

Name of Person Legally Responsible for the Center: Abby Noblitt  
(Director)



# Parent-Provider Contract

Date of Admission \_\_\_\_\_

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Present Age \_\_\_\_\_ Gender \_\_\_\_\_

Tell us about your student: \_\_\_\_\_

Fears/Needs: \_\_\_\_\_

Foods likes and/or dislikes: \_\_\_\_\_

Home Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

(Address if not the same) \_\_\_\_\_

## Parties to Contract

This contract is between \_\_\_\_\_ and Little Step.  
Parent(s)/guardian(s)

## Agreed upon hours of care

Monday through Friday 7:30 am to 5:25 pm

## Terms of payment

### Agreed upon rate:

The agreed upon fee for care is \$225 per week.

The full fee is due for the committed hours, regardless of the child's actual attendance.

Payment is due to the provider in advance of the care and is to be paid on Monday when the child is dropped off. If the childcare is closed on this day, the fee must be paid on Tuesday.

### Late Payment fee:

A late fee of \$10.00 per day will apply. The provider can terminate this agreement for late payment.

### Changes in fees:

Childcare fees will be reviewed semi-annually. Parents/guardians will be notified of any changes to the fees in advance.

### Accepted methods of payment:

Accepted methods of payment include the following:  
cash, check, Automatic Transfer.

Bounced Check: If a check bounces by the bank, a bounced fee of \$35.00 must be paid. If a check bounces twice, parents/guardians must pay in cash from then on.

### Deposit:

Upon signing this contract, a nonrefundable payment of \$100 is required to secure your student's spot. This fee is separate from the weekly tuition.

## Child Absences

The full weekly fee is due for the committed hours regardless of the number of days the child attends. If the child is absent because of:

- a. Illness: The provider should be notified if a child will be absent due to illness before 9:30 on that day.
- b. Family vacations: The provider must be given 1 week's notice in written form for all vacations.

## Childcare Closures (provider absences)

i. The following are holidays when the childcare will be closed. The usual child care fee is due on these days, unless facility is closed a full week. *Some days vary based on the VCSC calendar.*

The week between Christmas Eve to New Year's Day

VCSC Spring Break

Labor Day

Good Friday

VCSC Fall Break

Memorial Day

Veterans Day

Independence Day

Thanksgiving: Thursday and Friday

## Termination Procedures

- a. Parents/guardians must give **2 weeks written notice prior to the last day of care.** Payment is required for this time regardless of whether the child attends of any other term of this contract.
- b. The provider can immediately terminate this contract without any notice and only the provider can evoke Right to Waive of any portion of this contract.

## Payment Plan

Payment is due in advance on Monday of the current week when paying weekly, the first Monday in two weeks when paying semi-monthly, or the first of the month when paying monthly. If not paid on the Monday of that period, I will be charged **\$10** per day late. **After three late times, it is grounds for canceled services.** We do not prorate or do part-time.

## ACH

If you wish to have your checking or savings account charged by the company forms are provided in the office to do this free of charge. Insufficient funds or return checks will be charged the bank fees plus \$25.

## Significant Occurrences or Problems

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable disease.

## Policy about Children Left After Closing Time

Children are expected to be picked up by closing time. A **\$1.00 per minute** charge will be assessed per child to any family picking a child up after 5:30 p.m. (closing time). **If any child is not picked up 15 minutes after closing time, Child Protective Services will be contacted to pick up your child.**

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Signature of Parent \*

Date

**\*\*By signing this contract you are not only agreeing to all the policies in this form but that of the policies and regulations in our Student Handbook, which is available on our website.\*\***



# Policy Must-Knows

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

## Admission Policies

The child care center shall accept only children at a stage of growth and development that enables them to benefit from its program and for whose age level the center is staffed and equipped to provide care.

## Suspension/Expulsion Policies

The child care center shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents.

There shall be no discrimination based on race, color, religion, sex, national origin, or handicap.

## Hours of Operation

The child care center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday roughly 50 weeks of the year.

## Parent Conferences/Communication Policy

Parent-Teacher Conferences will be available in October and May each year. A parent may request a conference at any time. Teachers are always available for on-going communication, and parents are always welcome at any and all times to observe our program.

## Health Examination

A health examination, including immunizations, is required for each child within 12 months before admission to the child care center or within one month after admission on the provided forms. Child care center services must be terminated if a health form is not returned within the above-stated time period. Health examinations shall be repeated annually for children two years of age and younger.

## Authorization for Child's Release

Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must ensure that a staff member knows the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure.

## Information to be used incase of an emergency:

Physican's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Person(s) authorized to leave child care center with our child &/or responsible to be called to come for your child in case of illness or other emergency if you cannot be reached :**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Photo release**

I, \_\_\_\_\_ do or do not grant permission for my child's picture to be used for school activities and the school website.

**Court Orders**

If a court order exists preventing a particular individual from having contact with a child, Little Step shall comply with the order. There shall be a copy of the court order in the child's file.

**Emergency Medical Authorization**

I agree, and by my signature, give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately or as soon as possible should I be away from the phone numbers given with this application.

**Field Trips**

Little Step will allow at least 2 weeks' notice to all families when field trips are scheduled. You or a designated authorized individual will transport them if you will, for them to attend the field trip. No member of the Little Step staff will be allowed to transport your child.

**Meal Plan**

CACFP meals with high-quality, nutrient-rich foods will be provided for your child during the following times:

8:30-9:30 am AM Snack      11:30-12:30 PM Lunch      4:00-5:00 PM Supper

Water is always available and Milk is provided at each meal.

**Significant Occurrences or Problems**

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable disease.

**Discipline Policy**

The child care center uses a positive disciplinary approach to children. Caregivers communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions to resolve conflicts, communicate with children at eye level, and calmly talk to them about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

The teachers will create an actionable plan to help support the student, and the parents will need to meet with the teacher to review the plan. If the child cannot engage with their peers or teachers after implementing the plan, we will ask the student not to return.

**Program Description**

Little Step's program provides developmentally appropriate activities for children. Weekly lesson plans are written and posted for parents' review. Children are provided time to choose their own activities and work independently in learning areas. Caregivers serve as facilitators to enhance the children's choices.

## **Policy About Reporting Suspected Child Abuse**

Little Step is legally required to report any suspected child abuse or neglect to Child Protective Services.

## **Confidentiality Policy**

All information pertaining to admission, health, family, or discharge of a child is confidential.

## **Ill Child Policy**

Children who are ill will not be called to attend the program. If your child becomes ill while at the center, you will be contacted, and someone must pick up the child **within an hour**. Someone from your emergency contact will be contacted if you cannot be reached. Your child will not return to the center until he/she is medication and symptom-free for 24 hours.

## **Policy on Release of a Child to an Intoxicated or Impaired Person**

If an authorized intoxicated or impaired person insists on removing children from Little Step, we shall immediately report the incident to the local police agency.

## **Policy on Alcohol, Tobacco, Firearms, Illegal Substances**

The use of tobacco and use or possession of alcohol, illegal substances, and firearms is prohibited on our property.