

## **Gramma's House Family Childcare and Preschool Contract 2017-2018**

Our goal is to provide your children with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you work. We will be integrating curriculum, arts and crafts, and a variety of skill development activities during our days, but our first priority is for your child to HAVE FUN!

In order to make our relationship as enjoyable as possible, the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a business like manner. There is a lot of information here. Please read all of it and if you have any questions please ask. It is very important that we communicate from the start.

At Gramma's House you are paying for a specific slot, so no discounts are given if your child does not come to care. We are professional childcare providers, not babysitters, and we expect our clients to show respect for our home, family and each other. We are also small business owners. Our fees, hours and policies are well thought out and non-negotiable. Like you, we too have lives outside of child care. We would love for your family to have a chance to enjoy all that Gramma's House has to offer, but in order for us to have a successful placement for your child you must read and fully accept our terms before you sign a contract.

The policies listed below are set forth by Gramma's House and are in accordance with state regulations. This contract becomes effective upon acceptance by the parents/guardians and Gramma's House. Failure to comply with these policies may result in immediate termination and loss of your fees at the discretion of Gramma's House.

**\*Parent/Guardian Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

## **Admission**

Parents will be required to sign the contract and authorization form, fill out and sign the child admission form, and provide a copy of the child's immunization records before or on the child's first day of care. A copy of a recent physical must be provided within 30 days of the enrollment date.

There is a **\$40 registration fee per child, \$75 registration fee per family**, which will be paid at the time of registration along with a deposit of the first weeks contracted payment. It will not be refunded if you decide not to continue with us.

## **Business Hours**

Gramma's House is **open Monday through Friday from 7:00a.m. until 6:00p.m. We require two weeks notice if you need to change your contracted hours.** You pay for the time you request.

**We can be reached at 375-0709.** You can call between the hours of 5:00a.m. and 9:45p.m.

## **Fees**

### **\*Weekly-**

**Full-time-** \$135 per child

**Part-time-** \$85 per child (includes just before or just after school for school agers)

### **\*Monthly-**

**Full-time-** \$580

**Part-time-** \$300

### **\*Daily Rate**

\$40 per day per child for 6 or more hours and \$20 for each child after the first in the same family  
\$20 per day for less than 6 hours and \$10 for each child after the first in the same family

- The payment for drop-off care is due each time you drop your child off
- Drop-off care should try to call at least 24 hours in advance
- Drop-off care is not guaranteed and your child will only be able to come if there are open slots available.
- Full-time is considered 26 hours or more a week
- Anything less than 26 hours is considered part-time
- Before and after school care is always considered full-time

**No child will stay at Gramma's House more than 10 hours.** We believe it is detrimental to the child's well being to limit the amount of time spent at Gramma's House. **Therefore the fee for children who stay over 10 hours will be \$5 every 30 minutes per child.**

In order to hold a slot for your child, Gramma's House must be paid in advance of the time of care. **No refunds or discounts will be given for any reason; there are no exceptions.**

**\*Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **School-age Care**

We will not do school drop-offs and pickups for hourly care. **We will not do school drop-offs and pickups if it is not included in your contract.**

In cases of emergency school delays it is your responsibility to make sure your child gets to school at the appropriate time. In cases of emergency closings it is your responsibility to make sure your children are picked up from school. **We will not be able to do emergency school drop-offs and pickups in cases such as natural disasters or any other reason school is delayed or has an early release.**

## **Payments and Late Fees**

**A paid two weeks advance notice or a two weeks payment must be given, by the parent, if childcare is being terminated.**

If weekly payments are chosen:

**The contracted payment will be due before care on Monday of every week.** Payment will be considered late if not paid on Monday, and will be expected Tuesday before care including a **\$20 late fee. Your child will not be able to attend if payment is not made on this day.** There will be a **daily \$10 late fee** each day the contracted payment is not paid for the next 3 business days following that Tuesday.

If monthly payments are chosen:

**The contracted payment is due before care on the 1<sup>st</sup> day of every month** and is considered late if not paid on that day. If not paid that day, it will then be due the next day before care including a **\$30 late fee. Your child will not be able to attend if payment is not made on this day.** A **daily \$10 late fee** will be added for each day the contracted payment is not paid for the next 3 business days.

We will only accept payment through the PayForit.net online system. PayPal or cash can be used for late fees and other extra fees at the time of drop off. Gramma's House is not responsible for any additional fees charged by PayPal or any other payment method. We will not have cash so please bring the correct amount that is owed. **Personal checks will not be accepted.**

**Payment will not be refunded if your child does not come, or is on vacation. Payment will not be refunded if Gramma's House is closed due to extreme weather or providers being sick.** It is good to have back-up care just in case these instances take place.

## **Closing Procedure**

**The late pick up fee is to be paid at the time of pick up** at the rate of **\$1.00 per minute per child starting at 6:01p.m.**

When a child is left after closing and the parent/guardian or emergency contacts cannot be reached the Department of Human Services will be contacted. Appropriate activities and a snack will be provided for the child during these cases.

\*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Holidays**

All holidays are paid; regular weekly or monthly fees still apply.

Gramma's House will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

Any holidays that fall on the weekend: Gramma's House may be closed the Friday before or the Monday following.

## **Vacation**

You will get 5 consecutive days of vacation per year without pay after being contracted with us full-time or part-time for 6 months. You may not use your no pay vacation on our paid holidays or paid vacations. You must also give a two-week notice before any vacation is taken or you will still have to pay.

**Gramma's House will take 14 days of paid vacation/personal days a year, which means you will still have to pay full price.** When we close for these days **you will be responsible for seeking other means of care for your child.** We will give at least 4 weeks notice before any vacation is taken and 2 weeks notice before personal days are used. Your payment will be due before our vacation and personal days, or it will be considered late.

You will need back-up care in cases of vacation, sickness, or any other times Gramma's House may have to close. **No refunds will be given.** In instances where Ms. Pat, Ms. Felicia or Ms. Sandy cannot be at Gramma's House we will provide substitute care. Substitutes who may be used are Ms. Charlotte, Ms. Angela, Ms. Christina or Ms. LaWanda.

## **Smoking**

**Gramma's House is a non-smoking environment** for the health and welfare of the children.

## **Activities**

**The main goal of Gramma's House is to have fun,** improve social, cognitive, language and motor skills, and encourage creative expression and independence. We will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, water play, dancing, dramatic play/pretend, puzzles, and nature study are just some of the activities we will be doing. It is our goal to have a variety of toys readily available to the children. For young children it will not be a rigorous academic program as they learn best from participating in and observing the environment around them. Children 2 ½ years old and potty-trained will automatically be entered into our preschool program, which takes place Tuesday and Thursday every week during the Widefield District 3 school year.

Gramma's House does have certain times where the children will be allowed to watch T.V., movies, listen and dance to music, and play games on children friendly websites on the computer, laptop, or Ipad, and they will be closely monitored. They will have 30 minutes a day to play on the computer and an hour at opening, 30 minutes at lunch time, and an hour at closing for T.V. time. Every Friday is movie day. Children will also be allowed and encouraged to pray at meal times. By signing this contract you give Gramma's House permission to take photos of your child and post them on our websites and social media pages.

\*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Arrival and Departures**

Children must be signed in and out by their parents/guardian, or a personal contact. Children will not be allowed to sign themselves in or out.

You must **drop your child off at the contracted time. Any changes will require a 2-week notice.** Children are to arrive clean and they will be returned to you clean. Please be as quiet and as brief as possible when picking up children during naptime.

Please remember to inform emergency contacts or people designated to pick up your child that if we do not know them and the child is too young to recognize them we will need to ask for identification. We do not mean to offend, this is simply a measure taken for your child's protection. If a parent or person designated to pick up the child appears under the influence of a controlled substance, the child will not be released in his or her care. If this should happen an emergency contact would be called to pick up the child and if he or she cannot be reached, the police would be called.

## **Absences**

**Gramma's House must be notified in case of absences.** Waiting for children to arrive affects our schedule. Please be courteous and **inform us of absences and lateness.**

## **Cleanliness/Hygiene**

Beginning at toddler age, washable nap cots are used. Each child has a separate nap cot and blanket. Blankets are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water weekly. Children will be allowed to bring their own blankets as long as they are labeled.

## **Transportation**

All children being transported while in our care will use seat belts and the appropriate type of seat for each child's weight, height and age according to state standards. **Parents are responsible for providing the appropriate car seats.** In addition to field trips there will be short trips to the park, school pick ups and drop offs, or the grocery store. A note will be left on the door at these times. We will not at any time leave children unattended in vehicles. The vehicle that will be used is Ford E 150 van, 15 passengers.

\*Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Termination**

All new children will be cared for on a 2-week trial basis. During this trial period, either party may terminate care. **After this trial period a paid 2-weeks written notice is required by the parent to terminate the childcare agreement.** A termination notice will not be accepted while the provider or the parents are on vacation.

**Parents are financially responsible for payment of the final 2 weeks of care whether or not their child attends our program.**

Providers reserve the right to terminate care for the following reasons, but not limited to:

- Late payment, late pick up, dishonesty, lack of parental cooperation
- Blatant disrespect towards provider or provider's family
- Lack of compliance to outlined policies
- If parents knowingly bring their child ill
- Failure to complete required forms
- Failure of a child adjusting to child care after a reasonable time
- Failure to get required immunizations
- Our inability to meet your child's needs
- Serious illness of child or provider
- Unacceptable behavior that interferes with the atmosphere of the child care home and/or is detrimental to the well being of others

Providers reserve the right to give written notice of immediate termination in these cases. **A 2 weeks payment is still required if care is terminated by either the parents or the provider.**

## **Child Abuse/Neglect**

It is state law and also our responsibility as childcare providers to report any and all abuse or neglect performed on a child. Therefore, **we will notify Children's Protective Services and the Police Department when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited.** The El Paso County Child Abuse telephone number is (719) 444-5700.

## **Release of Child**

Your child will not be released to anyone other than those listed on your child's admission form unless you call and let us know. **Anyone the providers or child are not familiar with will be asked to show ID.** If they do not comply, the child will not be released.

\*Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_

## Supplies

Parents are responsible for supplying

- Formula/bottles
- Diapers
- Wipes
- Sunscreen
- A full change of clothing, including underwear and socks
- Helmets, wrist protection, and knee and elbow pads for riding a scooter, bicycle, skateboard, skates, or rollerblades
- Any other supplies your child may need

All parents who have children who are not potty-trained will need to supply wipes and diapers. Please be aware when your child's supplies are running out. If it becomes necessary for us to supply wipes or diapers for your child, reimbursement will be expected no later than your next payment date.

Diapers are changed on the changing table or on a mat in the bathroom. We wear gloves during the process and wash both our and the child's hands after. Infants under 12 months will be changed every hour. Children 12 months and over will be changed every 2 hours.

Potty training will be done at Gramma's House. It will not begin until there has been communication between Gramma's House and the parents. Children will sit on the potty every 2 hours at first. It will be done in less time according to the needs of the child as discussed with the parents. Transitioning from diaper to underwear will happen when the child is fully potty-trained while awake.

**Please have your child clean and dressed for play.** We expect your child to arrive dressed for the day and dressed appropriately according to weather conditions, including snow clothing. We will be going outside twice-daily weather permitting.

All personal belongings should be marked with your child's name. **The providers are not responsible for your child's clothing or personal items brought into our home.**

Sunscreen must be supplied and in cases where no sunscreen is available the provider will use the sunscreen, with a SPF of 30 that Gramma's House has on hand. Please bring a hat for your infants and they will also be provided with shade so they will be protected from sun exposure.

## Toys

Please know that if the child is unwilling to share a toy with the other children it will be put away until the end of the day. We do not mind if a child brings a toy from home, but if a certain item becomes a problem we will have to ask that that item be left at home. **We are not responsible for lost items brought from home.** Parents will be notified of recalled toys and the recalled toys will be dealt with accordingly.

## Regular Attendance

**If your child will be late or absent, please notify us no later than your child's regular arrival time in the morning. You are required to keep your child home when ill** and need to inform us as soon as possible in the event that you must stay home with your child.

\*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Medication**

**State law prohibits us from giving your child medication of any kind unless you have a doctor's prescription. Parents must give the first dose of the day always.** Medications will be stored according to the doctor's orders. Provider will make sure it is the right time and they have the right child and medication before administering it. After the administering of the medication the provider will make record of it in the child's records. Medication will be returned to parents when it is no longer needed.

## **Child Illness**

**Under no circumstances should you bring your child to care sick.** That includes but is not limited to a fever of 100.5 or higher for infants 5 months and younger and 101 degrees or higher for children over 5 months, vomiting, diarrhea, sore throat, 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 childcare, call and discuss it with us. If your child becomes ill while in our care we will call you immediately. The providers reserve the right to determine when a child should be sent home. **Your child may return to care 24 hours after they are symptom free.** For example, if your child is sent home with a fever, they cannot return until they have been fever free for 24 hours. Please call by your normal drop off time if your child will not be attending that day. **Payment is still due if your child does not come to Grandma's House due to sickness.**

## **Meals and Snacks**

Meals are at the scheduled times mentioned below and **if your child is going to arrive after a meal is scheduled to be served, you must feed them before bringing them to childcare.** Any child not present for a meal will wait until the next meal is served. Exceptions will be made for infants. Infants will be fed on demand.

- Breakfast      7:00am – 9:00am
- Lunch            11:30am – 12:30pm
- Snack            3:00pm – 4:00pm

All children will be offered the same foods and will only be fed at the above mealtimes. Alternatives will be provided for children with allergies. If your child has special dietary needs, we must have them in writing. If these needs are numerous or too difficult to meet, we will ask you to provide the required food. Providers will encourage children to drink from sippy cups when they turn 1 year old, and they will be encouraged to drink from a regular cup when they turn 2 years old. The transitioning from breast and/or bottle to a cup will be done according to that specific child and a plan made by the parents and provider.

## **Disasters**

Fire drills will be practiced monthly to accustom children to evacuating in a prompt and orderly manner without panic. In addition to fire drills we will also on occasion practice drills for severe weather, lockdowns, reverse evacuations, and shelter-in-place emergency situations.

In case of a disaster such as fire, severe weather, lockdowns, reverse evacuations, or shelter-in-place, if there is sufficient warning, parents will be called to pick up their children as soon as possible. We will meet parents at the parking lot of Janitell Jr. High on Fountain Mesa Blvd after evacuations. 911 will be called and CPR and first aid applied in cases of any emergency.

**\*Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_**



## **Medical Emergencies**

Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If necessary your child will be transported by ambulance to Memorial Hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required. Gramma's House will not be responsible for any illness/injury of either child or parent/guardian while on the premises, or while the child is in the company of the provider during field trips or outings.

## **Immunizations**

All immunizations must be kept up to date. Any child found with immunizations not up to date will have 24 hours notice to receive required immunizations. The providers can refuse to care for any children if required immunizations have not been received.

## **Nap/Quiet Time**

**Children who do not attend school full day take naps from 12:30-2:30pm.** Children who attend school full day will have a choice of resting or doing other quiet activities during this period.

## **Damages**

It is expected that your child be respectful of our personal property and furnishing. A certain amount of wear and tear is normal, but **if your child is malicious upon breaking or damaging any item, we will expect reimbursement in full for the replacement cost of an identical item.** This reimbursement is due the same time your next payment is due.

## **Discipline**

We will use time out as a form of discipline. Children will be required to sit away from the activity for a time according to their age. We believe positive discipline should be used to teach children guidance. The children are explained the rules of the childcare home frequently so they are aware of the guidelines.

## **Field Trips**

Children participate in field trips at various times throughout the year. Notice of place and time of field trips will be given at least 1 week in advance. Occasionally, there may be fees related to the trips to cover entry fees or any other fees that apply. A permission slip for all field trips will be signed at the time of admission.

We will take all possible precautions when transporting the children in our car. The parent is responsible for providing a car seat. It is **not necessary your child attends these field trips but you will be required to find alternate care for your child if he/she does not attend. Regular childcare fees will still apply** for field trip days, whether or not your child attends.

## **Equal Opportunity Provider**

Gramma's House is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, or national origin. We also comply with the Americans with Disabilities Act.

\*Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_

**General Information**

If you will not be reachable at your normal telephone number listed on your enrollment form, please let us know and give us an alternate phone number if possible so that you may be contacted promptly in the event of an emergency.

For more information on rules and regulations please go to [www.cdhs.state.co.us/childcare](http://www.cdhs.state.co.us/childcare).

**Complaint Reporting Procedure**

To file a complaint related to a Child Care facility, please call the Division of Child Care Licensing at 1-800-799-5876 or mail a letter to:

**The Division of Child Care  
1575 Sherman St., First Floor  
Denver, CO 80203-1714**

You must include your name, phone number, the provider's name and also the provider's address with the complaint.

\*Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Gramma's House Family Childcare and Preschool Financial Agreement**

In order to make our relationship as enjoyable as possible, the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner.

At our daycare you are paying for a specific slot, so no discounts are given if your child does not attend care whether the child is sick, or for other reasons. We are professional childcare providers, not babysitters, and we expect our clients to show respect for our home, family, and each other.

Financial agreement for the care of:

1<sup>st</sup> Child \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_

2<sup>nd</sup> Child \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_

3<sup>rd</sup> Child \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_

### **Contracted Hours**

The hours and days we have agreed that Gramma's House will provide care for our children (children must be picked up and dropped off at the times parents write below. Children here longer than 10hrs will pay \$10 per every hour over):

	Drop-off Time	Pick-up Time
<input type="checkbox"/> Monday-	_____	_____
<input type="checkbox"/> Tuesday-	_____	_____
<input type="checkbox"/> Wednesday-	_____	_____
<input type="checkbox"/> Thursday-	_____	_____
<input type="checkbox"/> Friday-	_____	_____

With care beginning on \_\_\_/\_\_\_/\_\_\_

Please notify us in writing if there are any changes to be made to your hours. **A 2 weeks notice and our approval are required before changes are made.**

\*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contracted Fees**

You agree to pay Gramma's House:

**Pay Schedule-**  Weekly  Monthly

**Your current daycare hours are considered to be-**  FT  PT  Hourly

**Rate-** \$ \_\_\_\_\_

If your child does not attend daycare for any reason, even if he or she is sick, no refunds will be given.

**A paid 2 weeks notice is required prior to termination.** Parents may also pay for the 2 weeks notice and not bring their child to care.

**CCCAP clients** will be required to pay the aforementioned fees accordingly if your child has more than 1 absence a month, more than 2 part-time days a month, or for any other reason CCCAP does not pay for certain days or hours. CCCAP only covers 3 holidays a year. You will be responsible for the other 6 holidays of the year.

**Fees**

Payment due at time of registration- \$ \_\_\_\_\_

Payment due 1<sup>st</sup> week/ month- \$ \_\_\_\_\_

Payment due weekly/ monthly- \$ \_\_\_\_\_

**\*Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_