

## Beyond “Bear” Basics Contract

The following agreement is to be completed by the Family Child Care Provider and the child’s parent (s) so that everyone will have a clear understanding of expectations. It is important for both the parent (s) and the provider to keep complete, signed copies of the entire contract. Please initial at the bottom right of each page after reading and understanding it fully.

Please understand that even though care is provided from a home, Beyond “Bear” Basics is a legit business and it should be treated as such. As home child care providers we will be respectful and professional at all times. Because this business is home based we do have the flexibility to support situations that may occur.

We promise to communicate with you at all times when it comes to the well being of your child and any business related information that pertains to you or your child.

I, Jovana Jones, have an agreement with \_\_\_\_\_ for the care of their child, \_\_\_\_\_ under the following conditions:

**Type of care: Full time Monday – Friday**

**Hours:** \_\_\_\_\_ to \_\_\_\_\_

**Children are to be dropped off and picked up according to above schedule.** Parents must adhere to their scheduled arrival and departure times. **No reimbursements or credit will be given in the event of the child’s absence.** \*If you need to drop off earlier or pick up later you must inform the provider as soon as possible.

Please understand if the provider has field trips or any out of the house activity scheduled, and your child is late, it is the parent’s responsibility to bring their child to the appointed field trip or out of the house activity.

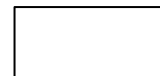
**LATE DROP OFF:** If you are going to be late please **call** as soon as you know that you will not make it to Beyond “Bear” Basics on time. If you cannot reach a provider at the business number, please call the cell phone at 202-251-2340. **Note\*** Calling is just to inform the providers that you will be late it does not guarantee that they will wait at Beyond “Bear” Basics until you arrive, in the event we have an out of the house activity planned. Late drop off does not justify late pick up, your child must be picked up at his/her contracted times. The provider should be informed, if child is going to be more than 15 minutes late, picked up early, or not coming at all.

**Methods of payment:** Money orders, cashier checks, personal checks, and bill pay. A \$35 fee will be charged for any checks returned and the option to pay with personal checks will be revoked. \*If vouchers are being used, the agency is responsible for their portion of the tuition fee, but if the agency does not pay for any reason the parent is responsible.

Payments of \$ \_\_\_\_\_ will be due on \_\_\_\_\_ when your child is picked up. **The entire amount of tuition must be paid regardless of your child’s attendance.** If your child is absent on the day tuition is due, arrangements **must** be made beforehand to pay tuition. **Late payment fees will apply.**

I, \_\_\_\_\_, will pay the provider weekly.

I, \_\_\_\_\_, will pay the provider bi-weekly.



**LATE PAYMENT FEES:** A \$5.00 a day charge will be added to your child care bill each day your tuition is not received, including weekends.

**EARLY/LATE FEES:** Please make note of the times that are stated in your contract because that will determine when you are late. Please synchronize your cell phones, watches, etc. with the clock located next to the sign in/out folders.

There will be a 5 minute grace period given before late fees begin. For the first 20 minutes (or portion thereof) that you are late a \$10 late fee will be charged. At 5:50pm a \$1 for every minute fee will be charged. If you know you are going to be late call one of your emergency contacts, if possible, to avoid late fees.

An additional \$10 for every hour, or any portion thereof, will be charged if you need to drop your child off earlier than the times stated in the contract. This fee will only apply if your child does not sleep or lie down quietly.

**INVOICE:** Invoices will be given by Wednesday with any early, late, and/or late payment fees that may have accumulated throughout the week prior. Please remember to pay all late fees on or before the date it is due. Failure to pay could result in termination of care.

**DEPOSIT:** All parents are required to give a deposit. The deposit must be paid in full before care can begin. If there are no outstanding fees, deposits will be used towards your child's last week(s) of care, if a proper termination notice is given.

If your weekly tuition is \$\_\_\_\_\_ then your deposit will be \$\_\_\_\_\_

If your bi-weekly tuition is \$\_\_\_\_\_ then your deposit will be \$\_\_\_\_\_

**Trial Period and Termination of Care:** Your child's adjustments are important to all of us. It is, therefore, agreed that a two-week trial period will exist before arrangements for continued care become final. At the end of this period, the parents and provider will discuss how the child has adjusted to the new setting, realizing that this varies from child to child. At this time, either party may terminate care. Pay is required for the trial period. After this trial period, a minimum of TWO WEEKS (14 days) written notice must be given by the terminating party.

If either party fails to live up to the terms of the contract, either party can terminate immediately. The provider reserves the right to remove a child from her child care home, at any time, after a two-week written notice is given to the parents.

**Contract changes:** When there is a change in the contract there will be a TWO-WEEK (14 days) notice before the change will take effect.

**Cancellation of care:** If you have signed a contract and given a deposit to hold your child's slot for future care, but decided not to use the provider's services, a two week written notice is required in order to receive your deposit back.

**If parents do not adhere to the terms of the contract, care can be terminated immediately. If provider does not adhere to the terms of the contract the parent can terminate care immediately. Provider and parent will seek mediation to resolve disputes involving more than \$\_\_\_\_\_.**



**Holiday Closings and Breaks: Normal tuition is required**

- All Federal Government Holidays and/or observed days
- Thanksgiving and the day after
- Christmas Eve, Christmas Day, and the day after Christmas if it is a week day
- New Year's Day

**Provider's Vacations: Normal tuition is required**

- The provider will always give a one-month (30 days) email notice of upcoming vacations to each parent.
- The provider will have ten days of paid vacation each year
- Tuition must be paid the business day before the vacation begins or the day the provider returns to work
- If the provider's and parent's vacation fall on the same week normal tuition **is not** required

**Provider Sick/Personal Leave:** Although the provider will try to be available for work each day, there will be occasions when the provider is too ill to work or the provider's child is too ill to be around other children. Parents will be notified as soon as possible of any personal or family illness, funeral, or extreme emergency. **Payment is not required to the provider on these days. \*Parents are responsible for finding alternate care, but the provider will give names of other providers at the parent's request.**

**Parent Vacation Leave:** Parent(s) must give a ONE-WEEK (7 days) written notice of upcoming vacations to the provider. Tuition is **not** required. Please note that there is a maximum of 2 one-week (10 days), tuition free vacations per calendar year.

**Mandatory meetings and classes:** As a providers we are required to attend mandatory meetings and classes throughout the year. We will try to attend ones that don't interfere with childcare, but this will not always be possible. If we have to attend a class or meeting during regular business hours advance notice will be given. A substitute provider will be asked to come in during this time.

**\*Please do not allow your child to bring toys or food from home unless it's a special event or show and tell\***

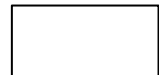
**All **highlighted** supplies will be kept at child care unless stated otherwise.**

***If the provider has to purchase any of these items, a receipt will be given and the parent will be responsible for reimbursing the provider in full.***

**Supplies for ages 12 months and up: All items must be labeled.** The parent will provide, as applicable, **a wallet size picture to hang on name tag, complete change of clothes, blanket (20 months), playpen/crib sheet, small pillow,** appropriate seasonal outerwear and footwear, a helmet for bike rides when asked to bring it care, **age appropriate car seat (booster seat for school agers only), diapers, changing pad, wipes, ointment, sunscreen and slippers that cover the entire foot.** We will go to the pool at least once a week starting in June. **Please bring swim diapers, bathing suit, trunks, towel, and swim shoes for sprinklers and pool every Monday** in summertime. There is no scheduled day for the pool. All swim gear will be sent home the same day we go to the pool or get in sprinklers.

**Supplies for ages 11months and under: All items must be labeled.** **Four bottles, diapers, changing pad, wipes, ointment, sunscreen, ten bibs, a wallet size picture to hang on name tag, several onsies or t-shirts, 4, pair of socks, playpen/crib sheet,** appropriate seasonal outerwear, **swim diapers for the sprinklers/pool\*during the summer\*, and an age appropriate car seat.**

**Laundry:** Soiled clothes will be sent the day they are soiled. Please be sure to replace any change of clothes sent home the following day.



**\*USDA approved meals served:** Breakfast/AM Snack, Lunch, and PM Snack/Dinner.

Infants under 12 months of age will be served Enfamil formula. Pureed foods and infant cereals will be offered at 8 months of age.

\*Please note that this is a Christian home and at meal times the providers will say grace before eating. Your child is not required to, but can, say grace at meal times if he or she chooses too.

**Home School Specials:** During the school year the provider will take the school age children on base for activities and classes several times a week. The activities will be during the day and will not affect drop off and pick up times.

**Field Trips: Not limited to:** Neighborhood walks, library, post office, zoo, fire department, playgrounds, swimming pool (only in the wading pool). There will be one scheduled field trip a month starting in September and ending in May.

We will walk or ride in the childcare van. Parents can look on the daily schedule to see what his or her child will be doing every day. If the provider plans to take the children to other places other than what is on the daily schedule, the parent(s) will be informed of the place and the time.

The providers will observe all the laws and regulations set forth by the motor vehicle department. Each child will be securely seat belted or placed in a regulation car seat. In the event of an accident, you will be notified immediately.

**Curriculum:** Children 3 years and older will use curriculums for preschool and kindergarten readiness. The curriculums will focus on a variety of learning areas to teach each child at his/her own level and prepare them for school. Preschoolers will learn number & letter recognition, sounds of letters, math counting, art and how to follow direction, writing, foreign language and so much more. Curriculum workbooks are used for children ages 3 ½ - 5 years. The children 3 years and under will participate in the hands on learning, singing and arts portion of the curriculum. Felt, lacing, foam letters, giant number cards, and learning games are used for both the younger and older children in care.

School-agers will use a computer based curriculums. Lessons will correlate with what they are learning in school. Parents will have the option to track their child's progress.

Children will have bible time once a week and be exposed to foreign language through play and every day routine.

**Toilet Learning:** The provider will only assist in toilet learning. If there is no consistency at home then the provider will not continue with the process. The provider will introduced using the toilet when the child is two years old and/or is developmentally ready. Potty chairs will not be used only the standard toilet. The 15 minute timer method will be used when helping children learn to use the toilet. If your child shows interest only underwear, panties, and plastic covers will be worn throughout the day. Pull ups or diapers will be worn only on certain field trips.

**Punishment:** The following are acceptable discipline techniques: talking to the child, removing the child from the stressful situation, as well as limiting the child's participation in activities.

The following are NOT acceptable discipline techniques: humiliating or frightening the child, physical punishment (spanking, slapping, hitting, pinching, shaking, etc.) verbal abuse and threats; binding, tying, or physically restricting the movement of the child in any way; confinement, and withholding of or forcing meals. The preferred method of disciplining the child is through the use of redirection. However, if the child remains unruly the parent(s) will be called to remove the child from the home day care.



**Illness:** Parents should not bring sick children to the family day care home. A child should be allowed to fully recover after an illness so other children in the group do not risk exposure, and so that the child is able to fully participate in care activities. The day care services are available to well children only and do not provide care for your child during illness.

Children who have exhibited any symptoms of infectious illness within the last 24-hour period are likely to be contagious and should remain at home. Examples of such symptoms include, but are not limited to: fever of 100.6 degrees or more (oral), vomiting or nausea, diarrhea, sore throat, loss of voice, hacking or continuous coughing, green or milky yellow nasal discharge or mucus, draining eyes, draining ears, rash, or lice. A doctor's note stating that the illness is not contagious is required for any symptoms noticed by the provider.

If your child becomes ill during the day you will be notified immediately. Parents are to make advanced arrangements enabling them to pick up their child immediately. In order to reduce exposure and risk to other children, your sick child will be isolated from other children (if possible) until picked up. If a parent cannot be reached, the persons listed in the emergency contact will be notified to pick up the child.

If provider becomes ill, she will notify the parents as soon as possible if childcare cannot be provided. Finding substitute care will be the responsibility of the parent.

If there is any infectious or communicable illness or symptoms evident in the child, the parent should inform the provider. This information will be helpful to other parents, especially for those whose children have not had the illness (e.g., chicken pox, mumps, etc.) so they may then plan ahead for the possibility that their children become ill. Parents of children who have been exposed will be immediately notified of the symptoms, or illness, if known, so that they can monitor their own child's health. Children with non-infectious occasional illnesses may only be brought to the day care home if fever is not present and they are able to participate in childcare activities. If for any reason the child's presence will unfairly disrupt and limit the daily routine of the other children the child's parent must pick up child and make sure child is fully recovered before returning to the family child care home.

**Medical Examinations/Immunizations:** Parents are to arrange for the necessary medical examination and immunizations in accordance with the requirements of the child care provider, before the child's admission, and annually thereafter. Updated shot records are needed each time new shots are given.

**Medications:** Provider will not administer any medication without parents **and/or** doctor's signed authorization. For both prescription and over-the-counter medication, parents must provide a written prescription signed and dated by a physician, which states the name of the medication, the dosage, the times it is to be given, and the physician's signature. The container of prescription medication should be clearly labeled with the child's name and the name and number of the child's physician.



**AGREEMENT**

I/We \_\_\_\_\_, have read this contract and understand and agree to all provisions written in it, and shall at this time, enter into this agreement with Jovana Jones for the care of my/our child, \_\_\_\_\_, with the understanding that we shall work together on behalf of the child. This contract contains the entire agreement between both parties and all oral agreements are incorporated here in. The contract will be effective once the provider and parent(s) have signed and dated it.

The signature of the parent/guardian indicates that the parent/guardian has read and agreed to abide by the written contract and policies. The parent/guardian understands that if they breach the contract they are responsible for any court fees, attorney fees, legal fees, missed day of pay fees and any other fees that may occur.

**If contact information below changes the provider must be notified.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
**(Parent or Guardian)**

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone numbers: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
**(Parent or Guardian)**

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone numbers: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

I, Jovana Jones, have discussed and reviewed this contract with \_\_\_\_\_  
and agree to provide childcare for \_\_\_\_\_.  
(Name of child)

Care will begin on \_\_\_\_\_ 20\_\_ as long as the terms of the contract are upheld.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
**(Child Care Provider)**

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contract expires on \_\_\_\_\_**