

# **Daycare Policy Contract**

## **Lucy's Family Daycare**

**INFANT-TODDLER NURSERY**

License # 073403875

Phone: (925) 676-2207  
(925) 470-0977

### **!!!WELCOME to LUCY'S HOME DAYCARE!!!**

It is our wish to provide your child with a loving atmosphere and warm stimulating environment. We want to work with you to insure, that your needs as well as your child are met. Our policy is for you and your child to be happy. If you ever have questions, concerns or suggestions, our ears and heart are open to you.

### **HOURS**

#### **FULL-TIME:**

We are open from 6.30AM to 6.00PM Monday thru Friday.

Your fee covers 10 hours of childcare every day  
(i.e. 7.30AM to 5.30PM or 7.00AM to 5.00PM)

#### **PART-TIME:**

Depending on the needs of parents.

Part-time option is available should you need it, but we have to make schedule arrangements between your child and other part time children.

We will really appreciate if you make sure that you bring your child as we agree to the timeline, for this space is reserved for you. If you need to change your child's schedule, please feel free to discuss this matter with me.

## **ILLNESS AND MEDICATION**

In case of illness, parents will be notified immediately. If parents are unavailable, every effort will be made to adhere to the information recorded on the Emergency Information Form. If your child has any allergies please provide a list. Also if your child requires medication, provide the medicine and written instructions for its use.

## **MEALS**

We provide three nutritious meals a day (fresh meals prepared daily) in addition to morning and afternoon snacks.

### Our Sample Menu:

- Breakfast:* Cereal such as cheerios, oat bran, corn flakes, oatmeal, raisin bran, nutria grains, shredded wheat with milk and raisins or sliced fruits.
- Snack:* Juice and pancakes or peanut butter with crackers or fruits.
- Lunch:* Sandwiches with chicken, turkey, scrambled eggs, ham, American cheese, served with tomatoes, cucumber, or radishes. Hot dogs with rolls, chicken nuggets.
- Dinner:* Variety of meat and vegetable dishes. Fresh, home made soups like: tomato soup, bouillon , cauliflower soup, red beets soup, potato soup, mixed vegetable soup .Each soup is served with meat and noodles or rice.
- Snack:* Juice and fruits or yogurt and crackers.

\*\*We are expecting parents to provide baby formula or supply of breast milk if your baby still needs it.\*\*

## **HOLIDAY POLICY**

Even if you do not bring your child to me on a legal holiday, payment is still due for that day.

According to state regulations providing holiday guidelines for Family Daycare Homes we are closed during the following:

- New Year's Day
- Dr .Martin Luther King
- President's Day
- Memorial Day
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Veteran's Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve
- Christmas Day

We are open during Columbus Day.

\*\*We are open all year round.

In the circumstance where I take vacation time (very rarely), my assistant is in charge of the daycare, and there is always someone to help to make sure that the schedule stays uninterrupted. You can always reach me by cell phone when I'm away.

I always discuss my vacation plans with all the parents ahead of time.\*\*

## **BIRTHDAYS**

Birthdays are always very special in our daycare and we like to celebrate.

Please let us know:

-----  
Child's Name

-----  
Date of Birth

Before the Birthday Party, please make arrangements with me regarding the cake and refreshments for the kids.

## **PAYMENT POLICY**

- Payment in **ADVANCE** is required on the first day of each month.  
If you prefer weekly payments, it should be paid on the first day of each week.
- Parents are required to pay in full for all contracted days whether or not the child attends; that includes sick days or any other personal reasons.
- Exception: Your child's vacation time. If you decide to take your child away on vacation, I will charge you only ½ the price per your regular week charge, up to two weeks a year. Every other absent week (past 2 weeks vacation time) will be charged as normal.

### Our Prices:

Full Time: \$ \_\_\_\_\_ a week.

Part Time: \$ \_\_\_\_\_ a week.

-----  
Bad check fee \$ 25.00

## **LATE PICK UP**

After 6 PM a late charge fee of \$1.00/each 5 min. will be charged.

## **REFUNDS**

There will be no refunds for any absences.

## **TERMINATION**

If you plan to withdraw your child from my care, please give me at least two weeks notice.

As a provider I may terminate the child's enrollment effective immediately if the child's behavior threatens the physical or emotional well being of other children.

If parents do not wish to give prior notice of termination, two weeks rates must still be paid in full.

## ADDITIONAL INFORMATION

- Please provide your child with a full change of clothes and a day's supply of diapers.
- If you supply your child with a sleeping bag or blanket and pillow for naptime, please mark each article with his/her name.
- Please notify me of any changes in your address or phone number (both at home and work) or changes in doctor or emergency contact information.
- Toys should not be brought from home; they could get lost or broken.
- We are not responsible for any lost or damaged jewelry (i.e. earrings, bracelets, etc.).

## PARENT'S RIGHTS

Parent's are welcome to come to the Daycare at any time during our hours of operation. Also, please feel free to discuss your suggestions, concerns, and questions with me if you have any. We are looking forward to being of any possible assistance to you!!!!!!!!!!!!!!

---

**Please sign below to acknowledge receipt and understanding of my policies and procedures.**

My signature signifies my agreement to the above terms and conditions.

-----  
Lucyna Wcislo, Daycare Provider

-----  
Date

We/I the undersigned parent(s) of -----, hereby give our permission for Lucyna Wcislo to provide Childcare services as stated in the above contract.

-----  
Parent/Guardian

-----  
Date