

Parent Provider Child Care Contract: Updated

The following is the Contact form between _____ and Lucy Home Group Corporation for childcare to be provided to

Name of Parent

Name of Child

POLICIES

1. Childcare will be provided Monday through Friday from 7am to 6pm.
2. The fee is \$ _____ per day OR \$ _____ a week. Payday will occur the **FIRST** day of the week attending care.
3. A Deposit equal to 1 week of care is due upon enrollment of your child. This deposit may be paid in full, or financial arrangements may be made. This deposit is to serve as final week payment, provided two weeks advance notice is given, **IN WRITING**, of your child's disenrollment from care. If a two-week notice is not given, **IN WRITING**, your deposit will be forfeited.
4. A late fee of \$ **10.00** will be charged for every 15 minutes the Parent is late after the scheduled pick-up time.
5. The Provider will be notified by 9:00 am if the child is not going to attend
Childcare for that particular day.
6. **Tuition fees are due 52 weeks per year regardless of attendance. We will be paid a FULL WEEK pay if the child receives care for ONE or more days in a week due.** In the event of child illness, in which the child does not attend care for the entire week (5 days), payment is due when childcare resumes. We **MUST** to be notified that the child is ill and cannot attend care for 5 days or more **AND** we must receive a doctors' note outlining the 5-day absence for the child/ren to return to care.
7. We will now be taking payments via cash app at **\$Lucyhomegroup**. To download, visit your app store on your cell phone. Payments will be required on Monday mornings in advance of care (This includes subsidy copayments). Payments will only be accepted via cash app effective 10/01/2020.

Please view this link below to see a video on how to utilize the cash app. https://youtu.be/9LpC_5Ke5HE

8. The Provider will be notified by 5:45 pm if the Parent will be **LATE** in
picking up the child(ren) according to the scheduled pick-up time (late fees still apply).
11. The Provider will provide ALL meals, snacks, and beverages (Excluding formula and baby food). Beverages will consist of 100% fruit juices, whole milk, 2% or 1% milk, and water. *** Bottles must be prepared and labeled for those children who need them.**
12. Children are **NOT** permitted to bring gum, candy or any other treats to Childcare.
13. The Parent **MUST** bring the following items on the provided timetable:
 - a. Extra change of clothes – **WEEKLY (INFANTS DAILY)**
 - b. Large container of wipes- **Once (1) a WEEK**
 - c. Adequate amount of diapers- **WEEKLY**
 - d. Burping clothes, bibs, topical ointments & creams
14. The Parent will make available to the Provider the following (See Attached Registration Form):
 - e. Work Address and Phone Number.
 - f. Person(s) to contact, other than the Parent, in cases of emergency when the parent cannot be reached.
 - g. Physician's Name, Address, and Phone Number.
 - h. Hospital Preferred (Name, Address, Phone Number).
15. The Provider will give the Parent a receipt of payment weekly.
16. Please be advised that Lucy Home Group Corporation **WILL BE CLOSED FOR THE FOLLOWING DAYS:**

- | | | |
|--------------------------|--------------------|-----------------|
| ❖ New Year's Eve | ❖ Independence Day | ❖ Black Friday |
| ❖ New Year's Day | ❖ Labor Day | ❖ Christmas Eve |
| ❖ Martin Luther King Day | ❖ Columbus Day | ❖ Christmas Day |
| ❖ President's Day | ❖ Veterans Day | |
| ❖ Memorial Day | ❖ Thanksgiving Day | |

Statement of Non-Discrimination

No enrolled child at Lucy Home Group Corporation or their family will be discriminated against based on age, race, religion, sexual orientation, marital or parental status, color, sex, creed, handicap, national origin, ancestry, physical, mental, emotional or learning disability. We welcome all families regardless.

State Licensing

Lucy Home Group Corporation is licensed (license #00140142GFDC) and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by New York State Health, fire, and licensing officials.

The Responsibility of the Parent*

Lucy Home Group Corporation relies heavily on the cooperation and communication with the parents regarding each parents' child/ren. Parents are responsible for providing the program with important information regarding your child's health, personality, care, concerns and nutrition. This information helps the program provide the best possible care for your child while you are away.

Communication

- Communication between parents and provider is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have. It may not be possible for you to have a long conversation with the provider/assistant(s) at Lucy Home Group Corporation at drop-off or pick-up times as the provider/assistant(s) are responsible for supervising all of the children in their care.
- If you have a special concern, a meeting or phone conference may be arranged. For questions regarding day to day childcare activities or questions related to a child in care, contact childcare staff at (914)476-5937.
- For questions regarding enrollment, payments, vacation, subsidies, or letters, or to discuss a concern with a staff member, contact Cinthya Pages at (914)433-2411 or email at yonkerschildcareprovider@yahoo.com.

Supplies

Infants:

- ❖ Formula and/or baby food

Infants and children not yet potty trained:

- ❖ Weekly supply of diapers and wipes labeled with your child's name and left at Care.

All Children:

- ❖ Extra change of clothes labeled with your child name and left at care (weather appropriate)
- ❖ Blanket/Sheet for nap time to be returned weekly after cleaning
- ❖ Children must have shoes on EVERY DAY

Ages Accepted

At we specialize in childcare for **children ages 6 weeks to school age.**

Documentation

To complete the enrollment process, parents are also responsible for providing ALL documentation necessary to meet the guidelines outlined by the licensing agency and Lucy Home Group Corporation.

- | | | |
|----------------------------|----------------------|----------------------------------|
| ❖ Registration Form | ❖ Napping Agreement | ❖ Child Abuse & Reporting Policy |
| ❖ Parent Contract | ❖ Sleeping Agreement | ❖ Photograph Consent Form |
| ❖ Annual Medical Statement | | |

Disenrollment/Termination Policy*

It is very important to understand the disenrollment/termination policy regarding your child's care. Although enrollment/admission is a contract between Lucy Home Group Corporation and the parent, we understand that situations may arise that can dissolve the contract.

Adjustment Period

All children enter Lucy Home Group Corporation on a two-week trial basis. This can be a stressful transition for your child if he/she has never been in childcare. Either party may terminate this agreement within this period, via phone, in person, or letter, with or without cause. NO REFUNDS of tuition will be given during this time. However, the deposit will be returned. After the initial trial period, a two-week written notice will be required to terminate care in order to receive the deposit.

Termination by Provider

Lucy Home Group Corporation reserves the right to terminate childcare for the following reasons:

- | | |
|--|---|
| ❖ Late Payment | ❖ Knowingly bringing an ill child |
| ❖ Financial commitments are not met | ❖ Failure of the child to adjust to childcare after a reasonable period of time |
| ❖ Late Pickup | ❖ Unacceptable behavior that interferes with the atmosphere of the childcare and/or is detrimental to the wellbeing of others |
| ❖ Lack of Parental Cooperation | ❖ The program is not equipped to meet the psychological or developmental needs of the child |
| ❖ Disrespect toward Provider or Provider's Staff | |
| ❖ Lack of Compliance to policies outlined in Parent Handbook | |

Written notification will be given to the parents to allow for ample time to find alternative care. The Staff/Provider will make every effort to resolve any problems prior to termination. Documentation will be provided upon request prior to suspension or termination. Parents and children are given advance notification when suspension will take place based on child's behavior.

Open Door Policy

Lucy Home Group Corporation has an open-door policy for all parents. This means you can stop by during business hours unannounced. Of course, for safety purposes, the doors will be locked. Entry into the program will be the same as normal drop off and pickup procedures.

Parents are also welcomed to call and check up on their child at any time. Please leave a message if we do not answer, and we will return your call in a timely manner. Please understand that your call is important to us, but the safety of our program children must come first.

Parent Initials ___

*When making the decision to stop by, please remember that younger children have a difficult time when parents come to visit and then leave without taking the child with them.

Drop off & Pick Up Procedures

At our daycare, it is required that all children arrive AWAKE. Children are NOT allowed to remain asleep. All children will participate in a health check daily before starting their day. The parent/guardian/authorized individual dropping the child off will be present for the daily procedure.

Sign In & Out For Subsidy Recipients

All listed individuals provided for drop off/pick up, including the parent/guardian will be required to sign your child in and out each day. If someone else drops your child off, or picks them up, please inform them they will be required to sign in and out. The time logged in and out should be the exact time and not a scheduled time.

Picking Up Your Child

Parents must provide a list of persons authorized to pick up a child in care. Parents must provide the following information for each person on that list:

- ❖ Name, address, and telephone number
- ❖ Person's relationship to the child

ONLY those listed on the pick-up list will be allowed to pick-up your child. The child will NOT be allowed to leave if the individual picking your child off is not listed. No exceptions!

Not Picked Up as Scheduled*

Late drop-off does not constitute late pick up.

In the event that a child is not picked up as scheduled, remains at Lucy Home Group Corporation for over 1 hour after scheduled pick-up time and we are unable to get in contact with anyone to arrange pickup, Lucy Home Group Corporation will contact CPS and the Office of Children and Family Services. Lucy Home Group Corporation will follow the instructions given by these agencies.

Child Abuse & Neglect*

If Lucy Home Group Corporation suspects a child has been abused or neglected, we are required to report it within 24 hours to Child Protective Services and The Office of Children & Family Services.

Refer to the following website for more information:

<https://www.childhelp.org/>

To report Child abuse or Maltreatment:

Child Abuse Hotline Number:

1-800-342-3720

OCFS Licensing Representative: Monika Torres

(914)801-3240 monika.torres@ocfs.ny.gov

- ❖ Corporal punishment or threats of corporal punishment
- ❖ Punishment associated with food, naps or toilet training
- ❖ Pinching, shaking or biting the child
- ❖ Hitting the child with a hand or instrument
- ❖ Putting anything in or on a child's mouth
- ❖ Humiliating, ridiculing, rejecting, or yelling at a child
- ❖ Subjecting a child to harsh, abusive, or profane language
- ❖ Placing a child in a locked or dark room, bathroom, or closet with the door closed
- ❖ Requiring the child to remain silent or inactive for inappropriately long periods of time for the child's age.

Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property and the previous listed methods of discipline have been implemented on numerous occasions, the following disciplinary action will be taken:

- ❖ **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, termination of care will have to be made immediately and the deposit will be forfeited.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our program, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

Evacuation Plan

Lucy Home Group Corporation has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in every room used in care. In the unlikely event, the children will be evacuated to the emergency location, and you will be notified as soon as possible.

Pearls Elementary School: 350 Hawthorne Avenue
(914)376-8250

3rd Precinct: 435 Riverdale Avenue (914)377-7427

Saint Peter's Church: 91 Ludlow St. (914)963-0822

Meals*

All meals and snacks will be provided. All food served will be nutritious and served in varieties and amounts adequate to ensure growth and development.

*If your child requires a special or restricted diet, please discuss. Children are encouraged to try all foods served, but are not force-fed.

Please do not bring food into care. This is very disruptive to the other children in care.

Transportation

Children will not be transported by any staff member or be taken outside daycare premises.

Field Trips

Field Trips will not take place in this program.

Firearms on the Premises

Lucy Home Group Corporation does not HAVE or PERMIT firearms, shot guns, rifles, or ammunition on the premises.

How to Access Regulations*

Lucy Home Group Corporation is regulated by Part 416 Group Family Day Care Homes located on the Office of Children & Family Services website.

- ❖ A copy of the Regulations can be found posted on the bulletin board at the Center
- ❖ On the internet:

<http://ocfs.ny.gov/main/childcare/regs/416%20GFDC%20effective%205.1.14.pdf>

Contact Information

Provided is a list of important contact information regarding the agencies that govern our Child Care facility.

The Office of Children & Family Services*
On the internet:
website: <http://ocfs.ny.gov/main/default.asp>

Child Care Complaint Line
Via Phone:
(800) 732-5207

OCFS Licensing Representative:
Monika Torres
(914)801-3240
monika.torres@ocfs.ny.gov

Confidentiality

All of the above information will be kept confidential and will only be released to authorized persons on a "Need to Know" basis. The authorized persons include but may not be limited to:

- ❖ Office of Children & Family Services
- ❖ Department of Child Care Subsidy
- ❖ Child Care Council of Westchester
- ❖ Police Department
- ❖ Fire Department
- ❖ Emergency Department
- ❖ Health and Social Services

Contract Adherence

Please keep your Parent Contract accessible so you can periodically review our policies and procedures as necessary.

We reserve the right to amend any portion of the Parent-Provider Contract and Parent Handbook at any time. If and when we do make a change to the contract you will have access to a copy.

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in care.

We are always open to suggestions and feel communication is a very important part of a quality care. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Note: By signing the Parent-Provider Contract, it is understood that all the policies and procedures of *Lucy Home Group Corporation* Parent Handbook are understood and agreed upon.

**** I have read this Contract carefully and with full understanding of the policies of this Daycare. I have been provided with a copy of this contract and childcare policies. I AGREE to all of the above **.**

Provider's Name
_____ **Date**

Parent's Name
_____ **Date**

Provider's Signature
_____ **Date**

Parent's Signature
_____ **Date**