

PROVIDER-PARENT/GUARDIAN CHILD CARE CONTRACT

Welcome! We are glad you have decided to enroll your child in Freedom Family Church Preschool. The following contract is to be completed and signed by the parent/guardian before care begins. Please read over all policies and fees before signing the contract. We must discuss fees and what services are covered before care begins. You will receive a copy of the signed contract. If you have any questions regarding fees, policies or practices, please feel free to discuss them with the Director.

This contract is between _____ and Freedom Family Preschool 304 West Swannanoa Avenue, Liberty, NC, 27298.

Mother/Legal Guardian Name _____

Father/Legal Guardian Name _____

For the care of:

1. Child's Name _____ Date of Birth _____
2. Child's Name _____ Date of Birth _____
3. Child's Name _____ Date of Birth _____

We may amend the contract/policies by giving the parents/guardians a copy of the new or changed policy at least 4 weeks or more before any changes go into effect.

Payment and Fees

Hours of Care Needed: 6:30am-6:00pm

Payment for Care Provided (please circle one):

1st Child: \$ _____ per week \$ _____ per day

2nd Child: \$ _____ per week \$ _____ per day

3rd Child: \$ _____ per week \$ _____ per day

Full-time (Monday-Friday): You pay weekly, regardless of attendance. This guarantees your child's spot in his/her class.

Part-time(2 or 3 days): You pay either the 2 or 3 days—whichever you have signed up for - and approved by the director (we have to abide with the child ratios that are set by the State; you pay regardless of attendance). This guarantees your child’s spot in his/her class.

Drop-Ins: you only pay for the days your child attends. You will have to call that morning to ensure there is a spot open for the day.

- If you have assistance through the Department of Social Services or Child Care for subsidy, you must pay the parent fee which is set with the county.
- If you don’t pay the parent fee accordingly, by law we have to report you, and you could lose your benefits.
- If the Department of Social Services or Child Care subsidy is canceled, stopped, etc., you will be required to pay the full amount until otherwise advised.

Full Amount (if applicable): \$ _____

Tuition Fees

- The full amount is due for tuition regardless of attendance or hours for full time (5 days/wk) and part time (2 or 3 days/wk). This ensures your child has a spot guaranteed.
- If your child is a drop-in, you must call that morning to ensure a spot is open for them that day because your child is not guaranteed a spot. Drop-ins only pay for the days they attend.

Additional Requirements

- Parent(s) are expected to provide for their children certain items including, but not limited to, diapers, wipes, a change of clothes, sheets, blankets, etc.
- Items sent to the daycare must be labeled.
- Lunches and snacks must have a label and a date on them.

By signing this contract, parents/guardians and provider agree to abide by the written policies as stated above.

Provider’s Name (print)_____

Provider’s Signature_____Date_____

Parent’s Name (print)_____

Parent’s Signature_____Date_____

Parent’s Name (print)_____Date_____

Parent’s Signature_____

Payment by parent/guardian may be due for the notice period, whether or not the child is brought to the provider for care (please refer to the contract).

Reasons for a provider termination may include but are not limited to:

- Failure of parent/guardian to pay
- Failure of parent/guardian to complete required forms
- Lack of parent cooperation
- Inability of provider to meet the child's needs
- The inability of the child to adjust to childcare
- Failure of parent to abide by contract/policies

In some cases, immediate termination may be necessary. Some reasons for immediate termination may include but are not limited to:

- Failure for a parent to pay required fees
- Health or safety reasons of the children in care

Communication between parents and the provider is very important. Termination due to any of these reasons would be a last resort of parents' guardian and provider being unable to resolve the issue together.

Illness Policy

It is not always easy to decide if a child should remain at home due to an illness.

Children who come to childcare are expected, with few exceptions, to participate fully in child care activities. Children who are exhibiting the following symptoms will be sent home or should remain home:

- Fever of 100° or higher—this signals an illness that may make a child uncomfortable and unable to function well in childcare.
- Vomiting, Diarrhea, Severe nausea—these are symptoms that require a child to remain at home until a normal diet is tolerated the night before and the next morning.
- Rashes—rashes or patches of broken, itchy skin should be examined by a doctor if it appears to be spreading or not improving.

A child too ill to remain in care will be isolated from the other children. The parent will be notified of their child's illness and will be required to pick them up within 30 minutes unless arrangements have been discussed with the director. Children with communicable diseases shall not attend childcare.

Examples of communicable diseases include but are not limited to:

- Chicken Pox
- Influenza
- Pink Eye
- Mumps
- Strep Throat

- Impetigo
- Lice
- Measles
- Whooping Cough
- Scarlet Fever

It is important that you notify the provider if any medication has been administered to the child within the last 24 hours. Should there be any medical emergency it is crucial to report whether or not the child is on medication.

All prescriptive and non-prescriptive medications (including diaper rash creams and sunscreens) that need to be administered at childcare by the provider requires that the parent complete an Authorization to Administer Medication Form.

Health Procedures

Each child 5 years of age or younger and is not enrolled in school is required to have a physical examination report on file within 30 days of the first day of attendance.

An immunization record for all children must be completed by the parent within 30 days of the first day of attendance.

Sudden Infant Death Syndrome (SIDS)—according to certification standards, all providers, employees, substitutes, and volunteers of a provider who provide care and supervision for children under one year of age shall receive training in the most current medically accepted methods of preventing sudden infant death syndrome (SIDS) before the date on which the provider is certified or the employment or volunteer work commences.

In addition, it is the policy of this childcare and a certification standard that all infants under one year of age must be placed on their backs to sleep to reduce the risk of SIDS, unless otherwise instructed in writing by the child’s physician. A safe crib or playpen shall be available for each child under one year of age to use for napping.

By signing this agreement, you are agreeing that you have read, understand, and agree to these policies and procedures.

Provider’s Name (print)_____

Provider’s Signature_____Date_____

Parent’s Name (print)_____

Parent’s Signature_____Date_____