

Joseph Burruss Family Child Care Home Contract

Policies and Procedures

Hereon Joseph Burruss Family Child Care Home will be referred to as “Provider.” Additionally, the term “Parent” shall be synonymous with “Guardian.”

1. Hours, Days, and Ages:

Provider’s child care home is open from 7:30 a.m. until 10:30 p.m., Monday through Saturday (days and hours are subject to change).

Provider’s child care home is a FULL DAY operation. However, when openings exist, part time children will be accepted on a temporary basis.

Nights and Saturdays will be considered on an individual basis.

Provider is currently licensed to care for fourteen children, ages from newborn to 18 years.

Please call and let provider know, by 9:00 a.m., if your child will be late or absent for the day. This allows provider to make adjustments in meals, activities, etc.

2. Tuition, Fees, and Late Fees

- Parents who qualify for County assistance may be subject to “family fees,” which are calculated on an individual family basis.

Parents who qualify are still subject to late fees, absence fees, and additional hour fees. Absence fees will be assessed for absent days based on the prices listed below. Additional hour fees are assessed for any hours that are not paid by the County, due to late/early drop-offs/pick-ups.

- Daily rates, per child, are based on 9 ½ hour days.

Weekly rates, per child, are based on 5 day weeks.

Additional days, beyond the weekly rates, are calculated by adding days at the daily rates (pending available occupancy).

Additional hours, beyond the daily allotment of 9 ½ hours calculated by adding hours at the hourly rates.

Parents who leave their children on weekends, or between the hours of 6:00 p.m. and 6:00 a.m., on any day of the week, are subject to a differential charge of 125% of the standard prices.

NOTE: These rates are flat rates and remain the same regardless of absences or late drop-offs/early pick-ups.

Age Group	Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly	Part-time Weekly	Part-time Monthly
Birth-24 Months	\$44.23	\$189.45	\$738.58	\$9.08	\$147.60	\$561.05
2 through 5 Years	\$40.49	\$170.99	\$684.82	\$8.58	\$129.53	\$490.24
School Age	\$37.27	\$154.28	\$615.64	\$8.28	\$128.10	\$505.12

Rates are subject to change

- Payments, Late Fees, and Repercussions

All payments are due in advance, unless special arrangements are made to pay late fees, AND parent agrees to pay assessed late fees. Payment is due in full each Friday, in advance, for the following week. Payment is due by 6:00 p.m. each Friday. At 6:01 p.m. payment is late and the late fee of \$10 per day will be added. It will be added at 6:01 p.m. and each day thereafter. All times in and out are taken from the clock at the child care home.

Children may not attend child care unless FULL payment and ALL late fees have been paid up to date. Partial payments are not acceptable. Persistent late payments are grounds for termination of child care.

Child care positions will be lost after one week of non-payment. Late fees will still accrue until the account is paid in full. Parents are responsible to pay all late payments, late fees, and two weeks' notices, even after termination of child care.

Checks will be accepted only if they are from a local bank. If more than two checks are returned unpaid, only cash will be accepted from then on. There is a minimum \$35.00 fee for returned checks.

PLEASE NOTE: If your child care account remains unpaid for any reason, be advised that your account will also be reported to ProviderWatch immediately. ProviderWatch is a national child care credit reporting agency, especially for daycare providers to run checks on clients. Many child care providers in California now use this service. Your delinquent account being reported to ProviderWatch will likely make it more difficult for you to find child care providers willing to accept your children until any such accounts have been reported paid in full. You may contact ProviderWatch if any child care provider informs you that their decision not to accept your children is based in whole or in part on information received from this agency. ProviderWatch will disclose any delinquent account information on record so that you may resolve those accounts.

ProviderWatch: 1-866-267-3691/www.providerwatch.com

3. Holidays, Vacations, and Absences:

Holidays

Provider child care home will be closed for the following holidays:

- New Year's Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Note: Holidays that fall on a weekend will be celebrated the following Monday.

Vacations:

- Parents Who Qualify for Shasta County Office of Education (SCOE)

- Parents

SCOE allows “tier two” parents/children 10 absent days per year (vacation, personal time, or sickness). SCOE pays provider for these days. Provider does not charge parents for these days, pending they are approved by SCOE.

- Provider

In addition to unpaid holidays, provider may be absent, and close child care home, for 10 days per year. Provider does not charge parents for child care during provider absences (vacation, personal time, or sickness), as they are paid by SCOE.

- Parents Who Pay with Cash

- Parents

Parents must pay full price for all child absences that fall on contracted days, in order to maintain enrollment in child care. There is no limit on the number of absences, so long as they are properly paid for by parents.

- Provider

In addition to holidays, provider may be absent, and close child care home, for 10 days per year. These days may be used for vacation, personal time, or sickness.

Absences:

- Parents

Unless a child is sick/contagious, parents must provide a two week notice for all absences. If child is sick/contagious, please contact provider by 9:00 a.m. on that day. This allows provider to make adjustments in meals, activities, etc.

- Provider

Provider will be responsible for notifying parents of planned absences as far in advance as possible, with a minimum notice of two weeks (unless sick/contagious). Provider will help make arrangements for substitute child care when possible. However, it is the parents' responsibility to find alternate care, if provider is unable to do so.

4. Meals and Snacks:

Please do not bring candy, gum, balloons, money, stickers, or any other choking hazards to child care home.

This child care participates in the USDA food program. Meals meet the requirements set by the USDA.

Nutritious meals and snacks will be provided for children, but they are never forced to eat. If a child is not eating, provider will notify parents immediately.

Pending child's schedule, the following meals and snacks will be provided:

Serving times are as follows:

- Breakfast 7:30 a.m.
- AM Snack 9:45
- Lunch 12:00
- PM Snack 3:20 p.m.
- Dinner 5:30

Unfortunately, homemade goodies cannot be brought from home. This is a State regulation. If a parent wishes to send treats with their child to share for special occasions, such as Valentine's Day, the child's birthday, etc., the items must be commercially prepared and individually wrapped.

AGAIN, PLEASE!!... NO GUM OR STICKERS ALLOWED AT CHILD CARE!! They are choking hazards. They also gets into carpet and on to furniture and children have this horrible tendency to "share them!"

5. Health, Illness, and Medical Emergencies:

- If parents wish provider to administer any medication, even aspirin, parents MUST supply provider with WRITTEN permission. Also, the medication must be in its original container, with the child's name, current date, dosage, administration times/dates, and any refrigeration requirements.
- Parents must sign the Authorization for Emergency Medical Care. In the event of a medical emergency, concerning a child, provider will make every effort to contact the parents. If provider cannot reach the parents, provider MUST have the signed release form in order to get medical care for the child.
- If a child becomes sick at child care, the parents will be notified and expected to pick up the child. Children who become sick while at child care will be isolated from the rest of the children.
- Provider does frequent inspections for lice. If any child is found with lice, or nits, parents will be notified immediately and expected to pick up their child from child care. Until child is picked up, child will be placed in isolation from the other children. Child will not be allowed to return child care until all nits are gone.
- Provider MUST have phone numbers where parents can be reached, plus Doctor or clinic numbers. It is extremely important that these numbers be kept current, so provider may make contact when necessary.
- All children are required to have a photo copy of their current and updated shot records (immunizations) on file. Parents are required to keep their child's shots up to date. This is very important because State Licensing does come unannounced and will review all paperwork pertaining to child care.
- Provider is not hired to provide medical services and is not staffed to do so.
- Parents acknowledge the risks of child care described herein and agree to; (1) ASSUME ANY AND ALL RISKS OF INJURY OR DEATH to child while or as a result of attending provider's child care home and/or participating in any activities both on, or off, premises; (2) WAIVE, RELEASE, and NOT SUE, MAKE ANY CLAIMS, OR FILE ANY ACTIONS against provider; (3) INDEMNIFY, DEFEND AND HOLD THE INDEMNIFIED PARTIES HARMLESS from any and all claims, demands, actions, causes of action losses, or liabilities whatsoever arising from or related to child's participation in the activities, AND any loss, damage or injury, including death, that may be sustained by the child or caused to others or their property by the child while under the care of the provider.

6. Supplies:

Provider will supply all the items needed for children to play and learn with while in child care. Items include (but are not limited to): activity books, coloring books, games, toys, puzzles, outdoor play equipment, etc.

Items required for a child's first day of attendance:

- Diapers
- Baby wipes
- Extra change of clothes (see Section 7)
- Security item/blanket (if needed)
- Teething toys (for infants)
- Pacifier/binky
- Bottles (for Infants)
- Breast Milk/Formula (Not Supplied by Provider)

7. Clothing:

Parents must dress their children in "weather appropriate" clothes that can get dirty. This will allow the children to feel free to participate in messy activities, such as outdoor play, floor play, or art projects. Parents must provide an extra change of clothes for their children that can be kept in the provider's home. Clothes must be labeled with each child's name.

8. Toys:

Children are free to bring toys to child care if they wish. The rule is, "If you bring it, you share it." Children must be prepared to share the items they bring and let other children play with them. If the toy is delicate, or of great sentimental value, please do not bring it to child care. Provider will not be held responsible for toys that get broken. All toys should be labeled with the child's name.

9. Nap Time:

Nap time is after lunch. ALL children are expected to respect this "quiet time." Children need this rest time, and providers need the quiet time to be able to clean up, prepare for afternoon activities, catch up on paperwork, etc. Please be reminded that providers do not get "breaks" and "lunch breaks" as in other jobs! Nap time is the only time to relax a little in a 12+ hour workday.

Parents are discouraged from visiting during nap time unless the child is being picked up for the day. It is very disruptive to the other resting children. They do not understand why one child can get up and play, while others have to acknowledge quiet time.

10. Damages:

Small repairs and accidents go with the territory when running a child care facility. However, parents will be held financially responsible for damages that cannot be classified as accidents or fair wear and tear, such as deliberate breaking of toys, poking holes in furniture, gum removal, etc.

11. Trial Period:

A child's adjustment is important to everyone. It is agreed that a TWO WEEK trial period will exist before arrangements for regular care are finalized. After this period, a conference will be set up to discuss permanent arrangements. Also, ALL other documents required by this Contract (and SCOE if applicable) will be due at the end of this trial period.

12. Termination:

Provider requires a two-week advance notice, in writing, for discontinuance of services. The effective date of cancelation is the date that the provider receives the notice. Parents will be liable for two weeks of child care fees in the event the aforementioned notice is not given (whether child is cared for or not).

Parents, in turn, will receive a two-week written notice from provider if services can no longer be provided. Provider reserves the right to terminate this contract for any reason. However, provider reserves the right to immediate termination of services under certain circumstances (i.e. children who are a threat to others, non-payment, or parents behaving inappropriately, etc.).

13. Transportation:

Parents are responsible for transporting their children to and from provider's child care home. School age children will walk to and from school/bus stop, if within range of provider. Otherwise parents must make accommodations for the transportation of their children, both to and from their bus stop.

14. Supervision:

- Children will be under direct supervision at all times.
- Children under the age of four will be personally supervised while in the bathroom.
- Children older than the age of four will be reminded and asked about toilet flushing and hand washing.

15. Child Discipline:

Time out is the method of discipline used in provider’s child care home (one minute per age of child). Provider is happy to discuss disciplinary actions with parents and reinforce any methods parents may use at home, such as losing privileges, gaining rewards, etc.

16. Emergency and Disaster Planning:

Provider’s child care home has an emergency plan and disaster plan on file. They are also posted in the entry of the home. Please refer to these for emergency meeting locations and additional information.

17. Modification:

If either party, or both parties, wish to modify any of the provisions that are contained in this agreement, parties agree to do so in writing.

18. Attorney’s Fees:

In the event it proves necessary to retain an attorney to enforce any of the terms of this contract, parents will be liable for all reasonable attorney fees and court costs.

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF **JOSEPH BURRUSS FAMILY CHILD CARE HOME**. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVEIWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

(Parent/Guardian) _____ Date _____

(Parent/Guardian) _____ Date _____

Information

Full Name of Child: _____ Date of Birth: _____

Date of Enrollment: _____ Home Phone: _____

Home Address: _____

Mother/Guardian Full Name: _____

Driver's License number: _____

SSN: _____

Home Address: _____

Home Phone: _____ E-Mail address: _____

Place of Employment: _____ Work Phone: _____

Work Address: _____

Father/Guardian Full Name: _____

Driver's License number: _____

SSN: _____

Home Address: _____

Home Phone: _____ E-Mail address: _____

Place of Employment: _____ Work Phone: _____

Work Address: _____

Child Lives With: Mother _____ Father _____ Both _____ Other _____

Name of responsible person(s) who can be contacted if parent/guardian cannot be reached and who are authorized to pick up child from the child care home.

Name: _____

Relationship to Child: _____

Phone: _____

Name: _____

Relationship to Child: _____

Phone: _____

Name: _____

Relationship to Child: _____

Phone: _____

First day of child care to begin on _____

Days and hours of care _____
