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***Lyndsey Hensel/Lynney’s Mini Miracles Policies & Procedures 2017-2018***

Full Name of Child:
Date of Birth:
Date of Enrollment:
Home Phone Number:
Home Address:

Mother / Guardian Full Name:
Home Address:
Home Phone:
E-Mail address:

Place of Employment:
Work Address:
Work Phone:

Father / Guardian Full Name:
Home Address:
Home Phone:
E-Mail address:

Place of Employment:

Work Address:

Work Phone:

Child Lives with:

*Mother\_\_\_ Father\_\_\_ Both\_\_\_ Other\_\_\_*

Name of responsible person(s) who can be contacted if parent / guardian cannot be reached and who are authorized to pick up child from the day care home.

Name:
Relationship to Child:
Phone:

Name:
Relationship to Child:
Phone:

**TUITION FEES AND LATE FEES**:

The weekly rate is $\_\_\_\_\_\_\_ per child, per week. This is a flat rate and stays the same amount regardless of attendance or hours.

All payments are due in advance.  Payment is due in full each Friday in advance for the following week (unless special arrangements are made). (See below).

Special arrangements (if any):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

There is a late fee of $10.00 per day added for each day that payment is late.

Payment is due by 5:30 p.m. each Friday.  At 5:31 p.m. payment is late and the late fee will be added.  It will be added at 5:31 p.m. each day thereafter.

Children may not attend the day care unless FULL payment and ALL late fees have been paid up to date. THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS RULE.

Partial payment is not acceptable.

Persistent late payments are grounds for termination of child care.  Child care positions will be lost after two weeks of non-payment. (late fees will still accrue until the account is paid in full).

Clients are responsible to pay for all late payments, late fees and two weeks’ notice even after termination of child care.  Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees and two weeks’ notice.

If your childcare account remains unpaid for any reason, be advised that your account will also be reported to ProviderWatch immediately. ProviderWatch is a national childcare credit reporting agency, especially for daycare providers to run checks on clients.  Many daycare providers in Connecticut now use this service. Your delinquent account being reported to [ProviderWatch](http://www.providerwatch.com/v2/) will likely make it more difficult for you to find childcare providers willing to accept your children until any such accounts have been reported paid in full. You may contact ProviderWatch if any childcare provider informs you that their decision not to accept your children is based in whole or in part on information received from this agency. ProviderWatch will disclose any delinquent account information on record so that you may resolve those accounts.

ProviderWatch.  1.866.267.3691

Checks will be accepted only if they are from a local bank.

If more than one check is returned unpaid, only cash will be accepted from then on.

There is a minimum $35.00 fee for returned checks.

**HOURS**

The day care is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. You may use any or all of these hours.  The day care is CLOSED at 5:30 p.m.  After 5:30 p.m. late charges will be added at the rate of $5.00 for every fifteen minutes, added at the BEGINNING of each quarter hour.  At 5:31 p.m. you are late!  All times in and out are taken from the clock at the day care.

The day care will be closed on all major holidays and notification will be given well in advance of any other closed days, such as personal, vacation time etc.  It is the parent's responsibility to find alternate care if needed during those times.

Please call/text and let me know by 8:00 a.m. if your child will be late or absent for the day.  This helps me know how many children to plan for snacks, activities etc.

**SICK CHILDREN**

*Sick children may not attend day care.  This is a state regulation.  Sick children make the other children sick too.  "Sick", according to the regulations is any child that may be running a fever, has a rash, unexplained symptoms, or who appears to be less than healthy.  It is up to the day care provider to decide if a child is too sick to be at day care.  If a child becomes ill at day care, the parents will be notified and expected to pick up the child within an hour. Ill children will be isolated from the rest of the children.*

**VACATION TIME**

Three days’ vacation time will be given per year to full time clients. No payment is due for these days off upon at least two-week notice.  Vacation time will be pro-rated the first year depending on the month of enrollment. (See below) After that, the three days are to be taken between January and December of the same year.  There will be no "roll-overs" to the following year.

First year vacation time is \_\_\_\_\_\_ days.

**TOYS**

The children are free to bring toys to day care if they wish.  However, our rule is, *"If you bring it, you share it".* The child must be prepared to share the items they bring and let the other children play with them.  If the toy is delicate or of great sentimental value, please do not bring it to day care.  We will not be held responsible for toys that get broken when brought to day care. The children are supervised consistently, but accidents happen and toys break.  Children may bring toys at their own risk.

**NAP TIME/QUIET TIME IS MANDATORY**

Nap/quiet time is after lunch from approximately 12:30pm until 2:30/3pm.  *ALL* children are expected to respect this "quiet time".  The children need this rest time and we need the quiet time to be able to clean up and prepare for the afternoon activities, snacks etc.  Please be reminded that we do not get "breaks" and "lunch breaks" as in other jobs!  Nap time is our only time to relax a little in a 10+ hour workday!    Parents are discouraged from visiting during nap time unless the child is being picked up for the day which I need to be notified of in advance so I can quietly get that child ready to be picked up.  It is very disruptive to the other resting children if the doorbell rings and the dogs bark then they get woken up.  The children do not understand why one child can get up and play and yet others have to have quiet time.

**FOOD AND TREATS FROM HOME**

Unfortunately, homemade goodies cannot be brought from home.  This is a state regulation due to allergies.  If you wish to send treats with your child to share for special occasions such as Valentine's Day, the child's birthdays etc., the items must be commercially prepared and individually wrapped. I must get approval from all other parents before the item can be brought in!
PLEASE!!... NO GUM IS ALLOWED AT DAY CARE!!  It is a choking hazard. It also gets into carpet and on to furniture and children have this horrible tendency to "share it"!

**DAMAGES**

Small repairs and accidents go with the territory when running a day care facility.  However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear.  (Such as deliberate breaking of toys, poking holes in furniture etc.)

**NOTICE OF TERMINATION**

Two full weeks’ advanced notice in writing on paper dated and signed (no texts will be accepted) is required to drop your child from the day care home.  Payment is required for these two weeks even if the child is not here.  All paperwork will be filed for state records in the child’s folder.

Lyndsey Hensel reserves the right to terminate this contract for any reason.  Two weeks’ notice will be given under usual circumstances.  However, we reserve the right to immediate termination of services under certain circumstances.  (i.e. children who are a threat to others, non-payment etc..)

As required by the state, the following regulations are in force at this home daycare.

**CHILDREN'S HEALTH**

All children must have a complete health evaluation form and up to date immunizations before enrollment in the day care facility. See contract for policy on sick children.

**SUPERVISION**

Children will be under direct supervision at all times.
Children will be checked on every 15 minutes while sleeping.
Children under the age of 4 will be personally supervised while in the bathroom.
Children older then the age of 4 will be reminded and asked about toilet flushing and hand washing.

**INFECTION CONTROL**

Provider and all children will practice good hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Paper towels and liquid soap will be accessible in the bathroom.

**CHILD DISCIPLINE**

Time out is the method of discipline used in the day care home. (One minute per age of child.)
We are happy to discuss this with you and to reinforce any methods you may use at home such as a reward system etc.

**EMERGENCY AND DISASTER PLANNING**

 This home day care has an emergency plan on file.

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF LYNDSEY HENSEL/LYNNEY’S MINI MIRACLES DAYCARE. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVEIWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

Parent/Guardian Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_