



**As your child's day care provider, we agree to:**

- Give your child careful, affectionate care and stimulating activities to encourage, and enhance happy, healthy growth and development while attending day care.
- Furnish nutritious meals and snacks.
- Keep you informed through frequent communication and, if necessary, conferences regarding your child's activities and growth.
- Cooperate with you in planning for your child, including any special attention they may require.
- Maintain the following hours of operation: Monday – Friday 6:30 am to 6:00 pm.
- Provide opportunities to receive your suggestions and criticisms.
- Operate this day care center strictly under the licensing standards and regulations of the New York State Office of Children and Family Services.

**As Parent/Guardian I agree to:**

- Provide the center with the annual health and immunization records for my child.
- Provide the daycare with a one time, non-refundable deposit that will guarantee your child's spot.
- Inform the day care center if they cannot be brought in or picked up at the regular time, or if the child will be absent. If not in **by 10:00** or notified they will be late you child will be considered absent and not accepted for the day.
- Inform the day care center if someone other than myself will be picking up my child.
- Provide the center with extra clean, weather appropriate clothes.
- Report any change of address or phone number to the center.
- Allow the day care center to notify my child's physician in the event of an emergency when all efforts to contact a parent have been ineffective.
- Provide the center with a **2 week** notification of **any change** in the regular schedule.
- Provide the center with diapers, wipes, baby food, and bottles daily (as needed), if not provided you will be charged \$1 per diaper.
- Provide the center with **one box of Kleenex per month**.
- Provide the center with a prescription and doctor's slip for any medication, including Tylenol, to be given while at day care.
- Provide payment to the center **each Monday for the current week**. There is a **\$3.00 per day** late fee if your payment is not paid on time.
- If tuition is not paid by Friday of the week it is due, my child will not be able to return to the center until tuition has been paid. (We cannot guarantee to hold your child' placement while waiting for payment).
- **Payment must be made for all scheduled days whether or not your child attends day care. \*\*\* THIS INCLUDES SICK DAYS \*\*\***
- Payment will not be necessary for holidays in which the center is closed.
- Payment will not be necessary for days off, **if two weeks notification has been given**.
- Late pick up fees will be paid directly to the staff who stays late with your child at a rate of \$1.00 per minute for each child picked up after the center closes at 6:00 pm.

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**I have received the parent handbook and been advised of all policies regarding fees and services provided by the facility and the New York State Department of Social Services regulations under which it operates.**

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director signature** \_\_\_\_\_ **Date** \_\_\_\_\_