

Manmeet Preschool and Afterschool

Parent / Provider Contract

This contract is between _____, parent(s) of _____ And Manmeet Setia, owner of Manmeet Daycare and is Effective as of _____. Both parties agree to the following terms:

Manmeet Preschool & Afterschool is open according to the following schedule:

Mon to Friday 8 AM to 6:00 PM

Registration Fees

There shall be a non refundable registration fee of \$ 100 dollars at the time of enrollment of the child.

Deposit

A 2 week deposit is due prior to your child's first day of care. The deposit will be refunded if 2 weeks written notice is given before you withdraw your child.

Late Pickup Charges

A late fee of \$10 will be assessed for each 15 minutes after 6:00 P.M.

Late Payment Fees.

Parents may pay for tuition in cash or personal check within 3 days of the due date.

There shall be a late fees of \$ 25 and a penalty of \$ 5 each day.

A service fee of \$35 will be assessed for any returned check.

Sign In and Sign Out Policy

Parents must understand to sign In and Sign Out their child each day . Manmeet Daycare is not responsible for their children unless he/she is signed In/ Signed Out.

Absences

If you plan to keep your child home due to illness, or any other reason, you must notify me no later than your regular drop off time. I also expect to be notified if you anticipate being late in dropping off your child in the morning.

Appointments and early pick-ups

Please notify me when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving, and returning again later in the day.

Termination

Either the parent or provider has the right to terminate service for any reason, providing a 2 week written notice is given. In case no notice is given the security deposit will not be refunded.

Emergency/Substitute Care

Though I will be happy to provide parents with a list of other providers in the area, it is ultimately the parent's responsibility to arrange for substitute and/or emergency care for their child.

Vacation Policy

If going on vacation –

Upto One week- Full Amount

One week and Above – 50% of the Fees in order to keep the seat reserved.

Holidays

Attached please find the List of Holidays with the Forms.

Meals

Manmeet Daycare participates in the Child Care Food Program and provides breakfast, lunch , 2 snacks and diner. If your child has any food allergies, or other special' dietary needs, please let me know. Weekly menus are posted on the bulletin board.

Supplies

Parents are responsible for supplying diapers, wipes and creams for their child. Upon enrollment, and every 6 months afterwards, each family must contribute water, non perishable food items and a full set of clothing for their child, to be stored with the emergency supplies in case of earthquake or other natural disaster or emergencies.

Change of Clothing

Parents are responsible for maintaining a spare set of clothing in their child's cubbies. Babies grow fast, please check frequently to make sure the spare set of clothing matches your child's current size. For Infants please supply 3 sets of clothes in Ziplocks.

Parent Involvement

I expect parents to be partners in their child's care and encourage parents to volunteer for field trips, activities, birthday parties etc. whenever possible. I know parents are busy, and it is difficult to always find time to talk, but daily communication helps me to better meet your needs and the needs of your child. I meet individually with parents on a regular basis to discuss their child's progress, share observations and work together to set individual goals and objectives for each child.

Immunizations

Complete Immunization records must be on file prior to your child's first day of enrollment.

Illness

If your child has any of the following illnesses or conditions, you must keep your child home:

- * Temperature – Child should stay at home for 24 hrs without temperature and medicine.
- * Vomiting (2 or more times in 24 hours)
- * Diarrhea (3 or more watery stools in 24 hours)
- * A rash or nits
- * Eye infection
- * Sore throat
- * Any Communicable-Disease
- * If it's clear your child is just not feeling good Depending upon the illness, you may be required to obtain a doctor's note before your child returns to care.

Medications .

Any medication must be in the original bottle or container and prescription medications must include the original prescription label and instructions. Manmeet Daycare will not administer any medications, creams or sunscreen without written consent from a child's parent. Medication consent forms are available on the bulletin board above the sign-in sheets. Please do not leave medication on the counter.

Parents must hand all medications, instructions and consent forms to me personally.

Signature of Parent or Guardian Date

Manmeet Setia,

Date:

DIRECTOR :

Manmeet Preschool and Afterschool

STATEMENT OF NON-DISCRIMINATION

Manmeet Preschool and Afterschool welcomes all families, regardless of, race, religion, national origin, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional or learning disability.

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DOCUMENTS REQUIRED FOR SUBMISSION ON FIRST DAY

1. Registration Fee of 100 Dollars
2. Security Deposit of two weeks
3. Contract
4. Identity and Emergency Information.
5. Affidavit For liability Insurance.
6. Children's Preadmission Health History
7. Consent for Emergency Medical Treatment.
8. Notification of Parents Rights.
9. Parent Notification

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List of Holidays

1. New Year's Eve
2. New Year's Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving and the Friday after it
8. Christmas Eve
9. Christmas Day