

Hix Family Daycare Contract

Hix Family Daycare is a Maryland State licensed daycare home. I meet safety, health and nutritional standards. Taking care of children is my choice of professions. I enjoy caring for children and watching them grow and become attached to the children in my care.

I am a Professional Child Care Provider, not a babysitter. My goal is to provide your child (ren) with a clean, safe, comfortable environment; where they can play and learn with guidance and loving care while you are at work or attending school

Hours of Operation

Our hours of operation are Mondays - Fridays 7:00 AM to 6:00 PM

You may use any or all of these hours. The daycare is closed at 6:00 PM. After 6:00 PM, a late charge will be added at a rate of \$5.00 every 15 minutes. This late fee will be added to the beginning of each quarter hour. At 6:01 PM you will be late! All times in and out are taken from the clock at the daycare. The daycare will be closed on major holidays and notification will be given well in advance of any closed days such as personal vacation time etc.

It is the parent's responsibility to find alternate care if needed during these time periods. Please call us by 9:00 AM if your child will be late or absent that day. This helps us to know how many students to plan activities, lunches, and snacks for each day.

Safety Standards

We have locked cabinets, safety locks, socket covers, safety gates, smoke detectors/fire extinguishers, and hold fire drills once a month as required by state law. We also practice emergency evacuation drills. The children are not allowed outside without adult supervision. For their safety and the safety of other children, no gum, hard candy, small toys, etc. are allowed in the daycare. Any child under four (4) years old will be supervised while in the restroom. Children older than four (4) years will be reminded to wash hands and flush the toilet.

IN RESPECT AND SAFETY TO OUR CHILDREN NO SMOKING, DRINKING, SWEARING OR DRUGS ON PREMISE!

We have a sign-in/sign-out sheet that all parents or legal guardians must sign when dropping off and picking up their child. No child will be released to anyone that is not the parent, legal

guardian or is not on the child emergency pick up sheet; unless written permission is given in advanced. ID will be required for anyone else granted permission to pick up your child.

Our doors will be locked at all times except during pick-up/drop-off times. If you wish to pick up your child at a different pick up time, please send a written note or call us at 410-713-0929

Inclement Weather

Hix Family Daycare operates from our home; therefore, we will be open regardless of school closings. We suggest you use your own judgment about road conditions and bringing your child (ren) to daycare. In extreme weather, please check the webpage or call because we may open late that day for your child's safety.

Damages

Small repairs or accidents is part of a daycare. However, parents and/or guardians will be held responsible for damages that cannot be classified as an accident or normal wear and tear (i.e., poking holes in furniture, breaking toys, etc.).

Meals

I provide breakfast, lunch, and two snacks per day. If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well-balanced lunch and snack for their child. No junk food, pop, gum etc.

Nap Time & Quiet Time

Nap time will be offered daily after lunch. I will provide a rest mat and small blankets and pillow for each child.

If your child has something special they prefer to nap with (i.e., stuffed animals), you may provide it.

Children who choose not to nap are expected to respect quiet time by reading, doing homework, etc.

Illnesses & Medication

Under no circumstances should you bring your child to daycare sick. Sickness is defined as, fever of 100°f or higher, vomiting, diarrhea, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc. If you are not sure your child is well enough to attend child care call and discuss it with me.

It is a state law that daycare providers cannot administer medication without written permission from the parents and/or legal guardians. This includes topical medications such as diaper cream, teething, ointment, sunscreen etc. Any prescription or over the counter medication must have a note from the doctor. There are no exceptions to this state law! The provider must document daily medication that has been administered to the children.

All children must be vaccinated and their vaccinations must be up to date. There are no exceptions to this state law.

Child Discipline Policy

Children's discipline shall be:

- Appropriate to age, maturity, and physical condition of the child.
- Hix Family Daycare's method of discipline is the time out method.
- At no time does Hix Family Daycare practice corporal punishment.
- If the child does not respond to the time out method, a parent will be called to correct the child's behavior.

Termination of Service

The first two weeks of childcare is an adjustment period. It is my responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or provider can terminate the contract anytime during the adjustment period in writing on or before the 14th day after care starts.

If for any reason you need to remove your child (ren) from our daycare a two (2) week written notice is required. You will need to pay the two weeks whether or not your child is in attendance. This will give us time to fill your child (ren)'s spot.

If for any reason I, the provider, cannot provide for your child, I will give a two (2) week written notice to help you find a new provider for your child (ren).

Reasons why termination may occur include, but not limited to:

- Failure to comply with the policies set forth
- Failure to comply with this contract
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior
- Non-Payment of childcare fees or late and/or recurring late payment of fees
- Failure to show up for 5 days in a row without any communication
- Failure to complete required forms
- Inability to meet the child's needs without additional staff
- Blatant disrespect towards provider or provider's family

Child Abuse

By law, if Hix Family Daycare suspects any form of child abuse, we must report it to the authorities immediately. Therefore, I will notify Children's Protective Services and the Police Department when it appears that a child in my care is being physically, sexually, or emotionally abused, neglected, or exploited.

Supplies Parents are responsible for supplying:

- Bottles & formula
- Diapers
- Wipes
- Baby food
- Change of Clothing

Fees

Full time rates are \$_____ per week per child, for the care of your child/ren. This fee is due each Friday for the following week. A \$10.00 per day late fee will be charged if your payment is not paid on time (Friday). _____ understand this is a guaranteed rate and includes full pay for holidays, vacations with no credit for absent or sick days. Payments need to be paid in advance on the first day of attendance. There is a \$35.00 nonrefundable registration fee at enrollment plus your first week's tuition.

We accept cash, money orders, or personal checks. There is a \$35.00 fee for returned checks. If we get a returned check, we will request cash or money order only.

We also provide part time care for an hourly fee of \$_____ .

Before and aftercare for a fee of \$_____.

Extra Fees

Occasionally, we may have a special project or take a day trip, which may cause an extra fee. Parents or legal guardians will need to cover the costs of the special project or trip and sign a permission form in order for your children to attend.

If for any reason you do not want your child (ren) to attend these extra activities, you may need to provide your own child care for that day.

Pets

The Hix Family Daycare has two friendly cats. They are healthy and up to date on vaccinations and declawed. Your child may or may not come in contact with them throughout the day. If your child (ren) is allergic to cats, you may want to look for another providers.

Open Door Policy

While your child is in my care, you can always be assured that the door is open to you. Open Door does not mean that we keep our doors unlocked. For the safety of myself and the children doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for a visit. I would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. Please keep in mind there may be times when it is not possible for me to run to the phone (diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and I will call you as soon as I am able.

Communications

Communication is very important to me. When I accept a new family into my home, I like to be sure that we can share openly any concerns or questions that may arise. I feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. I grow to love each child I keep very much and I am always glad to have a chance to be a part of their lives. It is important that there is a similar childcare philosophy between us.

I welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may call me between 7:00 p.m. – 9:00 p.m. If there is an emergency, please call my phone at 410-713-0929. I provide a monthly newsletter that will explain some of the activities we are doing, events that will be happening, my days off, and any other pertinent, fun or helpful information that may be of interest to you. You are always welcome to contribute to our newsletter.

PARENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

PARENT SIGNATURE: _____ DATE: _____

This contract is good for one year. A new contract will be provided each year.

CHILD NAME: _____

Drop off Time: _____ Pick up time: _____

Days of the week: _____