



My Responsibilities a certified childcare provider:

I will:

Provide a registered and safe daycare home that support the physical , social , and emotional needs of the children in my care;(2)Provide your child with learning activities and programs along with a meal during the time in my care and two snacks;(3) A place for your child to nap . It is also my responsibility report any injury as soon as they occur;
(4) I have set aside 5 sick days and 5 personal days per year that are paid days;(5) I will inform all parents in advance my vacation or anytime that I am unable to provide care for your child.

Your responsibilities as a parents:

You will:

Provide your child with any special equipment for daily care;(2) instill importance of good behavior , good manners, to respect those of age and those of his and her peers;(3) send your child/children to daycare clean and dressed ready for the day(4)please be sure to inform me of any lateness or if there not able to attend that day for any reason;(5) If someone else other than yourself will be picking up your child/children please inform me at the start of the day(6) please refrain from sending any of the following items money, candy, gum , or toys for I will NOT be responsible for any missing items(7) Please inform me of any illnesses, contagious diseases, and food allergies etc. that may be harmful to the other kids or there selves(8) If your child is on any new medication please keep them home for 24hours to watch for any side effects unless noted by a doctor.(9) Please don't send your child if they are vomiting or have any case of diarrhea.

Clothing

All children under six years of age need a complete change of clothing: infants need two. Parents I would prefer for you to leave an unopened pack of pampers and wipes with your child.

Food Arrangements

If you want your child to eat breakfast or lunch with us at daycare they must be on time. To eat breakfast here your child must be in care by 8:30 a.m. and lunch and dinner for children in care during those times. If your child is a picky eater then parents you must supply a meal that can be heated in the microwave.

Terminating your child/children Enrollment

I reserve the right to cancel your child's enrollment

*there is excessive non-payments or late payments

*Chronic disruptive behavior

*other reasons based on the provider discretion

I will discuss all problems with parents to avoid termination of our agreement. If the need should arise for either party to terminate the said contract agreement there must be a two-week notice in writing with the last day of care stated in the notice. All fees must remain on time. Please keep in mind that once I receive your notice that you are planning to terminate, your child's space becomes available for new enrollment. To my voucher parents, your voucher must cover your two-week notice or you will be responsible to pay out of your pocket. I will have no problem taking you to court to obtain the money that is due to me.

(This is an option, Parents may receive assistance in toilet training, for a fee amount of \$15.00 a week, until the child is trained.

Closing

Daycare will be closed ALL MAJOR HOLIDAYS. I will take a two-week paid Vacation each year. I may acquire additional time off throughout the year with advance notice. Four days each year serve as personal days that I may use any time. Labor Day, Christmas, New Year's, Fourth of July, Memorial Day, and Thanksgiving

My hours of operation

My hours of operation are ____until ____ but that does not mean that you may leave your child in care for that length of time. These are the hours that you have contracted my care for and you must abide by those hours: _____. Until _____at this time you will have a late fee _____. IF YOU HAVE A FLEX SCHEDULE YOU MUST PROVIDE ME WITH ONLY BE ABLE TO ATTEND CARE ON THE DAY YOU HAVE LISTED ON YOUR SCHEDULED.

After 30 minutes of your contract arrival time ad your child is not in care and I have not heard from you, I will proceed with the rest of my day per y schedule at the parent's expense.

If you must arrive before your schedule time there will be a fee of \$2.00 a minute per child due the morning of arrival.

I DO NOT PROVIDE CARE FOR CHILDREN ON SUSPENSION OR SICK CHILDREN

Your child/children will attend daycare on these terms:

___full-time ___part-time

Your payment will be expected every month in this form

___weekly ___bi-weekly ___monthly

The first payment of \$_____will be due on_____

***Rates**

If you have a child/children that are enrolled in daycare and for whatever reason your child is absent from daycare without a one week notice you are still responsible for your child's fee for the week.

For all parents, if you have fees that must be paid and is not paid on time, there will be a \$1.00 late fee that will be accessed ; from Sunday on if regular and late fees are not paid a charge of \$5.00 a day will be added and all will be due by the next day of care. This is a fee that will be charged as long as fees remained unpaid. If your fees are not paid and continues to be late (3 strikes), I will consider terminating your child from care.

ALL FEES ARE DUE BEFORE SERVICE IS RENDERED. PARENT'S REGULAR FEES AND LATE FEES MUST BE PAID BEFORE YOUR CHILD/CHILDREN CAN RETURN TO DAYCARE. LATE FEES ARE NOT TAXABLE AND IT MUST BE PAID IN CASH.

Parents that receive voucher and has a co-pay; your co-pay is due before service is rendered, NO EXCEPTIONS. Voucher paying clients, please keep in daycare services will also. Parents, for whatever reason that your vouchers don't cover your daycare expenses you will be responsible such as transportation which is not included. Transportation is \$15.00 extra per week per child your co-pay is _____ if you are paying out of pocket for daycare, your fees are due on Monday by the close of daycare business.

Lateness Policy

Each parent will be a 5min grace period from your contract agreement time and at the 6th min you are late and thereafter will be \$1.00 a minute a late fee per child. All late fees must be paid at the time of pick-up, and if you cannot pay until the next day of care the fee will be \$2.00 a minute per child NO EXPEPTIONS.

Trial Period

I reserve the right to observe your child in my daycare for two-weeks as well as you to allow room for adjustment and time for the parents and I will decide if your child will continue care here at daycare.

THIS CONTRACT WILL COVER THE FOLLOWING Child (REN)

I the parents have read and had all questions answered by Cynthia Pridgen and do understand and do agree to follow all rules and regulations.

Parents Signature: _____ Date: _____

Provider's signature: _____ Date: _____

Pridgens Garden of Angels

Parent Handbook addendum effective May 24th 2021

Philosophy Statement: My philosophy at Pridgens Garden of Angels is to serve families with quality; affordable and fun programs that support and strengthen the family unit, help children develop to their fullest potential and deliver a caring, safe and positive environment. I try to create this environment by having not only teacher initiated lessons but also by having child directed lessons so that each child can be creative in their learning. This mixture of both teacher initiated learning and child directed learning helps children grasp concepts easier. Pridgens Garden of Angels welcomes children of all ages, abilities, disabilities and special health care needs and does not discriminate against any race, religion, or ethnicity of any child or family. There is zero tolerance for any form of discrimination towards the children or families at my childcare.

Inclusion policy: No child or family will be discriminated against by race, religion, gender, or special needs. It's my goal to welcome all children and provide care. I accept children with disabilities and/or special health care needs. And this is a zero tolerance child care, if a family is discriminating or showing any aggression towards another family the child will immediately be terminated from the child care and not allowed to return.

Enrollment process: Enrollment Procedure: Parents and the provider (Cynthia Pridgen) will first schedule a meeting to discuss the policies and procedures and the parent/ guardian will be asked to provide the necessary medical forms from their child's pediatrician. The provider will also ask if your child has any health needs, IFSP (individual family service plan) or IEP (individual education plan). If the child has an IEP or IFSP a copy will be requested. The parents will also receive enrollment paperwork that has a copy of staff and parent handbook as well as weekly rates. The provider needs this information to provide the best services. If all the documents are provided, then there will be a two week trial period to see how the child adjusts to the center. If the child does not adjust well, then another meeting will be held to determine if something can be changed to make the transition for the child easier.

Important forms & documents: All information given is applied to Pridgen Garden of Angels rules and regulations, the general information regarding health, safety and general policies. When filling out a Child information guide make sure you have the names of people who are allowed to pick up your children. The child will not be released to anyone whose information is not given. Other important documents needed include medical information, including a full list of allergies and any medication the child may be taking. Information regarding IEP or IFSP, and any information that the parent might believe is necessary for anyone caring for their child.

Visitors: Pridgens Garden of Angels had an open door policy with visitation, meaning that as long as you have an ID, and are in the child's information guide as an authorized visitor/ pick up/ drop off, you can visit your child at any time. (before covid)

People authorized to pick up or visit your child: Only people authorized in writing by parents may pick up or visit a child. For safety reasons, we will not release your child to anyone without authorization. All persons picking up a child will be asked for identification. All persons must have this available until their identity is confirmed. People that are not on registration form will not be permitted to pick up or visit a child. And if the person picking up a child appears to be under the influence of any drugs or alcohol, that person will not be allowed to pick up or visit. For Clarification, if a staff member can smell or seems to be under the influence of any drugs or alcohol than the child will not be released from the childcare center, and another authorized person must pick up the child. All children brought into the center must be accompanied by and signed in by the parent/ guardian or authorized person. Parents and guardians are urged to communicate with staff concerning any special information that is valuable to the child's safety and well being. At sign-out, the person picking up that day is urged to communicate with the staff concerning the child's experience for the day.