

Dates Effective: _____.



Child Care Services Contract

I, the undersigned parent, _____ of _____, _____, _____ and Little Angels Day Care (Gloria E. Henny), the undersigned child care provider of 8917 Goldfield Place, Clinton, Maryland 20735, agree to the following terms regarding the child care of _____.

Hours of Operation: 7:00 am to 6:00 pm (Monday – Friday). Special schedules for services outside hours of operation may be arranged for additional fee(s).

Child Care Fees: Payments from Participant to Provider are listed on the “Payment Schedule.”

Payments Types: Debit/Major Credit Cards only. No cash or checks accepted.

Discounts: Participants will receive a 5% discount for multi-child services

Provider reserves the right to change payment schedule as needed.

Payment Due Date: Child care fees are due every Fridays (for weekly payments) or on the first business day of the month (for monthly payments).

Late Payments:

- Late payment of child care fees are assessed \$10 per day for every **calendar** day past payment due date (up to maximum \$50).
- After five calendar days, the Provider reserves the right to cancel Child Care Contract. **Reactivation of child care services will require signing of a new contract-including new deposit and increased child care fees (up to 5%)**



*Note: The Provider reserves the right to convert the child care contract from a monthly payment schedule to a weekly payment schedule if the Participant has one late payment.

Overtime:

Charges include both before and after hours. Overtime fees are \$1 per minute outside of normal business hours. All overtime fees are due by end of business day.

Established Rate/Schedule:

Please refer to current Fee Schedule (available on www.littleangelsdaycaremd.com)

INITIALIZATION/TERMINATION

Initialization of Child Care Services:

Deposits: A non-refundable deposit equivalent to one-week payment of child care services is required.

Initiation of Child Care services must begin no later than the **2nd Monday** after deposit is received.

Hold Fees: Hold fees will be assessed if initiation of child care services is scheduled to begin later than 2nd Monday after deposit is made.

- Hold Fees: 30% of regular Child Care Fees.
- Hold Fees (up to one month) must be paid at time of deposit.
- If initiation of child care services is longer than one month past 2nd Monday after deposit, then full child care fees are required thereafter
- All hold fees are non-refundable

Termination of Service:

- Participant is required to give a written notice at two weeks prior to the child's last day.

HEALTH AND SAFETY POLICY

Sanitation

- We clean our centers each day with safe, non-toxic cleaning products
- Cleaning supplies are locked safely out of reach of children
- Little Angels Daycare sanitizes toys throughout the day to help prevent the spread of germs
- We encourage children to wash their hands throughout the day
- Diapering is conducted in an area separate from children's play areas

Wellness/Medication

- We have strict policies for administering medication to your child to ensure they are protected
- We require a doctor's note for any medication, prescription or over the counter, given to a child under 2 years to ensure safety
- We notify parents when a child does not feel well to help prevent an illness from spreading
-

Security

- Our centers are secured so that only authorized staff and families may enter
- Safe, secure perimeters ensure that children can enjoy outdoor play safely
- We use safety gates and cap electrical outlets.
- Our centers include smoke detectors, fire extinguishers and security system

Playground

- Our high-quality playground equipment is safe, sturdy and inspected monthly to ensure it is secure and in good working order
- We have safe fall zones with soft landing areas if your child takes a tumble
- All outside play areas are wrapped in secure fencing

Emergencies

- We have an emergency evacuation plan at our center
- We conduct fire drills with both staff and children on a regular basis so that we are prepared



Feeding

- All perishable foods and beverages are store in the refrigerator
- Only child-safe utensils are used

Authorization

- Only pre-approved people with photo identification may pick-up your child.

CHILDREN WITH DISABILITIES/SPECIAL NEEDS

Little Angels Daycare will attempt to provide appropriate accommodations for children with physical disabilities or other special needs. If either applies to your child, please provide brief description below:

- ☐ **Check box if child has an individualized educational plan (IEP)**
- ☐ **Check box if child has an individualized family service plan (IFSP)**

OBSERVED HOLIDAY LIST

The following paid holidays will be observed:

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve



Vacations: The Provider is entitled to a two-week vacation leave. Only a **one-week payment** will be required for the vacation leave.

Sick Leave: The Provider is entitled to six **(6) sick leave days with pay** per year.

CONTACT INFORMATION

Name: _____
Relationship: _____
Place of Employment: _____
Home Phone Number: _____
Work Phone Number: _____
Mobile Phone or Beeper: _____

Name: _____
Relationship: _____
Place of Employment: _____
Home Phone Number: _____
Work Telephone Number: _____
Mobile Phone or Beeper: _____

If the parent cannot be reached, contact:

Name: _____
Address: _____
Phone Number: _____
Relationship to child(ren): _____

In addition, I grant permission of the following:

- * Seeking emergency medical treatment for my child(ren).



SIGNATURES

Parent(s)/Guardian(s):

Date: _____

Child Care Provider:

Little Angels Day Care (Gloria E. Henny)

Date: _____