

# Gun Lake Child Care Parent/Provider Contract

The following agreement is made by and between parent(s)/guardians and provider of:

\_\_\_\_\_ (child name) \_\_\_\_\_ (Date of Birth)

\_\_\_\_\_ (child name) \_\_\_\_\_ (Date of Birth)

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**For Child Care services beginning on** \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone Number \_\_\_\_\_

Father's Phone Number \_\_\_\_\_

Mother's Phone Number \_\_\_\_\_

**Rates and Payment Policies:**

- a) A non-refundable registration fee of \$30 per child or \$50 per family is required to secure your spot at Gun Lake Child Care. This fee will be charged each time a child/family dis-enrolls and/or re-enrolls for any reason.
- b) The charge will be \$\_\_\_\_\_ per day or \$\_\_\_\_\_ per week. **(There is no credit or refund for days the child is absent due to illness or vacation.)**

c) **Please circle the days in which Child Care will be provided:**

Monday      Tuesday      Wednesday      Thursday      Friday

\*Hours child/children will be at Child Care: \_\_\_\_\_

\*Preschool Wrap Around @ \$30/day if applicable: \_\_\_\_\_

\*Bus (before/after school care) @ \$7 for am /\$7 for pm if applicable: \_\_\_\_\_

- d) **Payment is due weekly, every Friday by 5:30 PM for that week. All payments received past this time will incur a \$20 late fee. Refer to the Parent Handbook on page 6 "Matters of Money".**
- e) Our Center closes at 5:30 p.m. A late fee will be charged at the rate of \$1 per minute past 5:30 p.m. All late fee charges will be due by the following week's payment. If this payment is not received, you will incur a \$20 late fee for each week it's not paid in full. Excessive late pick-ups may result in dis-enrollment from the Program.
- f) The parent agrees to have backup Child Care arranged in the event of an emergency or illness of the provider.
- g) Checks are to be made out to "Gun Lake Community Church" or "GLCC".
- h) Parent agrees to pay Child Care fees to hold child's position during any vacation time, maternity leave, or leave due to illness, etc. Full payment must be received whether or not the child attends.
- i) Parent agrees to pay \$25, and any additional costs incurred, if a check is returned to the provider. Thereafter, the payment will need to be made in cash or money order.

**Provider Agreement:**

- The provider will provide morning snack and afternoon snack for Toddlers and Young Preschoolers. The parent chooses to supply breakfast and will send a lunch daily. A \$5.00 fee will be applied to your account if no lunch is provided by the parent and the Center provides lunch for your child/children.
- The provider is licensed by the Michigan Department of Human Services. Provider will comply with all Child Care regulations and will make a copy of the regulations available to the parent/guardian upon request.
- The provider agrees to provide Child Care services for the above named child/ren for the hours and days stated except in the case of illness or emergency.
- The provider agrees to provide a safe and loving Christian environment for the children.
- The provider agrees to provide appropriate activities, snacks, and toys for the children.
- The provider agrees to communicate with the parent about the needs and achievements of the child.
- The provider agrees to give at least a two (2) week notice of any planned vacations or temporary closing of the Child Care except in any and all emergency situations or when required by the Health Department and/or Michigan Department of Human Services.
- The parent may visit or call at any time during normal Child Care hours to discuss or check on their children. The phone number is #269-795-7903 ext. 60.

**Things to bring the first day:**

**The parent will provide and label all:**  Pre-made bottles  Infant food  
 Diapers and wipes  Change of clothing  Crib sheet  Sack lunch  
 Tight fitting sheet to cover sleeping mats & cots for Toddlers & Preschool aged children  
 other \_\_\_\_\_.

**Other special arrangements:** \_\_\_\_\_.

**Parent also must supply current medical form completed and signed by the child's Physician, white information card, signed contract with registration fee, signed sick child policy, signed medication form, signed activity authorization form and signed photo release.**

### **Rates for holidays, absences, vacations:**

Care will not be provided and payment will not be due when the Center is closed. These dates will be provided to parents prior to January 1<sup>st</sup> of each year.

If we are not able to provide care due to us closing the Center due to illness or emergency, our policy is to contact the parents to notify you of the closure. In some cases, parents may need to pick up your child/children if necessary during the day. **Payment will be due only for the time that care is being provided during these circumstances when they occur, see page four (4) of the Handbook.**

During weather conditions where the State Police or other safety authorities advise people to stay off the roads, the Center may close. In this case, we will post the closing on WOOD TV 8 by 6:00 a.m. If the Center closes for a weather related circumstance, payment will not be due for that day. We will be open on snow days unless the weather is too dangerous for traveling in which case as stated above, we will post our closing on WOOD TV 8.

The wrap-around Preschool charge is \$30/day, if for any reason Preschool is not in session (snow day, field trips, vacations, holidays, conferences, illness, etc) regular full day rate of \$35 will apply and children may attend Child Care all day based on availability. Parents must call the Center and confirm available space the morning care is needed. We must remain in compliance at all times with the states mandated ratios.

### **Discipline:**

We use positive methods of discipline, which encourage self-direction and good self-esteem in a firm consistent manner. Refer to pages seven (7) & eight (8) in the Parent Handbook.

We will not use the following methods of discipline:

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating or shaming or threatening a child.
4. Depriving a child of meals, snacks, rest or necessary toilet use.
5. Confining a child in an enclosed area, such as a closet, locked room, box, or cubicle.
6. Developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself/herself or to prevent the child from harming other persons or property.

## **Policies & Procedures:**

In order to assure that all parents clearly understand the policies and procedures of Gun Lake Child Care, we ask that parents please read, and **initial** the individual items, please do not put a check mark or "X" on the line, **must be your initials.**

\_\_\_\_\_ I understand that I or a responsible designated adult (18 years or older) must walk in/out of the building with my child and make sure that he/she is signed in and out on the attendance sheet by the caregiver. I will also make sure that a staff member is aware that my child has been dropped off.

\_\_\_\_\_ I agree that if my child is ill, I will keep them home, and abide by the sick policy of Gun Lake Child Care. If children are too sick to participate in the full program, including outdoor play, they need to be kept home.

\_\_\_\_\_ I will inform the Center of any changes in addresses, phone numbers, employment, emergency card information or any changes in the family situation.

\_\_\_\_\_ **Toys from home will not be allowed.** If your child would like a stuffed animal for nap time it will be allowed only at nap time (for ages one and above). No guns, swords, action toys or violent toys, they will be taken away immediately and sent home. All movies will be 'G' and most will be Christian videos. Only our Young Preschool Room and older school aged children will be able to view movies, our Infants, Wobblers and Toddlers will not watch movies.

\_\_\_\_\_ I understand that I need to send my child with appropriate clothing that can be played in. I understand that I need to send boots, hats, mittens, snow pants, and other weather appropriate clothing for my child as well as a complete change of clothes to be kept at the Center. **I understand that my child/ren will go outside daily when the temperature is 25 degrees or above with their caregiver(s). Children will go outside even if the parent fails to provide proper attire for weather conditions.**

\_\_\_\_\_ I understand that my child will have a rest time each day as mandated by licensing requirements. Gun Lake Child Care will provide a mat/cot/crib for my child to rest on. I understand it is my responsibility to provide an appropriate crib size sheet (small pillow and small blanket may be given to children over one year old). I also understand I need to take their nap items home to be laundered each week.

\_\_\_\_\_ I give permission for my 33 month old child to join the Young Preschool classroom.

### **Changes to Schedule:**

To make changes to your schedule (days of the week or number of days a week) please complete a "Change of Contract" form two weeks before you would like changes to begin. If you will be adding days, approval of these changes will be based on availability by the Administrator and/or Program Director.

### **Vacation Time/Illness/Maternity Leave:**

Parent agrees to pay Child Care fees to hold child's position during any vacation time, extended leave due to illness, maternity leave, etc. Full payment must be received whether or not child attends.

We reserve the right to terminate any enrollment at Gun Lake Child Care due to the following reasons:

1. Non-payment of tuition.
  2. Abuse of children, staff, or property.
  3. Violation of Gun Lake Child Care policies.
  4. Disruptive or dangerous behavior towards children or staff.
  5. The Center's inability to meet the child's needs.
- \*\*\*Refer to Parent Handbook on page 20 "Withdrawal Policy".**

\*We require a two (2) week written notice for termination of Child Care. You will be asked to complete a "Discontinue of Child Care" form. Tuition will be charged regardless of whether your child is in attendance their final two weeks.

### **Required Forms:**

Parent agrees to complete all forms required and given by Gun Lake Child Care. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

Parents agree if their child is ill that they need to keep them home, and abide by the sick policy of Gun Lake Child Care.

The Gun Lake Child Care Center shall be entitled to change any policies and terms of contract, including but not limited to fees, by providing the parent(s) with two (2) weeks written notice of such changes.

This contract shall be construed and enforced in accordance with the laws of the State of Michigan.

The Center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two (2) years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

\* **Parent Signature acknowledging the above statement (sign on line below):**

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing this contract, all parties agree they have received and read the Gun Lake Child Care Parent Handbook and Parent/Provider Contract, and acknowledge and agree to all the terms and polices stated. The provider is responsible for giving/sending all signers a copy of this signed contract.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Licensing Director Signature \_\_\_\_\_ Date \_\_\_\_\_

[ ] copy given to parent