

Starlight Preschool/Daycare Learning Center

Parent/Provider Contract

This is a contract between _____ (herein called Parent(s)) and _____, owner of Starlight Preschool/Daycare Learning Center; a Licensed Daycare Center (herein called Provider).

1. Childcare services will be provided by _____ Daycare for (name of child) _____ on (circle days needed) Mon. Tues. Wed Thurs. Fri from _____ until _____ beginning on _____. All crafts, activities, and meals are included.
2. The following will be paid holidays. No childcare service will be provided: Public Holidays for 2018 (for each year a holiday schedule will be provided which will supersede this list)

January 1st 2018 – New Years, February 19th 2018 – Presidents Day, March 30th – Spring Holiday, May 28th 2018 – Memorial Day, July 4th 2018 - Independence Day, August 20th 2018 -Eid Day, September 3rd 2018- Labor Day, November 22nd and 23rd 2018 – Thanksgiving Day, December 24th and December 25th 2018 – Christmas

3. Starlight Preschool/Daycare Learning Center may also be closed for 2 weeks paid vacation. Parents Initials _____
4. Provider may take up to 5 personal (Sick) days these are paid days. Parents Initials _____
5. The fee for childcare will be \$ _____ per week payable on every Friday before the service being provided. Parent agrees childcare fees are due regardless of attendance. If payment is not made by this set day a \$10.00 per day late fee will be enforced.
6. Parent agrees to pay an enrollment fee of \$ _____ payable at the time of enrollment. Parent understands the enrollment fee is nonrefundable. These fees are due the first week of care.
7. Parent agrees to pay an annual fee of \$ _____ payable within the first week of care for administrative work. Parents Initials _____
8. Parent agrees to pay the deposit fee of 1 week \$ _____ for clients. You will receive this deposit back when the child leaves after the termination of contract and all dues are cleared. These fees are due the first week of care. Parents Initials _____

9. Parent agrees to pay \$20.00, and additional costs incurred, along with my late fee if a check is returned to Provider. There after payments will be cash. Parents Initials _____
10. Parent will pay late fee of \$10.00 per day if payment is not received by 5:00 PM on the due date of _____. Parent agrees that if payment is not received within 3 days at drop off time, including all late fees; the child will not be accepted into care. Parent agrees that if 7 days passes without payment made, childcare services will be terminated and the collection's process begun. Parents Initials _____
11. Parent agrees to pay all costs associated with collection of any unpaid debt to Provider. Parents Initials _____
12. Parent agrees to provide 2 weeks' notice prior to any vacation time. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness, etc., up to 2 weeks per year. Full payment must be received whether or not child attends. Parents Initials _____
13. Parent and Provider agree to provide 2-week notice of termination of the Childcare Contract. Parent agrees that if 2 week notice is not given to Provider prior to withdrawal of the child from Starlight Daycare, the final 2 weeks fees will still be payable to Provider. *Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child has caused intentionally or otherwise. Parents Initials _____
14. Parent agrees to complete all forms required and given by _____ Preschool/Daycare Learning Center. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file. Parents Initials _____
15. Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, they will be purchased by _____ (Provider) and Parent will reimburse Provider for the full cost.
16. Starlight Learning Center periodically provides opportunity for student/professionals as a Volunteer at the Child care facility. The Volunteer will go through background check and other staff requirement to ensure they are qualified.

Starlight Learning Center Discipline Policy

STARLIGHTLEARNING CENTER will reduce the need for discipline by setting age appropriate, consistent limits and clearly communicating the rules of the classrooms.

STARLIGHTLEARNING CENTER's goal is to provide an environment that gives children the opportunity to learn, explore and succeed with the use of praise and positive reinforcement to minimize the need for disciplinary action.

At Starlight Learning center, we make the kids are engaged by providing different activities throughout the day.

We are trained to be consistent and nurturing towards each child. Reasonable expectations help to keep conflicts to a minimum. Disciplinary action is rarely required when children are kept in a stimulated, nurturing and creative environment.

STARLIGHTLEARNING CENTER will not permit or tolerate the use of any abusive disciplinary methods, such as yelling, hitting, spanking, slapping, shaking, pinching, using profanity, withholding food or sleep, ridicule, embarrassment or humiliation of any child.

Methods of Discipline

1. Positive discipline, which shall include the following:

- Communicate to children using positive statements.
- Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
- Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

2. Distraction: Change the child's focus to an acceptable activity without confronting the inappropriate behavior.

3. Redirect: Anticipate problems and intervene beforehand with an appropriate solution.

4. Time out:

- Time out will not be used for a child under 2 years of age.
- Time out should not exceed more than 1 minute for each year of age of the child.
- Time out shall only be used for purposes of allowing the child to regain control.

Safety Policy:

Starlight Learning Center perform monthly fire drills to ensure your child is safe in case of real fire. During a fire, your child will be moved to a safe location and fire department will be called.

In case of a tornado warning, we will take all the children to the basement and provide a blanket to cover them. We will return to childcare area once it determined to be safe.

Inclusion Policy:

Starlight Learning Center welcomes all children, this includes any children who may require any special health care need or have disability. Please provide a copy, if your child is currently on an IFSP/IEP.

Parent Conferences:

Starlight learning center holds Parent Conference twice a year, to go over the progress of the child development. We will notify the parents of the dates and time of the parent conference meeting by providing a sign in sheet at least one month prior to the conference.

Health Policy

Parent(s)/Guardian(s) agree to keep a child home when the child is ill (for example, but not limited to fever, vomiting, diarrhea, communicable disease, or any other type of illness that may be passed on to others, with the exception of the common cold), this is to ensure the safety of the childcare provider, employees and the other children in the childcare. This is a state mandated regulation.

Parent(s)/Guardian(s) agrees that when a child become ill while in the childcare that they would make arrangement to take the child home. The childcare provider is to determine if a child is too sick to be at childcare. Children will not be allowed to return to childcare until they have been symptom free for at least 24 hours. In some cases, a note from a doctor may be necessary.

*I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Provider Signature: _____ Date: _____