

**Victoria's Castle Family Childcare**  
**845.561.0408**

**Rates:** Full time rates are \$ \_\_\_\_\_ per week per child.

\*\*Please take notice that full time care consists of 8 hours of work and 1-hour travel time. If this timing should be adjusted, please inform us.

**Remember:** A parent is a child's first teacher. Please keep this in mind.

For the care of your child/ren. This fee is due the Friday morning that has been agreed upon; i.e. weekly, biweekly, semimonthly, prior to care for the up and coming week. A \$10.00 a day late fee will be charged if your payment is not paid on time (Friday AM).

Payment Schedule: \_\_\_\_\_

I understand this is a guaranteed rate and includes full pay for holidays, **with no credit** for absent or sick days. Payments need to be paid in advance on the first day of attendance.

\*\*A \$50.00 registration and processing fee is due at the time of registration each year.

**Deposit:** A one time, nonrefundable registration fee will be in the amount of \$150.00 for the care of your child(ren).

**PLEASE NOTE:** Care will not start nor will your opening with us be considered saved until the deposit is paid. Arrangements may be made for those parents who need to pay this deposit over a set period of time.

**Late payment policy:** When a payday falls on a Friday that Daycare is closed, the payment will be due on the following Monday, or the following business day, with no late charge. **You will be charged \$10.00 a day there after.** If for any reason your child will not be attending daycare on Friday, you are still responsible to pay on this scheduled day unless other arrangements have been made in advance. Payments in advance will be accepted.

**Holidays:** The parent understands that \$ \_\_\_\_\_ is a guaranteed rate and includes full pay for the holidays listed below in which daycare will be closed. Daycare will be closed on all major federal holidays. There will also be days that daycare will be closed for staff development. An updated schedule will be given to all families. Please be sure to continually check out website and Facebook page for regular updates in regards to scheduling and holiday information.

If the holiday falls on a Saturday or Sunday that Friday and/or Monday will be closed. *Example 1:* New Year's Eve on a Saturday and New Year's Day on a Sunday then we will close that Friday and Monday. *Example 2:* Christmas Eve on a Friday we would be closed and since Christmas day falls on a Saturday we would be closed that Monday.

**Vacations:** Parents are asked to give minimum of a 2-week notice prior to your vacations. Parents are allowed 1 (one) week vacation per year at half rate. All other vacations during the same year will require the full rate to maintain your spot in daycare. Your fee is due prior to your vacation. It is not common, but there may be a 1-2

weeks' closing per year for staff vacations, but there are many times we work it out where staff is available and daycare does not close at all. These will also be listed on the holiday / vacations list that families are provided.

**Meals:** We are a licensed Group Family Childcare and take part in the USDA CACFP, therefore all meals will be provided for children if parents agree to take part in the program. The state does come and inspect 4 times a year to check over paperwork and to make sure that children are in fact receiving nutritious meals. Food is offered to children, but is never forced. If a child chooses not to eat a particular meal another meal will be provided within two hours. In the case that a child ultimately refuses all meals parents will be notified right away and parents will be asked to provide meals.

Please keep in mind that meal times are contracted with NYS and once a meal is over and cleaned up no more food will be served until the next meal time. *Therefore, we as that if you are going to drop off after a meal time make sure that your child is fed prior to arrival.*

Meal times are as follows:

**Breakfast:** 7:00 / 7:45 AM **Snack** 9:30 **Lunch** 11:30 / 12:30 PM **Snack** 3:00 / 3:30 **Dinner** 5:30  
**Evening Snack** 7:30

**Medicine:** We are contracted with NYS to administer medications at this time. Please keep in mind that it is imperative to have all necessary medical forms completed fully by an approved medical professional. There is a parental verbal consent form that may be completed in the case of an emergency, but keep in mind these forms are valid for only 24 hours and a medical professional will have to confirm to continue treatment. *If this paperwork is not provided, medications will not be given in any situation.*

**Immunizations:** All children are required to have a medical form complete for their current contracted year of care. Any time that shot records are changed, new shots are given, a new form will have to be completed. This is especially important for children 2 years of age and under. Parents are required to keep their children's shots up to date. (This is very important because NYS OCFS does come unannounced and verifies that all paperwork is current.)

**Illness:** We maintain a healthy and environment for the benefit of all children enrolled in care. A child must stay home if they have a high fever 101 or above, if they are vomiting, has diarrhea or any illness which is determined to be harmful or contagious children or faculty in daycare.

If your child becomes ill while at daycare you will be called right away. There is a one-hour window given in this case for pick up. For more information on our health policies please see our Policies and Procedures notice.

**Supplies:** I will provide all of the daily supplies for your child's play and learning which include: activity coloring books, games, toys, puzzles, outdoor play equipment etc. If your child brings a toy or an item from home it must be put away in the child's book bag prior to joining the daycare for the day, I will not be responsible if it gets lost or broken. I have children to care for and I cannot keep track of play toys brought from home.

**Supplies that will need to be provided by parents are the following:**

A backpack to hold extra clothing and outdoor apparel

Hard soled slippers, for indoor use. Outdoor shoes WILL NOT be permitted inside of the daycare

**Monthly Supplies:** Parents are to provide a box of wipes monthly for use in the daycare. We follow a communal wipe policy. If you prefer to not bring in a box, alternate arrangements will be made and a 5-dollar supply fee will be added to your bill. \*\*\*If your child is in diapers\*\*\*

**First day of attendance~**

Please bring baby wipes, diapers, extra set of clothes, security item (if needed), and teething toys for infants.

I understand and have read the above.

**Upon the dismissal or the dis-enrollment of your child:**

Parents are given 7 days from the closest business day to retrieve their child’s items (if you leave on a Saturday or Sunday, your week will begin on Monday). Any items left beyond the specified date are subject to be donated, thrown out or added to the daycare spare collection. A curtesy notice with and exact date and time will be sent out

My child/ren will be in daycare on the following days:

Mon\_\_\_\_\_ Tues\_\_\_\_\_ Weds\_\_\_\_\_
Thurs\_\_\_\_\_ Fri\_\_\_\_\_

I agree to pay \$\_\_\_\_\_ For the above listed days/ hours for the care of my child/ren. Any changes to my schedule have to be discussed and re-scheduled based on ability to meet new needs with schedule.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\*\* To ensure the safety of your child, only you or the person listed on your pick sheet may pick up your child. Phoning me to let me know someone other than yourself will be picking up your child is fine if I know the person or your child can identify him or her.

**Verification of legal custody:** I must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise I have no choice except to release the child to his/her parent.

\*\*The first 14 days are probationary period for the provider, parent and child. This agreement may be terminated at any time during this period.

\*\* For parents not attending work or school, but needing care, we will discuss this together and determine hours based on my present scheduling.

\*\*Please call by 7:00 am if your child will not be attending daycare that day.

\*\*2 weeks’ notice must be given if your child is to leave daycare.

\*\*Please keep me updated on any address, employment, phone number changes or any emergency contact information.

\*\*I will treat each child equally and the same as if they were my own child.

\*\*Please do not bring candy, gum, balloons or money with your child as these are a choking hazard to your child as well as the other daycare children.

**\*\*While we do have extended hours it is your responsibility to arrive on time for your child as per the agreement stated in this contract. Please remember my day starts very early with the children. If you are late I will need to charge you an overtime fee of \$20.00 per 15 minutes after your contracted time. (Remember that this contract is based on an 8 hr day of care). Late arrival does not allow late pick-up. Care will not recommence until such late fees are paid in full. Please be on time daily. In addition, if we have tried to contact you two times within 40 minutes of pick up without success, we will begin contacting your emergency contacts.**

**\*\*Please do not dress your child in overalls during potty training time.**

I (name) \_\_\_\_\_

Have read and will comply with this contract agreement between:

\_\_\_\_\_ Victoria's Castle and Myself \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Daycare Provider: \_\_\_\_\_ Date \_\_\_\_\_

First day of enrollment: \_\_\_\_\_ child's age \_\_\_\_\_