

L.P.B.C. DAY CARE
PARENT-PROVIDER AGREEMENT
7524 14th Avenue | Brooklyn, NY 11228
(718)621-5458

Dear Parent,

Thank you for your interest in the L.P.B.C. Day Care and Pre-School. Before your child can be fully enrolled in our childcare program you must read the terms below. If you are in agreement with the terms stated here, please sign and return this agreement form no later than your child's first day at the day care.

Our Child Care Philosophy

As a child care provider, our goal is to provide a safe and happy place where children can learn and grow physically, spiritually, emotionally, intellectually, and socially at their own pace. We believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults, and property.

The following has been prepared to acquaint you with our practices and policies, which we have developed through experience and advice and which we believe are excellent for the children, parents and care provider.

Hours

Monday through Friday from 8:00 a.m. to 6:00 p.m. Your specific hours will be outlined at the end of this agreement. We require a two-week notice if you need to change your enrollment hours.

Rates

2-9 Hours per week \$6.50 per hour	30-39 Hours per week \$5.00 per hour
10-19 Hours per week \$6.00 per hour	40-43 Hours per week \$4.50 per hour
20-29 Hours per week \$5.50 per hour	44-50 Hours per week \$185 per week

Ages & Openings

We provide child care to children ages 24 months and up. We offer both full-time and part-time care.

Enrollment Policy

There is a non-refundable registration fee of \$50.00 and one month's tuition required at the time this contract is signed. This deposit guarantees a position for your child till the agreed starting time. A position will not be guaranteed for your child without the registration fee.

There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your child. There can be NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from us. The forms are as follows:

1. Signed Provider-Parent/Guardian Child Care Agreement
2. Complete record of immunizations (Medical Form)
3. Registration fee and one month's tuition when contract is signed
4. Emergency Information
5. Emergency Form

You are required to keep us informed of any change in addresses, telephone numbers, medical conditions, and other pertinent information listed on any/all of the above forms. You will also be required to provide an updated copy of your child's immunization record each year. If you have any questions regarding the completion of these forms, please feel free to ask.

Supplies

Diapers and baby wipes (if needed), Sippy Cup, and Blanket, roll of paper towels, box of tissues, change of clothes, lunch, snacks, and drinks daily, Bathing suit, sunscreen and towel (summer only)

Holidays

Please see the attached schedule. There will be no reduction in tuition when we are closed; with the exceptions of Christmas, Summer, Thanksgiving and Easter breaks.

Two Week Trial

The first two weeks your child begins day care will be considered a trial period for all parties. After the two week probation period has been completed, if we feel that we are unable to accommodate your child for any reason we will inform you after the two week period.

Termination Policy

We reserve the right to terminate childcare services for, but not limited to:

- Failure to pay tuition in a timely manner.
- Failure to complete the required forms.
- Lack of parental cooperation.

-Child's failure to adjust to the childcare setting after a reasonable amount of time.

-Provider unable to accommodate needs of child/parent.

-Physical or verbal abuse of any person or property.

-Disrespectful behavior, obscene or derogatory language.

-Child exhibits disruptive behavior.

-Consistent discipline problems that do not improve.

-Continuous late pick-ups.

Any decision to terminate a child will be at our discretion. The decision will be based on the needs of the daycare and the child in question.

Tuition Policy

Tuition is payable in advance and is due on the first of the month. After the 5th of the month a late fee of \$20.00 will be added to next month's bill, and only cash will be accepted. Repeated late payments may be grounds for termination of childcare services.

Payments may be made by check or cash and checks should be made payable to L.P.B.C. Daycare.

Checks must be dated for the day they are due, no post-dated checks will be accepted.

1. Child is expected to arrive at the above stated time unless the parent/guardian has notified the provider in advance.
2. Children are not to be dropped off before their scheduled arrival time, unless arrangements are made in advance.
3. Any child that remains at the daycare past the specified pick up time will be charged \$5.00 for every 15 minutes past the pick up time. The charge will be added to the next month's bill. If you arrive past your scheduled drop off time you are still required to come at your scheduled pick up time.
4. Payment is expected for scheduled days missed. Part Time children are allowed 5 make up days for the school year. (which must be used in make up time) Arrangements for make up time must be made at least 24 hours in advance.

Returned Checks

You are responsible for any bank fees and charges that we may incur as a result of the returned check. This fee as well as the tuition that was due will be required within 24 hours upon notification of the returned check or childcare services will not be provided. If you have 2 or more returned checks within your contract year, we will only accept cash from that point forward.

Illness

L.P.B.C. Daycare is a "Well Child Care Facility"! This means if your child is not feeling well, whatever the reason, you must make other arrangements for their care until they are feeling well and are no longer contagious. Please do not bring your child to day care if they have a fever; diarrhea; vomiting; an unidentified rash, green/yellow nasal discharge or any contagious illness. Please make sure your child is fever-free and symptom-free for AT LEAST 24 hours before attempting to return to daycare.

The following is a guide to when a child with a contagious disease is no longer contagious:

****Strep Throat:** 48 hours after treatment (antibiotics) begins

****Conjunctivitis:** 48 hours after treatment (antibiotics) begins

****Head Lice:** After two treatments (prescribed shampoo)

****Diarrhea:** After stools form again

Further, there are times when a child is not that ill, but is terribly uncomfortable and really needs some "one on one" care. Unfortunately we are not able to provide one on one care and the needs of the other children. At those times we will ask that you keep your child at home. If your child is sick enough to require prescription medication, we require that you keep your child home until they have been on the medication for at least 48 hours, are symptom-free, and are no longer contagious.

If your child needs to be given medication (OTC or prescription) while at daycare, you **MUST** write a letter authorizing us to administer the medication. The notes must have: name of meds, amount to be dispensed; time of day to be dispensed; for what condition the meds are for, and your signature. The medication **MUST** be in its original container, which is **CLEARLY** labeled.

If your child becomes ill while at the daycare, you or emergency contact person must pick up your child within one hour. Please follow these guidelines for illness. They are for the protection of all of the children and families. If you are not sure if a child should be brought to daycare, please feel free to call ahead of time.

Vacations

We need to be notified in advance if you plan on taking a family vacation, so you will not be charged.

Minor Injuries / Medical Emergencies

Although every effort is made to keep the children safe through staff supervision and lots of safety policies, minor injuries are inevitable. Minor injuries will receive appropriate first aid, and TLC. If an injury or illness occurs that requires immediate medical attention, we will notify the parent and call 911. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If the parent can't be reached, we will contact the emergency contact person listed on the Medical Release form. Parents are responsible for all costs involved in medical treatment obtained for their child, including transportation to the hospital or medical facility.

Potty Training

Potty training should begin at home. Once the child has started potty training, we will be happy to continue while the child is in our care. We ask that training results be consistent at home prior to bringing your child in training pants or underwear. You will need to supply pull-ups, training pants, underwear and a few changes of clothes while the child is learning. Please make sure your child is in clothes that will come off in a hurry if necessary. Open communication and feedback between the parent and provider is very important during this time.

Meals

Snacks are served at approximately 10:00am and 4:00 and lunch at 12:30pm for children who are in care at those times. Children are required to bring their own food and drinks.

We ask that children do not bring candy, gum, or highly sugared drinks with them to daycare. If they do bring these items we will hold it and send it back home at the end of the day. Should your child arrive later than a mealtime, you will be responsible for feeding him/her.

Daily Activities

The children are learning to be kind, respectful, gentle, patient, truthful, forgiving, thoughtful of others feelings, and able to maintain happy attitudes. Please see the enclosed daily schedule. You may expect that on a daily basis your child will play with dolls, trucks, cars, play dishes, building type toys, puzzles, books (and have books read to them), and outside toys. They will play outside every day that weather permits. Please send them to day care with play clothes since children enjoying themselves do get dirty.

Naps / Quiet Time

All children are required to lie down for naptime in the afternoon and must nap or rest quietly during this period. Children in their toddler years benefit from a rest period each day. We prefer that there are no pick-ups or drop offs during naptime, but if it is necessary, please be as quiet and brief as possible, and please do not ring the doorbell, you can knock on the door or call. Children who arrive during naptime will be expected to remain quiet or take a nap until naptime is over, so that others will not be disrupted from their naps.

Alternate / Back-Up Provider

Parents are responsible for obtaining a back-up caregiver in the event that your child becomes ill or days in which we are closed for holidays, or vacations.

Arrival & Departure

Children are to arrive clean and fed (unless arriving just before a scheduled mealtime).

It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop-off times; the longer you prolong

the departure the harder it gets for your child. A smile, a cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In our experience; children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at departure times as well. This is a time of testing when two different authority figures are present and all children will test to see if the rules still apply. We do expect you to back up the rules, but if you do not, I will remind your child that their behavior is inappropriate and take action to correct, if needed. Please be in control of your child during these times.

NO CHILD WILL EVER BE ALLOWED TO LEAVE THE DAYCARE WITH ANY PERSON NOT AUTHORIZED BY THE PARENT

Any person picking the child up in an impaired condition (inebriated or on drugs or medication) will be encouraged to allow us to find alternate transportation. We cannot legally withhold a child from a legal guardian; however, I will not hesitate to call the police if we feel the child may be placed in jeopardy.

Divorce / Custody Agreement

L.P.B.C. Daycare has no legal authority to refuse either parent the right to pick up their child. However we will honor all court orders and injunctions such as custody agreements or restrictions which apply to your child. We must be furnished with a copy of any such court order bearing the courts signature.

House Rules

There are certain house rules that all children will be taught and expected to follow. This is for the safety and well being of everyone.

There will be no running or yelling permitted. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching will NOT be allowed. No standing, jumping or climbing on chairs, tables or furniture. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around with food or cups. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item.

Field Trips / Outings

Field trips will be periodically conducted to the park or around the block. If you do not wish for your child to participate in such field trips or walks, you will be required to make other arrangements for childcare on that day.

There will be no reduction in tuition if you choose for your child not to attend.

Expectations and Discipline

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive this praise. Asking a child to stop and think about their behavior enables the child to work at self control. Depending on the situation, one warning is usually given and the child reminded of acceptable behavior. The next step would be a timeout. This timeout is a time for the child to calm down, remember what behavior is acceptable, and decide when they are ready to rejoin the group with appropriate behavior. If timeouts are not effective, some sort of consequence will be imposed. We maintain a positive discipline policy, which focuses on prevention, redirection, consistency and firmness. The children are explained the rules of the childcare facility frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children frequently have a hard time expressing their feelings. Sometimes they hit, throw toys, etc. Teaching children appropriate behavior is enforced.

The following methods of discipline will be used:

- . Encourage children to solve problems themselves
- . Intervention and discussion
- . Re-direction to another play area
- . Loss of privileges
- . Time out

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse or name-calling.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will communicate this to the parents. Together, we will try to find a solution. If the problem continues or the child becomes disruptive, or injurious to other children care will be terminated at the provider's discretion.

Non Discrimintaion

We will not discriminate in our admission or policies on the basis of race, creed, color, national origin, religion or sex.

In Closing, if you choose to enroll your child, we thank you for trusting us with the responsibility and opportunity to share in your child's life and to let you know that we do not take this responsibility lightly. This is a partnership to be entered into with honest an open communication between parents and providers. As a parent first, we know what a step it is to leave your child in the care of another person, and we want this to be as comfortable as possible. Your child will be treated respectfully with love and attention they deserve. We love children; we are both mothers and teachers. We take our responsibilities seriously. Please help us do the best job we can for your child. Prompt payment,

adherence to contracted drop-off/pick-up times, consideration of your sick child and consideration for us are all part of that, and your cooperation is greatly appreciated.

Thank you for your interest in L.P.B.C. Daycare

Linda Vitelli and Roseann Aguilera
Daycare Providers

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I/We have received a copy of the Daycare Contract/Rate Agreement, have read it, understand it and agree to comply with it.

I/We have read the terms above and I am in full agreements with the terms stated

Parents Signature _____

Child's Name _____

Childcare Hours:

Monday	Tuesday	Wednesday	Thursday	Friday

I authorize my child (name) _____
to go on field trips and community walks.

Parents Signature _____ Date _____