

PLAYCARE DAYCARE

License # 313621860

(916) 623-KIDS

(916) 623-5437 or (916) 782-6263

Sherri@Wyandt.com

www.PlaycareDaycare.com

2017

Make all checks payable to Sherri Wyandt

ABOUT ME

My Name is Sherri and I'm an early childhood educator. We are a small daycare in West Roseville CA 95747. We are licensed for 14 children but we keep our preschool childcare small. My preschool childcare home has been in business for 25 years and I know some Sign Language. We offer a fun schedule, lots of outdoor playtime, crafts, story time, nap time and free play.

POLICY AND PROCEDURES

The following information is to inform parents of the policy and procedures of daycare provided by Sherri. It is the parent(s) responsibility to become familiar and know this information. Ask any questions you may have before signing this form.

ENROLLMENT

Completely fill out all forms and return them to the provider before the child's first day. All forms are subject to a yearly renewal and are required to be kept up to date. When changes do arise such as shot records, employment changes, new address/phone numbers or persons allowed to pick up, please update immediately.

All children enter the program on a two-week trial basis. During this time, either party may cancel with the minimum of a three business day written notice. During the second week, we may discuss if the child (ren) will be continuing care. Weekend and holidays are excluded. After the two-week trial and both parties agree to continue care, a minimum of a two week written notice is to be given to

avoid any future cost. For families of two or more children, a four-week notice is required. Weekends, holidays and vacation times excluded.

HOURS, FEES & FINANCIAL

My business days are Monday through Friday. This facility has no opening and closing times. For beginning and ending times refer to your daycare agreement. These are the business days and hours referred to in this form. Extra hours needed per day are subject to additional charges. At the end of the two week trial period, prepayment for the upcoming two weeks is required. Payments are made in advance every two weeks or paid in full on the first of each month. If your child is to start at a later date, there is a \$100.00 deposit due to hold that spot which will go toward your first week of care. This fee is non-refundable.

There is a \$50.00 fee for each returned check and the parent(s) are responsible for any extra fees I incur because of their returned check. All returned checks are to be replaced with cash.

There is a **\$15.00 a day late fee for payment not made on time**. If your payment is due on Monday, you have until 6:00pm to provide a check for payment. It may be better to pay at pick up time on Friday if you think you will forget on Monday. Any weekday, including holidays, are included in calculating this fee. Remember, this is my income and I depend on it as you do yours.

VACATION, DAYS OFF & ABSENTEES CHARGES

Children enrolled full time (full time is four or more full days) will receive the same number of unpaid vacation days per year. Vacation will not be given to children enrolled part-time. If you are unsure whether you are considered part-time, please ask. Children must be enrolled for six months to qualify for vacation time. All unpaid days must be consecutive. There is a two week notice required to qualify for vacation time. Unpaid vacation time will not be given in the months of December or January.

I will take 10 paid vacation days off per year which will be announced in advance. They are not always consecutive days.

As long as the child is enrolled in care, payment is due in full for any absence due to illness.

I do not substitute for holidays or days missed by the parent.

PART-TIME & VARIED SCHEDULES

There will be no substitutions for any days. Example- your scheduled days are Mon and Fri, Mon is a holiday, you may not bring your child on Tuesday unless you have given advance notice and there will be an additional charge for that day.

MEALS

I am registered with the food program. I will provide all nutritious foods, and drinks. Baby food will be provided for the first year. If you choose to breastfeed your baby, you may provide the breast milk. Please provide me with 2 extra bags of frozen milk for emergency use if needed. We will update and rotate those as needed. The following meals will be provided:

08:00 A.M. Breakfast

10:00 A.M. Snack

12:00 P.M. Lunch

02:00 P.M. Snack

All times are approximate.

CLOTHING & SUPPLIES

Your child will be assigned a cubby for all of his or her supplies. You will need to supply your child with diapers and wipes as needed, a change of clothes in case of accident, a special blanket, pacifier if needed, and 1 bottle. Toddlers will need a cup to be brought each day that they can take home. **Please do not ask to take mine home.**

TOYS-INFANTS/TODDLERS

Infants will have their own basket of toys to play with that the toddlers are not allowed to handle. This eliminates a few of the viruses getting to the infants. You may provide your infants with toys from home if you wish.

TODDLERS

Please do not bring your child's toys from home. It is too hard for the other children not to want to play with it and because of their ages, they refer to these toys as "**MINE**". Some toys may have small parts or parts that easily break off that could be a danger to smaller children. Small toys may be lost and it takes some time to find and children usually do not like to leave them behind. The only exception would be to bring a video for everyone to watch before nap.

DISCIPLINE

I will discipline the child (ren) in any matter I deem necessary, but which is not abusive. Redirection is preferred however is not always helpful. Uses of time out or privileges taken away may also be used. **NO CORPORAL PUNISHMENT WILL BE USED, EVEN IF THE PARENT REQUEST IT. IT IS AGAINST THE LAW!** The goal is to learn in a positive manner how to get along with others and their property.

TOLIET TRAINING

Toilet training will be taught by parents and provider when the child shows an interest in learning. The child must go potty in the toilet at home first. I try not to stop once we start but sometimes it can't be helped. It's very difficult to clean them up for long periods of time with other children in care and is very unsanitary. Parents must participate at home as well.

ALTERNATE CHILDCARE

If I am ill or away for any reason my helpers Dave or Kami, who remains in this facility will provide alternate care. They are CPR certified as well as myself. It makes it easier for you as parents not to miss work and also easier for the child to be with a familiar face. Any appointments I may have will be scheduled in the morning or at nap time if possible. In a rare occasion that we are not available to provide care, I highly recommend that you have alternate care available if needed.

DROP-OFF/ PICK-UP

Reminder -- this is my home as well as my business. Do not ring the doorbell before 7:30 am. Other family members may be sleeping.

Please **Drop-Off** and **Pick-Up** your child as quickly as possible. **I would love to sit and chat but that takes away from the other children.** If you need to speak with me, call me when you get home.

When children are picked up, they tend to see if the house rules are the same when mom and dad are around. **THEY ARE!** I expect them to be enforced by you as well. I feel it is no longer my responsibility to provide care and discipline for them, however if a time out is warranted I will not hesitate to do so. Please be sure your child behaves in a safe and respectful manner.

For safety reasons, I do not have an open door policy (meaning- parents cannot walk in without knocking). Many different parents come at many different times of the day; it is not safe for the children.

HOLIDAYS

- New Years day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day
- December 26

It is the parent's responsibility to read and understand the policy of this childcare facility.

I have read, understand and agree to follow all if the above.

_____	_____
PARENT OR GUARDIAN	DATE
_____	_____
DAYCARE PROVIDER (Sherri Wyandt)	DATE

Sherri's Playcare Daycare Agreement

Please read the following financial agreement carefully. Thank you.

I request (circle one) **full day half day**

I request (circle days) **Monday, Tuesday, Wednesday, Thursday, Friday**

Arrival time: _____ (please initial too)

Pick up time: _____ (please initial too)

Late Charges:

I understand that a late charge of \$1.00 for every 1 minute is enforced if I am late picking up my child (Per Child). This is due when child/children are picked up. I understand that if I cannot pick my child/children up on time due to circumstances out of my control, I am to call Sherri to inform her.

Other Changes:

If an additional hour of care is needed, (dropped off early, left late or here on a non-scheduled day) it must be approved by provider in advance. Payment is due upon arrival to pick up child/children.

Withdrawal:

I understand that a two week notice in case of withdrawal of my child/children from Sherris care must be given or I will be held responsible for the difference.

I, Sherri Wyandt, agree to provide daycare for _____
Child/Children

placed by _____ on _____

Parent/Guardian

Date Placed