

Supply List/ Personal Belongings

Your child will need:

1. Change of clothes; *socks/shoes, weather appropriate clothing*
2. Diapers, Wipes, Diaper Cream
3. Milk* / Formula / Cereal; ***if 12 months or younger***
4. Naptime Blanket; *Pillow Optional*
5. Snack/Lunch; *Optional*

**We provide 1% and Whole Milk; if your child requires any other type, parents are responsible for bringing it.*

PLEASE MARK YOUR CHILD'S BELONGINGS WITH THEIR NAME!

WE PREFER THAT KIDS LEAVE THEIR TOYS AT HOME. WE ARE NOT RESPONSIBLE FOR ANY DAMAGED, LOST OR STOLEN PERSONAL BELONGINGS. TOYS BROUGHT FROM HOME MAY BE PUT AWAY BY CARE PROVIDER IF THEY CAUSE DISAGREEMENTS BETWEEN CHILDREN.

Days/Hours

Fill in below the days and hours your child will be in our care, if for any reason this changes you must notify us in advance.

Our hours are from 7:00am – 6:00pm | Monday- Friday | Saturday & Sunday - available upon request

DAYS/ HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME CARE BEGINS							
TIME CARE ENDS							

Sign In/ Sign Out: It is required by state law that all parents sign their child in and out each day. This gives us a written record of the child's attendance, hours, and the person who brought and picked up the child each day.

In accordance to the Days/ Hours listed above, the parent agrees to pay as

follows: Amount: \$_____ Daily | Weekly | Bi-weekly

Payment

First and foremost, please remember; childcare fees are based on a reserved space, NOT ATTENDANCE. To maintain a reserved space, fees must be paid during your child's absence due to illness, holidays, vacation, or any other reason unless otherwise agreed upon.

Payment is due EVERY FRIDAY, any payments made after Friday will be considered late & late fees will be charged.

Absences: Childcare fees are based on a reserved space, NOT ATTENDANCE. To maintain a reserved space, fees must be paid during your child's absence due to illness, holidays, vacation, or any other reason.

Lateness

Day Care ends strictly at 6:00PM, however, we understand that unforeseen circumstances/ emergencies may prevent you from picking up your child on time; we ask that you try to call ahead if such thing occurs or that you resort to the emergency contacts listed on the Enrollment Form, and have someone else pick up your child.

Late fees will be charged depending on how much time has passed after closing. They must be paid in cash. **Routine tardiness may be grounds for termination.**

Health/ Illness

Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness, or is unable to participate in the normal routine and regular day care program; that child will need to be picked up. If you are not sure whether or not it is okay to bring your child, please call ahead to ask us. To protect your child and the health of other children, we reserve the right to determine when a child is too ill to be cared for in our day care.

We may apply over-the-counter topical ointments, sunscreen lotion and topical insect repellent with written permission from the parent or guardian.

We are **NOT** authorized to administer any medication to a child unless one of the following occurs:

- Parent/ Guardian arrives at daycare requesting medication to be given but does not have written instructions and/or permission from the authorized prescriber.

- A child develops symptoms while in our care that require the administration of an over-the-counter medication

...in which case the proper form MUST be completed.

Updated Paperwork

There are several forms that make up our enrollment packet. This packet must be completed and, in our possession, before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and the record keeping guidelines required by the state licensing agency are met. All forms will be updated annually.

MEDICATION/ EMERGENCY MEDICAL TREATMENT

In case of accident or injury, I authorize *Little Legacies Daycare* staff to obtain necessary emergency medical treatment for my child _____ with the understanding that the family will be notified as soon as possible. (Name of child)

I understand that the providers are not MAT certified and **WILL NOT** administer medications to my child unless prior written permission is given. ☐ Yes ☐ No

I will notify my childcare provider if my child has received medication before coming to childcare. I will inform them of the name, dosage, time given and possible side effects of any medication the child may have received. ☐ Yes ☐ No

I have provided information on my child's special needs (Allergies, Diet, Disabilities, and/or Medical information) to the provider, as it may be necessary to assist the facility in properly caring for my child in case of an emergency. ☐ Yes ☐ No

As care providers we are required by New York State to report serious incidents and injuries to the regional Office of Children and Family Services or our Registrar.

As Mandated Reporters of Child Abuse and Maltreatment, we are required to report suspected child abuse to the child abuse hotline.

OUTDOOR ACTIVITIES

The provider and staff may take my child for short walking trips and other activities (listed below) as part of the day care program, away from the facility and under proper supervision:

**** Please ☒ any activities you would NOT like your child participating in.**

☐ Outdoor Play Time (Backyard)

☐ Park/ Playground

☐ Library

☐ Other

(Parents/ Guardians will be notified of any other activities not listed above)

____ I(We) consent to the enrollment of [the child named above] in this facility and have been advised of its policies and the Office of Children and Family Services regulations under which it operates.

Termination of Care

We reserve the right to terminate a child from our day care for the following reasons (but not limited to):

- Failure to pay
- Routinely Late for pick up
- Failure to update and complete required forms
- Lack of parental cooperation
- Failure of child to adjust to the daycare after a reasonable amount of time
- Our inability to meet the child's needs

This contract expires exactly **one year** from the date signed. At this time, it will be void and a new contract will have to be signed for continued care. It can be terminated by either party provided a 1–2-week notice is given. Fees may vary at the beginning of another contract year.

Signing below indicates you have read, fully understand, and will abide by the Rules & Regulations of *Little Legacies Daycare*, you accept the terms of this contract as stated, and agree to pay the price set by the day care Director.

**** All parents/ guardians listed on the Enrollment Form must sign.**

Print Name: _____

Signature: **X** _____ Date: / /

Print Name: _____

Signature: **X** _____ Date: / /