

# 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 Day Care is open according to the following schedule:**

Monday through Friday from 8:00 AM to 6:00 PM

## **Registration Fees:**

There shall be a non-refundable registration fee of \$150 dollars at the time of enrollment.

## **Administration & Material Fees:**

We will be charging a \$250 Administration & Material fee for the year.

## **Deposit:**

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

## **Termination:**

Either the parent or provider has the right to terminate service for any reason, providing they give a 2 week written notice. If two weeks written notice is not given the security deposit **will not** be refunded.

## **Late Pickup Charges:**

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

## **Late Payment Fees:**

A late fee of \$25 and a further penalty of \$5 will be charged for each extra day.  
A service fee of \$35 will be charged for any bounced checks.

## **Sign In and Sign Out Policy:**

Parents are responsible to Sign their child in / out each day.

## **Absences, appointments and early pick-ups-**

**Please notify us as early as possible and no later than your regular drop off time, if:**

1. you plan to keep your child at home
2. you anticipate being late to drop your child off in the morning.
3. you will be picking your child up early.
4. your child has an appointment and will be leaving and returning to the daycare.

## **Vacation Policy:**

If you're going on Vacation Full Fees need to be paid in advance in order to keep the seat reserved.

## **Daycare Holidays List 2019:**

Martin Luther King Jr.	January 21
Presidents Day	February 18
Memorial Day	May 27
Independence Day	July 4 & 5
Labor Day	September 2
Columbus Day	October 14
Diwali	October 25 Early Dismissal 12:30 PM
Veterans Day	November 11
Thanksgiving	November 28 & 29
Winter Holidays	December 23 – January 2

## **Meals:**

Manmeet Daycare provides breakfast, lunch, two snacks and dinner. If your child has any food allergies or other special dietary needs, please let us know. Weekly menus will be posted in the near the back door.

## **Supplies:**

Parents are responsible for supplying diapers, wipes and creams for their child.

**Emergency package:** Upon enrollment, and every 6 months thereafter, each family must contribute water, nonperishable food items and a full set of clothing for their child, to be stored with the emergency supplies in case of an earthquake or any other natural disaster.

### **Change of Clothing:**

Parents are responsible for maintaining a spare set of clothing in their child's cubby. 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 Ziploc.

### **Parents Involvement:**

We expect parents to be partners in their child's care and encourage parents to volunteer for field trips, activities, birthday parties etc. whenever possible. We 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. We meet individually with parents on a regular basis to discuss their child's progress, share observations and work together to set individual goals for each child.

### **Immunizations:**

Complete Immunization records must be on file at the time of enrollment before the first day of care.

### **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 hours 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 request. Please do not leave medication on the counter.

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

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Signature of Parent or Guardian Date

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Manmeet Setia, Date

**DIRECTOR**

**Manmeet Daycare**

## **STATEMENT OF NON-DISCRIMINATION:**

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

## **DOCUMENTS REQUIRED FOR SUBMISSION ON FIRST DAY**

### **Their Can be change in Tuition Fees according to City Wages, Rent increase or City Rules.**

1. Registration Fee of 150 Dollars
2. Security Deposit of two weeks
3. Administration & Material Fees \$250
4. Contract
5. Identity and Emergency Information
6. Consent for Emergency Medical Treatment
7. Affidavit For liability Insurance
8. Notification of Parents Rights
9. Parent Notification
10. Children's Preadmission Health History
11. Immunization Record