

Dear Parents,

Thank you for your interest in enrolling your child in my program. I hope I can provide all of the love and attention you could possibly want for your child. All of the children I care for are treated as my own, and I hope that everyone feels like part of the family.

I prepared the attached agreement, which includes the areas that are most important for my program. I hope that you will be comfortable talking to me about any area you feel you will not be able to comply with. Because I have my own family to consider, it is important that all parents respect my hours of operation, sick policy, and need for prompt payment of the weekly fee. It is also important that we are in agreement about my policies regarding vacations, holidays, and other absences.

Again, thank you for allowing me to care for your child. You can be assured that I will do my best to provide the best care for your child.

Sincerely,
Gheorghe Ilie

Family Daycare Agreement

I, Gheorghe Ilie, will provide daycare at 9414 Balfour Drive, Bethesda, MD 20814 to _____, the child of _____ under the following conditions.

Program

The center's purpose is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development as a whole. The curriculum includes sharing and conversation time, stories, songs, finger plays, creative art, and other crafts. There will also be focus on games, science, nature activities, and exposure to shapes, color, numbers, and letters. We will celebrate birthdays and holidays, too.

Hours

This daycare is open from 6:30AM to 5:30PM, Monday to Friday. The center will be closed on federal holidays, including Easter, Thanksgiving (Thursday and Friday), Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day, among others.

_____ will attend the daycare from _____ AM to _____ PM, Monday to Friday. A late fee will be charged after the specified time in the agreement. A late fee of \$5 per 15 minutes (or a portion of 15 minutes) will be expected automatically from the parents at the time of pickup.

Payment Policy

All children must be registered in advance. The parents will pay a separate, non-refundable registration fee. The registration fee is the amount of the one-week's payment.

Parents will pay \$_____ **per week** for a full time position. Parents will pay \$_____ **per day** for a part time position.

Fees are payable in advance or may be given no later than drop off time at the beginning of each week. Fees may be paid weekly, biweekly, or monthly. Please initial your payment plan choice.

Weekly: _____

Biweekly: _____

Monthly: _____

Parents must also pay in full for holidays, child absences and vacations, and my 2-week vacation.

Four weeks written notice must be given by the appropriate party for any of the following:

1. Termination of the agreement by either party
2. Increase in child care fees
3. Vacation periods for the provider

Absences

I should be notified immediately if _____ will be absent. On days when I cannot provide care, I will provide a 24 hour notice, when possible.

Vacation

My vacation period will be announced at the beginning of each year. Parents must also provide 2 weeks advance notice for the child's expected vacation. Parents are responsible for paying all vacation days in advance at regular rates.

Sick Policy

State regulations require, for the protection of all children, that your child be kept at home if h/shee shows any of the following symptoms:

- Temperature
- Diarrhea
- Vomiting
- Rash
- Discharge from eyes/ears

If the child has a potential sickness but the parent would like to bring the child to the center, a written notice from a doctor saying that the sickness is not contagious is required.

If your child has a prescription medication, you will be required to fill out a form given by the Child Care Administration. I will not administer any medication to _____ without parental authorization.

If _____ becomes ill during daycare hours, parents will be notified immediately.

Clothing

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, so children should feel comfortable enough to enjoy themselves without worrying about their clothes. Each child should have an extra set of clothing to be kept at the center at all times, in case of water activities or occasional bathroom accidents. All extra clothing should be marked with the child's name. If wet or dirty clothes are sent home, parents should return a clean extra set the next morning.

Supplies

Parents must supply an adequate amount of disposable diapers, baby wipes, drinking cups, lunch, and milk.

Toys

Other than bringing a stuffed animal at the beginning of enrollment into the center, while the child is adjusting to the newness of the center and to nap time, *please do not send toys*. One small blanket and sheets should also be sent to the center for your child to use in his/her playpen or cot at rest time.

Snacks

I will provide snacks for the child during the mid-morning and mid-afternoon. Snacks are used as part of the curriculum. With advance notice, children may bring special treats for their birthdays of other times during the year.

Discipline

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. If a child displays unacceptable behavior, the child will be asked to stop and think about his/her unpleasant behavior. This enables that child to work on self-control. If a child does not cooperate in a group listening situation, the child will be seated by the facilitator and reminded of acceptable behavior. Removal from the group for a "time-out" period is the next tactic used for a child who continually demonstrated unacceptable behavior. This time-out is not a

punishment, but rather a time for the child to calm down, remember the behavior the facilitator is asking for, and decide for him/herself when he/she is ready to rejoin the group with appropriate behavior. If the behavior problem persists, the parents will be asked to discuss what may be helpful in motivating the child to behave in an acceptable way.

Substitute

In the event of an emergency, my substitute will stand in for me. He/she is familiar with daycare procedures.

Termination

Four weeks advance notice will be provided by both parties in case of termination.

Signature

The registration fee of \$ _____ should be submitted with acceptance of this agreement by the parents' signature below.

Both parties understand and will comply with the stated policies of this agreement.

Child's Name: _____

Parent Signature

Date

Provided Signature

Date