment

The following forms are required and need to be completed in full prior the your child's first day:

- a. Parent & Provider Contract & Policies
- b. Medical Statement of child in Childcare (Immunization Form)
- c. Pick - up Authorization Form
- d. Topical Ointment Release Form
- e. Napping arrangement Agreement Form
- f. Daycare Registration Card (Blue Card)
- g. Application for Enrollment Form

## 6. Basic Rates

The payment fees shall be as follows:

**Full Time Care** (30 hours or more of scheduled attendance): \$125/week

**Part Time Care** (30 hours or less): \$4/hour or **Daily Rate:** \$30/Day

**Multi Child Discount (for 2<sup>nd</sup> Child):** \$3/hr *or* \$95/wk. *or* \$25/Day (25% discount)

## 7. Payments

- a. Payment shall be due on **Friday's** by **Close of Day** for the **following** week.
- b. If payment is not received by Friday, close of day, then a late fee of \$5.00 per day will be charged.
- c. If payment is not received by Friday, close of day, of the new week, then the provider will give the parent a termination notice unless accepted payment arrangements have been made.
- d. Payments can be made in the form of cash or check. Checks are to be made out to **Tanya Hartman.**
- e. If you paid your fee by check and it has been returned, then a bounced check fee of \$40.00 will be charged. All subsequent payments will have to be made in the form of cash only.

## 8. Overtime Rates

- a. If the parent arrives earlier than 7:00am or later than 5:00pm, the following rate will be charged: \$5.00 per every 5 minutes of overtime, unless prior arrangements have been made with the caregiver.

## 9. Other Fees:

- a. Should it become necessary to go to court over non-payment of fees owed, court and attorney fees will be added to your bill.

b. There will be an extra charge for the following infant supplies when not provided by the parent: disposable diapers (\$.50/diaper), wipes (\$.05 per wipe), baby food (\$1.50 per jar), and formula (\$3.00 per 4 oz. Bottle).

### **10. Written Notice**

Either parent or provider may terminate the contract by giving two weeks written notice in advance of the ending date. Payment by parent is due for the notice period whether or not the child is present for care.

The provider may terminate the contract without giving any notice if the parent does not make payments when they are due.

By signing the contract, parents are agreeing to abide by the written policies of The Ridge Preschool and Daycare. The provider may amend the policies by giving the parents a copy of the new or changed contract at least two weeks before they go into effect.

### **11. Program Policies**

a. The providers program is varied in order to promote the educational, social, cultural, emotional and recreational development appropriate to the ages and developmental levels of all the children.

b. The program will provide for experiences that are designed to influence a positive concept of self, recognizing that a child is a member of a family.

c. Each child will be provided with sufficient quantity and variety of materials and play equipment appropriate to the age of the child and developmental level and interest. Such materials and play equipment may include but not limited to: books, paints, crayons, safety scissors, paper, blocks, puzzles, toys, games, balls and riding toys.

d. Daily supervised outdoor play is required for all children in care, except during inclement weather or unless otherwise ordered by a physician.

e. Appropriate rest and quiet periods will be provided in accordance with individual and group needs, when a child can sit quietly or lie down to rest. For children unable to sleep, time and space will be provided for quiet play. Each child will be provided with his/her own crib or nap mat depending on age and parental permissions.

### **12. Behavior Management and Discipline Policy**

Discipline provides an opportunity to enable a child to develop self-control. When a child is having a difficult time following directions or treating others or property with respect, developmentally appropriate guidance techniques will be used. These techniques are as follows:

a. Providing an example for children by speaking and interacting with them in a positive manner.

b. Rewarding acceptable behavior.

c. Redirecting a child to an alternate activity.

d. Brief separation from the group. (This technique will only be used when a child's behavior harms or is likely to result in harm to the child, others or property)

In accordance with the New York State Social Service Law, I must report any suspected incidents of child abuse or maltreatment concerning a child in my care to the State Central Register of Child Abuse and Maltreatment.

### **13. Safety Precautions**

The Ridge Preschool and Daycare will conduct monthly fire drills during the hours of operation and a written plan for the emergency evacuation of children from the premises will be posted on the bulletin board.

### **14. Meal and Snacks**

- a. Since food and nutrition are important components of a child's development, The Ridge Preschool and Daycare emphasizes fresh and natural foods such as fresh fruits and vegetables, whole grain breads, etc.
- b. The provider will provide a well-balanced breakfast, lunch and afternoon snack.
- c. Parents will supply all formula and baby food for infants until the child is 12 months old or is able to safely eat the regularly scheduled meals.
- d. If a child has a particular dietary need, substantiated by a medical evaluation, I must be informed and given a doctor's note.

### **15. Illness Policy**

The parents agree to notify the provider of Child's illness or suspected illness and to make alternate arrangements for care if the child shows any symptoms. i.e. A temperature exceeding 100, excessive coughing, vomiting, lack of energy, green runny nose, etc... )

The provider will notify the parent if the child shows any symptoms while in care and the parent will be notified to pick up the child when requested by the provider. If the parent is unable to be reached, the next person listed on the authorized to pick up form will be contacted for pick-up of the child.

### **16. Medical Emergencies**

In the event of a life threatening medical emergency, the provider will call 911 **and then** the parents. If the parents cannot be reached, the provider will then call the persons listed on the Pick up Authorization Form.

### **17. Medications**

- a. According to the New York State Regulations, the provider may **not** administer medications - both prescription and over the counter.
- b. Topical ointments **may** be applied as needed for protection against the sun or diaper rash under written parental instructions.

**18. Children's Supplies**

Parents are required to supply the following items, which are necessary for the proper care of your child:

- a. Backpack/Diaper Bag with one or two sets of clothing
- b. Appropriate outside wear (boots, gloves, hat, swimsuit, towel, etc...)
- c. A blanket, crib sheet and pillow (pillow is optional) that will be returned every Friday to the parents for washing.
- d. Diapers or Training Pants
- e. Wipes
- f. Necessary Topical Ointments
- g. Substitute Foods (when applicable)

**19. Summation**

All children enrolled into my care are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. My most fundamental objective is to provide for your child a safe, clean and loving atmosphere in which each child will feel he/she is loved, valued and wanted.

I have read and understand the Parent and Provider Contract and Policies.

Mothers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fathers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Providers Signature: \_\_\_\_\_ Date: \_\_\_\_\_