

## **WELCOME TO MY CHILD DEVELOPMENT CENTER (TU)**

### **First, A Little Something About Me and My Services:**

I am a licensed Day Care Provider, not just a babysitting service. Your child will not be in front of a television all day. I provide daily activities for your child, including crafts, indoor and outdoor play and occasional outings.

I wish to provide a “*home-like*” environment for your child. In order to do this, **your cooperation is essential**. I will listen to any suggestions that you may have, but it is necessary that you respect my rules as well.

This is **my business and my livelihood**. As you go to work to earn your living, so do I. Fortunately for me, I get to stay home to earn my living.

Please read over this agreement carefully. If you have any questions, please feel free to ask. I provide this information to you in an effort to provide you with a little peace of mind and your child with a new, learning experience.

### **DRESS/ CLOTHING**

As long as the weather permits, my Child Development Center children will participate in outside play. Please dress your child appropriately so that he/she may enjoy their outside playtime.

Additionally, please ensure that a complete change of clothes is available for your child. Please put your child’s name on every article of clothing that is brought to the Child Development Center. For those children still wearing diapers, the parents must provide enough disposable diapers and wipes to the Child Development Center for use by their child.

### **PAYMENT**

The Child Development Center tuition fee is payable every Friday afternoon for the following weeks attendance. Your tuition will be in the amount of \$\_\_\_\_\_. Any additional attendance costs will be billed accordingly.

There will be a \$ 10.00 late fee for each day that the payment has not been paid as scheduled.

A service charge of \$ 50.00 shall be due for any returned check. In case a check is returned for any reason - subsequent payments shall be made in cash.

### **OVERTIME**

Overtime will be earned for any drop-off before 7:15 a.m. or any pick-up after 5:00 p.m. The overtime fee is \$ 5.00 per half-hour or portion thereof, unless other arrangements have been agreed upon between the Child Development Center and parents.

## **CHILD PICK-UP**

**NO ONE** – other than the authorized persons from your list will be allowed to pick up your child from the Child Development Center. Additionally, I must know in advance if someone else will be picking up your child and this person must present proper identification to me, such as a pictured driver's license. Otherwise, I **WILL NOT** release your child to them.

Should this situation ever arise, I will attempt to reach you or another responsible person by telephone so that an alternative arrangement can be made.

Please do not ask that I deviate from this policy as **I WILL NOT**. This policy is in place for the **safety of your child!**

## **SICKNESS/HEALTH DEPARTMENT REGULATIONS**

In the event that your child is sick and will not be attending the Child Development Center, you need to notify me by telephone as soon as possible.

Per Health Department Regulations, no child may be admitted to my Child Development Center with the following symptoms: *rash, fever (99 degrees or higher), colored discharge from nose, discharge from eyes and/or ears, diarrhea, hacking cough, vomiting or any communicable disease*. If such symptoms should occur while your child is in my care, I will notify the child's responsible person.

Your child must **be clear of all symptoms for 24 hours** prior to being allowed to return back to the Child Development Center.

Should an emergency occur and either you or your alternates cannot be reached, I will use my own judgment in seeking appropriate medical attention for your child.

## **MEDICATIONS**

Under Maryland State Law, no medication can be administered to your child unless a "Physician's Medication Form" accompanies it. This includes prescription and non-prescription medications. Your child's name, the date and instructions for its use must be on the label and the medication must be in its original container.

You must give your child's first dose of medicine prior to their arrival at the Child Development Center.

Please bring your child's medicine in a bag and ensure that the bag has been clearly marked with the following: your child's name, the time the medication should be administered, the amount of medication to be given and where the medication needs to be stored.

## **TOYS**

Here at (TU) I am pleased to provide lots of educational and stimulating toys. Please refrain from bringing any toys to the Child Development Center. I also would appreciate it if the toys stay at (TU) so that all the kids may enjoy them.

## **MEAL/SNACK TIMES**

Meal times shall follow this schedule:

7:15 – 8:00 a.m. Breakfast

10:30 a.m. Snack

12:00 p.m. Lunch

3:30 pm. Snack

Drink is always available all day!!

If you plan on bringing your child to the Child Development Center after one of these meal and/or snack times, please ensure that you feed your child the appropriate missed meal and/or missed snack prior to arriving at the Child Development Center.

## **PROVIDER SICKNESS/EMERGENCY**

If I am not available due to an illness or an emergency, I will notify you as soon as possible so that you may make other child care arrangements for that day. Any sick day that I use shall be deducted from my yearly personal leave accrual.

## **SCHOOL AGE CHILDREN**

If your school age child has off from school for any holidays or snow days and you wish to enroll them in the Child Development Center for that day, please notify me as soon as possible as there might be space limitations. Should space become available, there will be an additional charge of \$ 35.00 per day per child, which will be added to your regular weekly fee.

## **VACATION / PERSONAL LEAVE**

I shall receive two (2) weeks of vacation. One week will be a paid vacation and the other will be a non-paid vacation. I shall also receive seven (7) days of paid personal leave every year. Holidays, snow days, sick days and vacations are not discounted. Full fee is due as usual for these days.

## **HOLIDAYS**

The Child Development Center will recognize the following as paid holidays and will therefore be closed on the following days:

New Year's Day  
President's Day  
Good Friday  
Easter Monday  
Memorial Day

July 4<sup>th</sup>  
Labor Day  
Day before Thanksgiving  
Thanksgiving Day  
Christmas Eve

Christmas Day  
Day after Christmas  
New Year's Eve

## **MISCELLENEOUS**

All necessary forms, such as: emergency notification cards, enrollment agreement, health records, etc., **must** be completed prior to your child attending the Child Development Center.

The parent(s) hereby agree to allow the Child Development Center to administer first aid and/or to obtain medical treatment in the event of any emergency or injury to their child.

The parent(s) hereby agree to pay all expenses incurred for such medical treatment and to hold the Child Development Center harmless from any and all liability relating to such medical treatments.

## **TERMINATION CLAUSE**

Either party may cancel this enrollment agreement without cause.

The parent(s) hereby agree to provide at least thirty (30) days written Notice of Termination of Enrollment to the Child Development Center. Should the parent(s) fail to provide such written Notice of Termination, the parent(s) shall still be held liable for the full payment to the Child Development Center of four (4) weeks of paid tuition. Should any court action be required to collect said tuition, the parent(s) hereby agree to pay all reasonable attorney fees and court costs related to the collection activity.

The Child Development Center reserves the right to terminate this agreement for any child who in the Child Development Center's discretion can not adjust to the program or who can not interact well with the other children. While instances such as this are rare, such termination is for the well being of not only your child, but for the remaining children at the Day Care as well.

## **DEPOSIT**

A non-refundable one-week security deposit shall be required to hold a spot for the Child Development Center. This deposit shall go towards your child's first week of service.

## ENROLLMENT AGREEMENT

This agreement, dated and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

***Toddler University, a licensed Child Development Center (hereafter referred to as***

***“Center”*** and \_\_\_\_\_, **(hereafter referred to as**

Parent(s)

***“Parent(s)”***;

WHEREAS in consideration of the mutual agreements contained herein and for good and valuable consideration, the parties hereto covenant and agree:

That \_\_\_\_\_, consents to the enrollment of my child / children

Parent

\_\_\_\_\_ with Toddler University LLC, a licensed Child

Name of Children

Development Center.

It is agreed that the cost of providing day care services for the above child/children shall be set at \$\_\_\_\_\_ per week, payable in advance on each Friday afternoon for the following week’s service. Additional fees may be assessed as per the contract addendum, the receipt of which the parent(s) hereby acknowledge.

**Furthermore**, it is agreed that neither Dawn M. Mynough nor any member of her family nor any employee or agent of Toddler University LLC shall be held responsible for any sickness or injury of my child/children while in the Child Development Center or in transit to or from their Center.

**Furthermore**, I give my consent for my above referenced child/children to take part in field trips and/or excursions under the proper supervision of the Child Development Center in the Provider’s or other Center employee’s vehicle.

**Furthermore**, I agree to pay the stated fees and to abide by the rules and regulations as contained in this contract.

**Furthermore**, I agree that in the case of an accident or injury to my child, emergency medical care may be given immediately. I will not hold the Child Development Center or any employee or agent of the Child Development Center responsible for any medical bills accumulated from such accident or injury.

**Furthermore**, I confirm that I have given the Child Development Center a medical insurance form with all accurate information as well as a release note for my child’s treatment in case of an emergency in which a doctor’s care or hospitalization is necessary.

**Furthermore**, I confirm that I have read this agreement and contract and I understand all the policies as set forth. I agree to abide by each and every policy as stated. I further acknowledge that all guidelines in this handbook are fully understood.

BY PARENT (S):

BY DAY CARE PROVIDER:

\_\_\_\_\_  
Mother/Father

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dawn M. Mynough

\_\_\_\_\_  
Date

\*Please sign above and return to the Child Development Center. Keep all other pages for your records