



Simone's Family Childcare Policies

The following agreement is made between:

Parent/Guardian _____

and Simone da Costa Henriques, Childcare provider for the care of:

- 1. Enrollment documents:** Parents must provide immunization records and emergency information for each child enrolled. Immunization records must be kept current according to estate law. It is the parent's responsibility to provide new immunization records when needed. Plan ahead so that you can schedule an appointment before the shots are due. If an immunization is not received by required date, your child will not be able to attend until it is received. Parents should also provide emergency contact information, as indicated on enrollment forms. This information should be kept current and include all address and phone number information. If parents will be at a location that differs from these documents (staying out of town or out of office for a meeting, for example), this information should be given to the provider at drop off time.
- 2. Hours of Operation:** The daycare is open daily, Monday through Friday, from 7:30 a.m. To 6:00 p.m.
- 3. Meals:** Parents will be responsible for infant formula. Whole milk will be served only to children 12 months and older. Breakfast is served from 8:45 a.m. to 9:15 am. Lunch is served at 11:30 am. Afternoon snack is at 3:00 pm. If you arrive after these hours, please feed your child at home.
- 4. Nap Time:** Naptime hours are from 12:30 until 2:30 p.m. All children will rest between these hours. Parents should provide sleep items such as pillow and blanket.
- 5. Supplies:** Parents should send the following each day, as applicable for each child: diapers/pull-ups/underwear, a seasonal change of clothes, diaper rash ointment, bibs, a diaper bag (or similar container for supplies), a blanket, a pillow for nap time, a hand towel, bottles labeled with child's first name and last name, and a car seat if needed for the day's activities. Extra supplies can be left at the daycare to be replenished when needed, or a small amount can be brought daily.

6. Pick-ups and drop-off: The Children should be transported to and from daycare according to state laws concerning car seats and seat belts. If there is a question as to who will be picking up your child, leave the car seat at the daycare. If someone other than a parent/guardian will be picking up your child, the parent or guardian must call before pick-up. Although unannounced parent drop-ins are welcome and encouraged, please remember that from 11:30 until 3:00 is a very hectic time: lunch, clean up, nap, and snack. It would be better to come before or after these hours, unless absolutely necessary. If you need to pick up your child during this time period, please call ahead so that your child can be ready and the other children will not be disturbed.

7. Illness: Sick children pose a risk to themselves and the other children. Contagious illnesses are not allowed at the daycare. Vomiting, colored runny nose, diarrhea and fever are indications of contagious illness, and could be reason to send a child home. An ill child will be separated from the group until a parent/guardian can pick him/her up. For the children to be able to come back to daycare, they may be on medication, have no fever for 24 hours, and/or have a doctor’s statement approving their return. If a child is too ill to participate in daily activities, he/she should remain at home. Medications cannot be given without written consent from the parent. Prescription medication must be brought in the original container with label and dosage instructions from the pharmacy. In the event of an emergency, 911 will be called and you will be notified immediately. Please supply information pertaining to your medical insurance.

I/we hereby agree to comply with the rules and regulations of Simone’s Family Childcare regarding fees, attendance and other items specified in this contract. The information in this contract are subject to change, however you will be notified in writing within 30 days before the change will take effect.

Parent signature: _____ Date: _____

Parent signature: _____ Date: _____

Child Care Provider: _____