



CONTRACT & HANDBOOK

Agreement is entered into on: _____ between:
Date

Daycare Provider: Katie Aragon

Address: 30 7th st W(Door Q)
Dickinson, North Dakota 58601
Telephone: 720-556-7046

Parent(s)Name: _____

Address: _____

City _____ State _____ Zip _____

Cell: _____ Email: _____

Child: _____ Age: _____ DOB: _____

Child: _____ Age: _____ DOB: _____

RATE/PAYMENT ARRANGEMENTS:

Rate: \$ _____ Per: Daily Slot / Weekly /*Bi-Weekly /**Monthly

At **Little Fish Childcare**, you are paying for a specific slot **NOT** per hour or per day. Discounts + are **not** given if your child does NOT come to childcare. This includes parent vacations and exclusion due to illness. Payment's are due Monday morning to avoid the Late Payment Fee's.

Day/Hours of Care: Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____

Hours of Operation:

Normal hours of operation are 6:30am to 6:00pm-Monday through Friday. (Unless changes are agreed upon) Any non-contracted care will be by special arrangement only. There will be an extra charge for this service. No drop off before 6:30 am

I will not allow drop off after 9:00 am. This is a disturbance for the other children.

**During operational hours the main entrance door will be locked. It will be unlocked during drop off hours and pick up hours only. If you pick up during operational hours if you need to pick up just text me at (720)556-7046.

ACCOUNTABILITY:

_____ Initials

I will hold parents accountable for having an open communication with myself and the staff at Lil Fish Childcare. If you are one hour past your drop off time I will get in contact with you. If there is no response I will then move onto emergency contacts, then getting a hold of emergency personnel same goes with pick up times. I do not accept drop off after 9:00 am.

Registration fees:

A non-refundable set-up fee of \$25 is charged upon registration of each child. This fee covers any additional extra supplies that may be needed to begin care.

Security Deposit:

On the date of this agreement, if it is more than two weeks ahead of the child's starting date, you are asked to pay in advance a fee equal to one week's childcare services to reserve your child's place. This fee will be credited to your account for your security deposit of one week (credited the last week of care) of childcare but is nonrefundable for any termination prior to that week.

Payment Schedule:

Fees are payable in advance and are due no later than pick-up time on the Monday. No exceptions are made for absences due to illness, vacation, or other reasons. You can always pay early. Payment is still due Monday. A fee of \$15 per day will be charged on late payments. (At 6:01 pm Thursday)

Over-time fee:

A late fee equal to \$5. per child shall be made per 15 minute intervals for pick ups later or drop off earlier than the agreed upon time(s).

(Example - 1 to 15 minutes late or early, you owe \$5 per child; 16 to 30 minutes late or early, you owe \$10.) This will be strictly enforced and more than 2 late notices may result in a Termination of Services notice.

If one-day (meaning 24 hours) prior notice of late pick up or early drop off was arranged, late fee will be waived, but regular overtime charges will occur.

HOLIDAYS/CLOSURES

Daycare Holidays:

Daycare is closed with pay on the following holidays:

Jan. 1 - New Year's Day Presidents day, Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's day (observed) Thanksgiving Day & the Day After, Christmas Eve, Christmas Day.

Other Closures: If I take any additional days off for vacation, illness, family emergency, trainings or workshops, etc., Parents do not pay. Parents are responsible to have back-up care available in case my assistant can not be here.

GRIEVANCE

If you have any questions or concerns about the facility or provider please contact the licenser Emily Dolinar at (701)690-1495 or email at edolinar@nd.gov

MEDICAL EMERGENCIES

Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us.

ILLNESS

Initials

No child will be accepted with a fever, vomiting, diarrhea, runny crusty eyes, or unexplained rash or has had any of these symptoms within the last 24 hours. We are excluding also for lost of appetite and green runny mucous noses. Should the child become ill during his/her day here, parents will be notified and asked to pick up child within an hour.

If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The child will be isolated from the other children and given special attention and comfort until the parents arrive. The child will be accepted back when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

Dosing and dropping off will be means for immediate termination

COVID-19

Initials

With the impact of the COVID-19, we are currently facing unprecedented times in our chosen careers and myself as a child-care provider. As have realized child-care is essential and making sure you can continue to work is imperative. Navigating this as a child-care owner and a parent has been a tremendous feat. For me to keep my doors open we are all going to need to follow a more aggressive illness policy and work together to make sure we can continue to operate as normal as possible. I reserve the right to close my facility at anytime or terminate services, if I feel these policies are being violated. Since COVID-19 has shown up in our community there may be times that I will close with little to no notice. I also will be working in close contact with our department of human services, North Dakota department of health and my county licenser to make sure we are following any rules and regulations that COVID-19 might require.

Things we are asking our parents in our program would be:

If you are out and about, please keep an eye out for disinfecting wipes and baby wipes. If you are willing to donate this would be greatly appreciated. Please let me know if you have found these items.

Tuition paid on time. This is a stressful time not only because of COVID-19. Any questions regarding tuition please let me know.

Following policies. I may need to implement additional policies with little to no notice during this time, please understand that this will be essential in keeping our doors open.

New Policy and procedures

NO Runny noses (if it is green mucous color), cough, fever (99.5), sore throat, diarrhea or other symptoms listed in the daycare illness policy WILL NOT be allowed, regardless of cause. If your child is sick, you will have 45 minutes to pick up, and will be out for 48 hours. **Medicating the kids and dropping off is ground for termination.**

If a family member is sick, you must keep your child home. Contact with anyone who has COVID-Contact with anyone who has COVID-19 must be reported to us immediately and you will be asked to quarantine from daycare for a full 14 days with a doctor's note to return after.

No personal items will be allowed in daycare for the time being. Bags will be left up front by cubbies. Each child has their own pillow and blanket that I provide and is washed every weekend. ***** Bring APPROPRIATE shoes and extra clothes for muddy yard*****

MEDICATION

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all prescription medications in their original containers. These must be labeled with the child's name.

PERMISSION TO TRANSPORT

In the event of an emergency away from the daycare home, your child will be cared for and you will be notified. I ask for your permission to allow your child to travel in my car: **ONLY IN AN EXTREME EMERGENCY!**

_____ gives his/her permission for _____ (child) to travel in the daycare Provider's vehicle with safety approved car seats.

Parent Signature: _____ Date _____

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RELEASE OF CHILD PERMISSION

The following person(s) have my permission to pick up my child from daycare:

_____.

I understand that if the Provider has not met the above-named person(s), a **photo ID** must be shown before release is made and I must inform the Provider in advance that alternate arrangements for pickup have been planned.

Parent Signature: _____ Date _____

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WATER PLAY PERMISSION

I, _____ give permission for my son/daughter _____ (child) to participate in water-play activities which are water table and sprinkler at the daycare home.

Parent Signature: _____ Date _____

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GENERAL PERMISSIONS

The provider (Katie Aragon) has my permission to:

(Please check yes or no)

*Take photos of my child/children: _____ Yes _____ No

*Apply sunscreen / bug spray (provided by Lil fish childcare)

_____ Yes _____ No

Parent Signature: _____ Date _____

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FACILITY RULES

Initials

The following rules are reinforced for the safety and well being of everyone. **1.** There is no running in the childcare. **2.** There is no hitting, pushing, biting, grabbing, kicking, pinching the other children. **3.** Obscene language is not allowed. **4.** Children are not allowed to walk around the childcare with cups or bottles. **5.** Respectful treatment of other children and all property, toys, and furniture is expected. **6.** Willful destruction of property will be charged to the parent at the cost to replace the item. **7.** Children are asked to leave the sand in the sandbox. **8.** They are asked to stay in the daycare area **9.** Remove shoes upon entry.

DISCIPLINE

My philosophy is that you use discipline to teach a child. I achieve this through love, consistency, and firmness. The children are explained the rules of the daycare facility frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the child will be set aside to "take a break" it is one minute per age. When a child's behavior is continually upsetting or dangerous to myself or others, a Conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care. Please understand that I have a huge tolerance for children and truly understand that children are exactly that... children. I prefer to work out difficulties with the child. Of course I let the parent know what is going on here during childcare. Please do not correct them at home. They are being corrected here. Your children DO NOT ACT THE SAME FOR ME AS THEY DO WITH YOU!

SUPPLIES

Parents are asked to bring 2 complete changes of clothing (including socks) appropriate for the weather, to be kept at the daycare. Soiled clothing will not be washed and when clean, the soiled clothes will be put in a bag and placed in the cubby.

Diapers/

Pull-ups

The Provider will supply all food (except breast milk). The Provider will not supply any specific medications or creams.

The provider will also provide water bottles/ sippy cups (unless you want a specific brand)

The provider also provides wipes.

TOYS

No toys should be brought from home. If something to sleep with is needed (special blanket or animal) bring it, but it will only be for nap-time, and will be put up when the child first arrives.

Exception: Show and Tell during Circle Time and other special activity days. All toys that are brought are not Lil Fish Childcares responsibility.

TOILET TRAINING

Initials.

I will be more than happy to help with toilet training provided that it is not done before the age of 2 years and parents initiate the process at home first, whether it is over a weekend or during vacation. I expect parents to work with me in this process which means once toilet training is initiated, I want the child in **training pants** at all times. Putting a child in a diaper for convenience because you are going out or for whatever reason will only confuse the child and delay the training process. I also require that all toilet training children wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate (I do assist them, just encourage them to do things themselves.) Parents will be asked to supply extra sets of spare clothing during the training period. I DO remind the little one to go to the potty frequently. I DO NOT SUPPLY PULL-UPS.

BIRTHDAYS/PARTIES

I do provide a special treat for the children on the birthdays. If their birthday falls on a day there is no childcare, we will celebrate it the Friday before.

I do special parties throughout the year and will provide the treats as well.

MEALS

All food will be provided at no additional charge. This includes breakfast for children arriving before 9:00 am (may change), lunch, and afternoon snack. I have set meal times depending on whether or not school is in session. Parents are responsible for feeding the child if he/she will

arrive at daycare after a mealtime. Infants are always fed on demand. Except for special occasions and when requested, please do not send any food, drink, or candy with your child. Infants are provided with an iron-fortified formula, cereal, baby food, and juice at no additional cost to the parents. Written feeding instructions are required from parents of infants including type of food and/or formula, amount of food and/or formula, and estimated feeding times (upon enrollment). Breakfast/Lunch menus for the week will be posted near the front door. Parents may look at full daily menus at any time upon request. If your child requires a modified diet, I will need a physician's written instructions.

Breakfast: 8:00 am

Lunch: 11:30 pm

Pm Snack: 2:30 pm

NAP/REST TIME

Initials

Each child 5 years of age and younger is required to have a **REST PERIOD**. If your child no longer naps, he/she may look at books, but must remain quiet for the other children.

ABSOLUTELY NO DROP OFF DURING NAP TIME!

Naptime: 12:00p – 2:30pm!

PRESCHOOL PROGRAM

I do not have a full preschool program. However, I do curriculum led activities with the children during the school year. Each booklet is child led and assessed on where they are at fundamental wise

REFERRALS

Referrals from a current client are one of the biggest compliments I can receive. As a special thank you, **Lil Fish Childcare** offers families a free day of care for each referral that enrolls. Your free day will be deducted from your weekly fee after the referred child has attended for 3 weeks.

GENERAL

Initials

- * **Parents** are asked to notify me by 8:00 am if their child will not be coming for the day or that they are arriving late. No drop off after 9:00 (Text is the Best) Respect Me Please. 3 Strikes Out. This can be means of termination
- * **Parents** are asked to have open communication with me as your daycare provider. If I feel things are being hidden, I will terminate the contract.
- * **Parents** are required to keep me informed of any change in address, telephone numbers, and other pertinent information.
- * **Parents** are urged to bring their "older" potty-trained children in clothing and shoes that the children can handle mostly on their own without getting very frustrated. Onesies or shirts that snap at the crotch, too-tight shoes the child cannot slip on themselves (I have no problems with tying the shoes!), and tight jeans with belts, buttons, and snaps that the children can't handle alone are not appropriate in a daycare situation. It has proven to be a source of frustration to all involved. Children take pride in being able to care for themselves.
- * **NO SMOKING** is allowed anywhere on premises.
- * The childcare will have a fire drill at least once per month.
- * Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care. Keep in mind I am a **MANDATED** reporter.
- * Parent/Provider conferences are held as needed.
- * We use **Kinder lime/pro care connect** to keep parents updated periodically. Parents are responsible to read this for news of what is happening in the daycare home, provider day's off, and other information which you may need to know. Please download the app if you can.
- * Provider maintains an open-door policy for parents during daycare hours. The door into the childcare will always be locked.
- * Provider has cameras throughout the childcare facility.

* Parents are encouraged to call/**TEXT** me at any time during the day or evening. Lots of times I will not be able to answer the phone as I am quite busy with the children - please leave a message and I'll call you back as soon as possible.

* When picking children up at the end of the day, parents are asked to stay in the drop off/pick up area. Ring the doorbell. If we are outside it will be posted.

PROBATIONARY PERIOD/TERMINATION OF SERVICE:

Initials

There is 10 days from child's start date are a probationary period for the provider, child, and parent. This agreement may be terminated at any time during this period. After the probationary (Provider's) or gross misconduct on the part of the parent or child.

* This agreement may be terminated by either party by giving two-week's written notice if the child or children are to be permanently withdrawn from daycare. Two-week's pay will be accepted in lieu of the two-week's written notice. The Provider will also give the Family two-week's written notice of intent to cancel this agreement except in cases of family emergency

Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice.

Provider will give the Family a minimum of two-week's written notice of any increase in fees or significant changes to this agreement.

Any and all additions/changes to this contract must be initialed by both the parent and the provider to be valid.

Parent/Guardian Signature: _____ Date: _____

Daycare Provider Signature:

_____ Date: _____