

**Gentle Care Day Care**

Parent/Provider Child Care Contract

This contract is entered into by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of

 (Parent)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter ”Parent” and

 (Address)

*Gentle Care Day Care of 1658 Old Brook Road* hereinafter “Provider” for the purpose of securing

arrangements for child care of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Child or Children)

hereinafter “Child/ren.”

**Parental Responsibilities**

1. Fill out paperwork, and return to be filed on the child’s first day of attendance, including a copy of the child’s birth certificate or birth letter, immunization records and physical exam from a doctor’s office. Please see later section for all required documentation.
2. Supply on the child’s first day of attendance a change of clothes, diapers, box of wipes, diaper crème, a cup or bottle, formula or breast milk (if needed) and a comfort object (if needed) \*All items must have labels with the child’s name.

**Fees**

1. Pay fees on time unless prior arrangements have been made.
2. A registration fee equal to the cost of one week of care is required to reserve the spot for the child and is not refundable or count toward the child’s tuition.
3. Pay the Provider the rate of $\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_ for child care services for the child.
4. Pay the Provider on the first day of the month that your child attends Gentle Care Daycare.
5. Pay the Provider for all holidays and days when the child is absent due to illness or vacation. Gentle Care is closed for vacation two weeks during the year. The provider will give at least two months’ notice to the parents to let them know which weeks Gentle Care will be closed. These weeks and the aforementioned holiday days constitute all the days that Gentle Care Daycare will be closed during the year. Holidays include: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day , Black Friday, and Christmas Day. The provider may take up to two additional weeks of vacation throughout the year, that will not close the daycare (appropriate staff will run the facility in the Provider’s absence).
6. Payment for child who attends Gentle Care Daycare three days a week or less are charged a daily rate and children who attend four and five days a week are considered full time.

**Program Rules**

1. Gentle Care is open from 7:30 a.m to 5:30 p.m. Please make sure the child is picked up by 5:30 p.m.
2. In the event of an illness (specifically seeping rash, vomiting, diarrhea, or a fever over 100), the child must be kept at home until they are symptom-free for 24 hours.
3. A child, if they display these symptoms while under the provider’s care, must be picked up promptly and kept home until they are symptom-free for 24 hours.
4. Notify the Provider immediately if the child has a communicable disease.
5. Notify the Provider promptly of any changes in attendance.

**Provider Responsibilities**

1. Offer healthy, fresh and well-balanced snacks and meals; milk and water are served (no juice).
2. Provide a clean and safe playing and learning environment.
3. Ensure each child is provided individual attention throughout the day.
4. Advance the child social and emotional development through play and loving interactions.
5. Provide appropriate activities and toys for the children.
6. Communicate with the Parent about the needs of the child.
7. Comply with the rules set out in section ‘Additional Program Rules and Information.’

**Both Parent and Provider Agree:**

1. The hours and days of child care shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Childcare will not be provided if the child is considered too ill to receive care from the Provider.
3. The Provider will give at least 2 weeks’ notice of any planned vacations in which the Provider will be absent from the daycare.
4. A minimum of 2 weeks notice is given by either the Parent or Provider to terminate this contract. Payment is expected for the final two weeks.
5. Parent(s) may visit or call at any time during normal child care hours to discuss or check on their children.

**Additional Program Rules and Information**

Health

I must have on file a signed form authorizing emergency care, and emergency numbers for reaching parents or guardians (Child’s Biography Form). No child who arrives at Gentle Care noticeably ill, with a rash, or with a fever will be admitted for the day. Should your child become ill during the day, you will be notified immediately. I will try to keep your child separated and comfortable until a parent or authorized person comes to pick them up. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The ill child will not be allowed to return to Gentle Care until the period of contagion has passed.

In case of medical emergency, first aid will be administered. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, I will call the local ambulance service, who will transport the child to the local hospital. I will then call the parents to notify them of the emergency, the recommended treatment for the child as communicated by the emergency medical personnel and which hospital the child was taken to. Children with a contagious illness will not be allowed in daycare until properly medicated and are no longer considered contagious by a physician. A doctor’s note is needed This includes, but is not limited to: Strep, pink eye, ear infection, sinus infection (green nasal drainage). Child must be on an antibiotic for a minimum of 24 hours. Please inform me of any medical disorders such as allergies, seizures, etc. so that I may be prepared to handle the situation (Child’s Biography Form). Please see the Parent Handbook for a full listing of our medical emergency policies and procedures.

Pets

Gente Care Daycare is smoke and pet free.

Day Trips

Parents will be informed of field trips in advance and will be provided a permission slip for each trip. Please provide a care seat or booster seat for you child if necessary.

Meals and Snacks

Gentle Care provides your child lunch and two snacks and drinks (milk or water). If you would like to provide for your child, Gentle Care will serve these substitutions. Gentle Care participates in the USDA Food Program designed to promote nutritious meals and snacks to children. Please see the Parent Handbook for all policies on meals and substitutions.

Toys

Gentle Care will provide a vast array of toys to play with here. If your child wishes to bring a toy from home, please understand the toy should be one they are comfortable sharing with the other children. If you feel a particular toy can cause upset or jealousy, it may be best to leave it at home or in the child’s bag during the day. A special blanket or stuffed animal may be brought for nap times if the child wishes.

Naps

The program is split into two age groups, with the older children taking a nap after lunch in their own room, and the younger children taking a nap/naps as needed/directed by the parents. We will do our best to meet each child’s individual need for rest.

Discipline

The child is gently reminded of acceptable and alternative behavior when there is a discipline issue. The next step is a quiet moment. The quiet moments are not punishment, but rather a time when the child may calm down, and remember what behavior is acceptable. If quiet moments are not effective, redirection to a more suitable activity will be encouraged. We do not use punishments as a form of discipline at Gentle Care and we do not use timeouts. Gentle care will communicate disruptive behavior with the parent. IF YOU ARE USING A CERTAIN METHOD AT HOME, PLEASE INFORM ME SO THAT WE CAN BE CONSISTENT. Please refer to the Parent Handbook for a full description of our challenging behavior policies.

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| Parent Signature(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Provider Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |