



Child Care Agreement

The purpose of this contract is to outline the policies and procedures under which I operate as a Daycare Provider. I give the children in my care opportunities to learn in a family like setting with mixed age groups, where they can feel safe and loved and can begin to build a positive self image. Your child will receive quality personal and individualized care in a warm and loving home. Your questions and comments are important so we can achieve the very best experiences for your child.

This agreement is entered into on the _____ day of _____, 201_____

Between

Parent / Guardian #1:

Name _____ Phone _____

Address: _____
(Street) (City) (State) (Zip)

Parent / Guardian#2:

Nome : _____ Phone _____

Address: _____
(Street) (City) (State) (Zip)

And

Childcare Provider: Elisana Lostanau

Location: 6505 Connie Lee CT Peyton Co 80831

For the care of

Child Name: _____ D.O.B: _____

Child Name: _____ D.O.B: _____

I agree that I will pay a weekly fee of \$ _____ per child(ren). This fee will be payed in advance. A deposit of \$ _____ (one week fee) is due a time of registration. This deposit will applied to the final bill.

Hours of Service

Under this agreement, childcare will be provided for the above named child (children) during the following hours.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------|--------|---------|-----------|----------|--------|
| FROM | | | | | |
| TO | | | | | |

Beginning on _____ / _____ / 201_____

If the Parent / Guardian is late in picking up / dropping off their child, they are responsible for notifying the Provider as soon as possible so that arrangements can be made.

Hours of operation

I provide full part time care, 5 days a week, Monday through Friday from 6:30am to 5:00pm. No child can be in care for longer than 10 hours per day. Since my child care business is operated in my home, I would ask to respect these hours and to avoid being late or to linger after hours. I will work with you to establish an individual schedule that meets your child care needs during my hours of operation.

Rates and Fees per Child

The agreed upon fee for childcare is for _____ days per week, The weekly fee is due by Friday morning prior to next care period. The Provider may change the agreed upon rates of this section by supplying the Parent / Guardian with 4 week(s) written notice.



Registration Fee

An annual fee of \$50.00 will be charged at the time of enrollment. This fee enables this child care home to repair and replace worn or used items such as bedding, craft supplies, toys and much more. Your child will directly benefit from this fee. The fee will be due at the end of June of each year.

Trial Period

To assure that the child care arrangement is a good match for the child and the provider: there will be a two week trial period. At the end of this period, either the family or the provider may terminate child care for any reason without notice. I retain the right to terminate this contract immediately in the event of destructive, uncontrollable, or violent behavior or failure to cure nonpayment within five days past due.

Attendance

The agreed upon rate in Section "Rates and Fees" is payable regardless of whether the child actually attends the daycare on the days.

Repeated late pickups can result in termination of this agreement by the Provider.

In addition, a fee of \$5 will be charged for every quarter hour or part if parent is late in picking up their child. Fee is due at the time your child is picked up.

If your child has not been picked up within 15 minutes after closure and I have not heard from you I will begin to contact the emergency contacts on your enrollment form. If no one can be located within one hour, I will contact local authorities/social services to pick up your child.

In the event you are unable to pick your child up on time I will feed your child dinner. Your child may have to come with us to our evening events, such as: gymnastic or swimming lessons. If you and your emergency contacts cannot be reached by 6:00 pm local authorities will be called.

Payments

The payments can be made online. www.childcarepay.com. Also you can set up an automatic payment so you won't have to be worry about writing checks every week.

You may choose from the following payment options: (all payments are due in advance)

Weekly: Payment would be due for the following week on the last day of care on the previous week.

Bi-weekly: Payment would be due for the following two weeks by the last day of care on the previous week.

Monthly: Payment would be due for the following month on the last day of the month.

Payments are promptly due on the terms of Section "Rates and Fees". If a payment for childcare is late, a late fee for the amount of \$ 10 per day will be assessed.

Repeated late payments can result in termination of this agreement by the Provider.

Any returned check fees will be the responsibility of the parent. If the bank returns a check(s), the Provider reserves the right to demand that all future payments be made in the form of cash only.

Termination of Services

Either party may terminate this contract, or the childcare services specified within, provided 4 weeks notice is given.

The Provider may terminate the agreement immediately in the event that the child's behavior endangers the other children or the Provider.

The Provider may also terminate the contract early for repeated violations of this agreement by the parent.

Holidays

Falcon Day Care is open all year round except for the following holidays in when we will be closed, and no services will be provided.

- New Years Day Dec. 31, Jan.1st & business day before the 31 or Friday & Monday if both falls on weekend
- Martin Luther King
- President Day
- Good Friday
- Memorial Day and Friday before
- Independence Day (Friday before if it falls on Saturday, Monday after if it falls on Sunday)



- Labor Day and Friday before
- Columbus Day
- Veterans Day (Friday before if it falls on Saturday, Monday after if it falls on Sunday)
- Thanksgiving Wednesday before and Friday after
- Christmas Dec 24, 25 & business day before 24 or Friday and Monday if both falls on weekend
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Vacation

The Provider will provide a substitute care in the case the provider take vacations.

A child may take vacation any time. Is the parent responsibilities to pay for the time they are on vacation.

Clothing and Supplies

Children must arrive clean, dressed, groomed, and ready to begin their day. Please dress your child at home in sturdy, comfortable clothes for play. A complete change of clothes including extra socks and a jacket must be provided for each child.

Each child will have a storage bag that they can leave extra clothes and supplies in.

In the event that your child intentionally causes damage to my property or theft occurs you, as the parent will be responsible for compensation. Please do not send your child with something so valuable that it cannot be replaced. Do not bring toys to the day care.

Parents must provide sunscreen for their child. During summer months and nice weather please apply sunscreen to your child before you arrive. I will reapply according to our activity and manufacturers recommendations. Please provide a sunhat for your infant. Infants will have outdoor playtime.

Meals and Snacks

The children will be served Breakfast, Lunch, and Snacks each day provided the child is in care when the meal is served. Nutritious, well-balanced meals will be served, offering the children a healthy variety. Each child will have access to water through out the day.

Breakfast is served at 8:30, lunch at 11:30 and afternoon snack at 3:00. Food served will be nutritious and delicious and meet your child's daily nutritional requirements for the meal or snack served.

For infants that have only breast fed it will be an easier transition for your baby if you begin introducing a bottle at least two weeks before care begins.

When you feel your baby is ready to begin the transition to a cup please talk with me so that we can work together on this process.

If your child has food allergies, changes will be made to the menu as needed.

Nap Time

Infants and toddlers will be provided with a crib or play pen National Safety Standards (no blankets and toys in the crib. They will form their own sleeping and waking patterns.

Preschool age children will have a rest on a nap mat with a sheet and blanket. If older children would like a rest or need a rest they will be provided with a nap mat, sheet and blanket. If preschool age children (and older) do not fall asleep after 30 minutes they will be offered an age appropriate quiet activity. Rest time in the home is from approximately 12:30 pm until 3:00 pm.

Substitute care and parent back-up

In the unlikely event that I am too ill to care for your child I will notify you by 6:00 am. Most of the cases I have a teacher substitute to work with the kids.

In case of illness in my family or an emergency situation, I will not be able to care for the children usually in my care. If any child care home will be closed, I will give notice so you can make other temporary arrangements. When requested to do so, I will help located a substitute, but offer no guarantee of success. It is requested that you make plans for a back-up child care arrangement at this time. Then, if the situation arises, you will be inconvenienced as little as possible.

I will provide substitute care when I will be away from the home for my own or my children's pre planned personal appointments. I will use my brother Jerico or my husband Thomas if I can not get a sub for those hours until I can arrive. They are familiar with the policies of the home, regulations and the children. In the event of an emergency I will notify you and you will need to find care on your own.

Potty Training

When your child is in diapers you will need to provide diapers, diaper wipes, diaper rash ointment/cream, diaper disposable bags and extra clothing.



When your child begins to ask questions about using the toilet and is able to dress and undress unassisted and we both feel the child is ready we can begin toilet training. If the child has success in potty training at home the provider may attempt to provide assistance to the potty training process at their discretion during the daycare. You will then need to provide pull ups and plenty of extra clothes. I do not have a specific method I use as my experience has shown me that each child's experience is unique. It is important for all of the child's caregivers to be consistent with the toilet training.

The Parent / Guardian agrees to keep the child in diapers or "pull-ups" until the child has demonstrated the ability to remain "accident-free" for a period of at least 4 weeks at home.

Field Trips

Every summer we take 3 field trips and parents will be asked to provide from \$10 to \$20 to cover admission. If you do not want your child to attend you will need to make alternate arrangements for their care that day. In some occasions there will be a teacher assistant with the babies at home.

Parents will need to sign permission for field trips and activities as well as the occasional unplanned excursion. Parents will be notified of any field trip or scheduled activity. In the event that we need to run an errand such as a trip to the grocery store, I will call each parent on their primary phone number and let you know where we are going. Each parent will be given my cell phone number so that they can contact me when we are out.

I use a Chevrolet Tahoe that can safely seat 6 children. The vehicle is equipped with infant or booster seats

Parties

Invitation to private parties may NOT be distributed at school unless EACH child in the daycare is included. If only a select few children are invited, please mail the invitation. Please be advised that for daycare policy we are not permitted to provide addresses for current or former students. We can provide phone numbers so you can communicate to each parent regarding the party.

Child's Illness

If the child is exhibiting any of the following symptoms, he won't be accepted for care that day and alternate care arrangements should be made.

Fever of 101° or higher, vomiting, diarrhea, coughing, running nose (green)

If the child begin to exhibit any of the above symptoms, the Provider may notify the Parent / Guardian and request an immediate pickup of the child. This policy is implemented to ensure the safety and well being of the other children in the daycare and the Provider.

Your child will need to be free of fever or diarrhea for 24 hours before they can return to care. If your child has been put on antibiotics they will need to wait 24 hour before returning. I reserve the right to request a statement from the child's health care provide.

If your child requires medication you and the health care provider will need to complete the required authorization forms. The medication will need to be in the original container and given directly to me. It will be stored inaccessible to children.

In the event that your child becomes ill and needs to leave care you will be asked to come pick up your child within one hour. If your child is injured and requires medical attention you will be notified immediately. Small bumps and bruised are an every day event for most children at some point in their lives. If you would like to be notified each time please let me know and you will be notified. Otherwise you will be notified at the end of the day. Other emergencies will be handled on a case by case basis.

The provider reserves the right to refuse care to any child deemed to be to ill to be in the child care home. There is no rebate of fees for sick days.

My own children is fully immunized. I accept children into care that may be exempt from some or all immunizations. Be advised that your children may be in care with children that are not fully immunized.

Guidance Policy

In Falcon Day Care the children who are too young to understand natural consequences will be redirected to an acceptable activity. Older children will be given choices that clearly explain the consequences of their actions. I try and catch children doing something "right" and celebrate their good choices.

The technique of "timeout" will be used in the event the child misbehaves. The Provider will use the opportunity to explain why the child's actions were inappropriate and to give the child time to reflect upon their actions. If a child becomes abusive or poses a danger to the other children, the Provider reserves the right to require immediate pickup and / or terminate this agreement in the interest of safety.

Use of Media

We watch G rated educational videos to complement the learning. Children will not watch TV, except for the special occasion movie. There is a computer available. Children will be supervised while using it.



Child Release Policy

Children will be released only to persons listed on their enrollment form. Anyone not known to the provider will be asked to provide an ID. If you have an emergency and need someone not listed on the enrollment form to pick up your child you will need to call and give verbal authorization. That person will need to show ID.

If someone attempts to pick up your child and they are not authorized 911 will be called.

A parent has the right to pick up their child whether they are listed on the enrollment form or not unless court orders do not allow for this. I will need to have a copy of any court orders.

If you or any other person arrives to pick up a child and appear to be under the influence of drugs or alcohol I will encourage you to let me call someone to come get you. If you leave with your child I will call 911 and report you.

Natural Disasters

In case of fire, the children and the provider will leave the home and gather at the front neighbor's house. If we have to leave the area and you arrive and no one is there due to an emergency we will be at the Safeway on Woodman and McLaughlin Rd. If that location is not safe the back up location is Walmart on Woodman and Meridian Rd.

In the event that we have an emergency that causes evacuation there is an emergency kit in the car that contains food, water, blankets and emergency numbers for the children.

For emergencies that require that we take shelter in the home there is an emergency preparedness kit in the basement that contains food, water, flashlights and activities.

In case of tornado the children and the provider will be moved to the guest bathroom.

In case of flood the children and the provider will move to a high level and unless instructed to go elsewhere by emergency officials.

Contract Renewal

Contracts will be renewed annually six weeks before the previous contract expires. Any changes that take place in your family should be reported and changes made on the child care forms immediately.

Update on Health & Immunization Forms

The Health Status Form, Immunization Form, and Over the counter Medication Form must be updated annually for children under the age of 7 and every three years for children ages 7 and older. The Immunization Record must be updated according to the age requirements of your child as stipulated by the Health Department.

Maternity Leave

Maternity leave should be a time of joy for all, but many times the provider is put in an awkward position of holding the older sibling's space and reserving a space for the new child. This Child Care Home operates by the following policy:

I encourage parents to allow the child in care to continue to come at least three days per week. For incoming siblings, arrangements need to be made as soon as the mother knows the child is on the way. Parents should plan ahead to have all paperwork signed and a tentative starting date in mind. All regular holding fees and procedures will apply. If a space has to be held for more than two weeks, a holding fee or partial weekly charge will need to be paid at time of registration to hold this space. There may be a possibility that I cannot hold a space for your new child because of rules regulating the amount of children in my child care home. I will inform the parent immediately of this situation.

Services offered for children with special needs in compliance with the Americans with Disabilities Act.

In compliance with the Americans with Disabilities Act. My home can not accommodate a child in a wheelchair. I am not able to provide transportation to and from therapy sessions

All children will play outside daily, weather permitting. The amount of time will depend on the weather and the day. There will be times when the weather extremes will keep us inside.

Children will never be exposed to second hand smoke in the home or car. If visitors to the home smoke they will not be allowed to smoke in the home or play yard.

In the event that the weather turns bad during the day please come as soon as it is safely possible, please give me a call to let me know. Your child will be well cared for until you are able to arrive.



Suspected or known child abuse should be reported to El Paso County

Complaints about a family child care home can be made to The Division of Child Care at 303-866- 3755 or 1-800-799-5876. 1575 Sherman St. Denver Colorado 80203.

The official Rules Regulating Family Child Care Homes can be obtained at the Division of Child Care 1575 Sherman St. Denver Colorado 80203, or at www.cdhs.state.co.us/childcare or <http://www.sos.state.co.us/CCR>

I regularly receive emails updating me on current recalls. I regularly check my equipment for safety and value any input and knowledge you may have.

Authorization Signature(s)

By signing this agreement, all parties agree to abide by the policies and procedures specified within. The procedures for termination of this contract are located within this document under the Termination of Services section.

Parent / Gurardian #1

Parent / Guardian Signature *Printed Name* *Relationship* *Date*

Parent / Gurardian #2

Parent / Guardian Signature *Printed Name* *Relationship* *Date*

Provider

Signature *Printed Name* *Date*

