

# Beautiful Minds Child Care Contract and Policy Acknowledgement

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Initial each section as you read.

## Acknowledgement of having read the Beautiful Minds Child Care Parent Policy Book

- Each parent is given a copy of the current Parent Handbook upon enrollment. BMCC requires all parents/guardians sign the following agreement upon enrollment and it be returned on or before the first day of care.

## Registration Fee

- Beautiful Minds requires a non-refundable registration fee upon enrollment and annually thereafter. Your child's space in the program will not be secured until the registration fee has been received. All deposits are non-refundable.

## Payment Policy

- Weekly rates apply for children enrolled five or three days per week.
- Payment is due on Friday for the next week of care.
- Beautiful Minds Child Care will announce any tuition increases at least one month in advance.
- The center will be closed on New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. Services will be provided on New Year's Eve; however the center will close at 6pm.
- All regular fees will be charged for days we are closed, however parents may use allotted vacation days.

## Drop in Care

- Beautiful Minds does allow for call drop-in care if prior enrollment and registration forms have been completed and accepted.
- Daily rates will be charged for children attending the center on a drop in basis and fees will be collected at the time of service.
- 24-hour advance notice is requested for drop in care and will be granted based on availability that allows for adequate teacher-child ratios to be maintained.

## Field Trips

- Field trips are a part of our activities in some of the older classrooms. The cost of field trips is an extra cost. We try to keep the cost at a minimum. All families will be notified of field trips at least 1 week in advance.
- All Field trip are billed on your tuition express account.

## Late Fees Policy

- Payment is due on Friday for the next week and is considered late if not received by Wednesday Morning.
- A \$20 late fee will be assessed for all late payments. Subsequent care will not be provided until your account is paid in full or payment arrangements have been made with the Center Director.

## Authorization Policy

- If you qualify to receive financial aid from an outside source such as human services, you must show proof of authorization validated within 2 weeks of starting. If your child does not become authorized from W2 within 2 weeks, they will not be allowed to attend and their position will be considered open to other children that would like to enroll. Parents are responsible for all fees accrued if authorization does not go through.
- Any co-payment that is due will be collected according to the above stated payment policy. All families with an account balance over \$100 at the end of the week will not be able to return for care until the balance is paid; and then only if there is still space available for your child.

## Schedules

- Your child may only use up to 12 hours of care a day, without a state approved exception.
- You may not bring in your child earlier than your contracted hours unless you have it approved by the director. Bringing your child in early may put the center out of ratio. The staff arrival is based on the scheduled needs of the center.
- If you are going to be late picking up your child, we ask that you call the center. If a child is not picked up within a half hour of their scheduled time the parents will be called.
- If your schedule rotates each week and varies in hours, you must submit it to the director by Tuesday for the following week.

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## Termination Policy

- ❑ In order for a parent to withdraw from childcare services, a written notice must be given two weeks in advance. Regular tuition payments are due during this time. You are responsible for all fees during those two weeks. If a regularly scheduled child is absent from the center for a period of one week or longer without notification, it will be considered parent initiated withdrawal and a 2 week notice will be billed to your account.
- ❑ A child may be discharged from the center for reasons such as, but not limited to:
  - ✿ Failure to pay fees on time
  - ✿ Lack of parental cooperation
  - ✿ Inability of childcare program to meet the needs of the child (referrals can be made)
  - ✿ Failure to complete and return required forms
  - ✿ Violation of any policy rule
- ❑ Non-compliance situations will be discussed with parents/guardians and documented in a child's file.
- ❑ The Administrator and Center Director also reserves the right to discharge a child without notification if she/he feels that such action is necessary for the safety and well-being of other children and staff.
- ❑ Child behaviors will be documented and parents will be notified when a child hurts themselves, staff members or other children. If the child's harmful behavior continues, the child will be terminated.
- ❑ To appeal any decision of discharge a meeting will be set up with the parents and the director to determine the best plan.

## Vacation Policy

- ❑ Children who are attending on a regular, full time basis will be allowed 10 days of vacation/sick time per calendar year.
- ❑ Children who are attending on a regular, part time basis will be allowed 5 days of vacation/sick time per calendar year.
- ❑ Children must be enrolled in the center for at least 3 months before they can start to use vacation/sick days.
- ❑ Children enrolled in our Summer Program will be allowed to use 5 consecutive days in the summer. This is only if you are planning for your child to be gone for a week. These vacation days cannot be used 1 day at a time.
- ❑ All families that have a "balance due" will not be allowed to use a vacation/sick day until their balance is paid in full.
- ❑ Vacation/personal days cannot be used during your two week notice to end care.
- ❑ After your allotted vacation days have been utilized, childcare rates will be charged for all subsequent absences on regularly scheduled days.
- ❑ We understand that sick days cannot be scheduled in advance, but ask that you please notify the center immediately if your child is not well enough to attend on a scheduled day. If you want to use a vacation day as a sick day, you must talk to the director.
- ❑ Vacation days may not be carried over to the next contracted year. A year is figured by your child's start date.

## Child Absence Policy

- ❑ Your child is considered enrolled on the first day they attend and is considered no longer enrolled after one week of absence with no payment or written notice. The position will be made available to the next child on the waiting list. You will be charged for a 2 week notice to end care.
- ❑ Any child that will be out for an extended period of time (due to maternity leave of the mother, extended vacations, layoffs, or such) are required to pay the minimum of 3 days a week to hold their position.
- ❑ If a child will not attend on a regularly scheduled day, parents should let the Director or Administrator know within one hour of their normal drop off time.
- ❑ NO refunds will be given for days when children do not attend for illness or other reasons.

## Paperwork

- ❑ Records will be available only to the child's teachers, program administrators and authorized personnel of appropriate licensing and/or referral agencies, as well as the child's parents or legal guardians and anyone authorized with a court order to do so.
- ❑ A copy of the enrollment form and any court orders will be given to each child's teacher so that they have access to emergency information if necessary.
- ❑ Failure to complete the enrollment and medical forms at the required times may result in termination of your child's position.

## Medical Forms

- ❑ **Immunization Record**- - This needs to be filled out and in your child's file within 30 days of their first day of care.
- ❑ **Child Health Report**- - This must be completed and signed by a health care professional and must be dated no earlier than 6 months prior to the child's admission and no later than 30 days after admission. All children under

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the age of 2 must have a new physical on file every 6 months. All children over the age of 2 must have a new physical on file every 2 years.

## Key Deposit

- Each family is given keys to access the building. Keys are programmed to tell us who entered the building and when. Please do not share your key with others.
- If someone is picking up your child for you, please have them ring the doorbell. All keys need to be returned at the end of your child's enrollment.
- There is a \$10 deposit for each key. When keys are returned the amount \$10 will be returned. If you lose a key, there will be a \$10 replacement fee added on your account.

## Consent for Media Contact (sign all that apply)

- \_\_\_\_\_ I give permission for my child's photo to be used for public viewing on the center website.
- \_\_\_\_\_ I give permission for my child's photo to be used for public viewing in the newspaper and on the television.
- \_\_\_\_\_ I do NOT want my child's photo to be used for any public viewing.

## Custody Agreement

Please sign the one that applies.

- \_\_\_\_\_ Yes there is a custody situation in our family; we have already submitted to BMCC a copy of the portion of the custody agreement that states who has legal custody and visitation. (If you have not turned this in, please do so IMMEDIATELY)
- \_\_\_\_\_ NO, there is no custody agreement in our family.

## Contract of hours

Child care will be provided on a number of levels.

- 1) Full time---5 days a week  
This is any 5 days in the week Monday to Friday. These can be the same 5 days each week or can rotate weekly.
- 2) Part Time---3 days a week  
This is any 3 days during the week and should be the same 3 days during the week, unless you have prior approval.
- 3) Drop-In Care- - This is for families that need varying and very little care. The requirements are that you must call at least 24 hours ahead of time and see if we have room for your child. We do NOT guarantee that we will have room for your children. Please contact us ASAP if you are going to need care so we can see what is available.

## Final billing

\_\_\_\_\_ In the event your account is sent to collections you will be accessed a 35% collection fee on the balance.

Please select the child care option you want. FULL TIME-5 days      PART TIME-3 days      DROP IN CARE

Please select the days of the week you want. Monday    Tuesday    Wednesday    Thursday    Friday    DAYS VARY

Please write what hours your child will be in care: \_\_\_\_\_ to \_\_\_\_\_ or HOURS VARY

\*\*\*\*\*  
We have read and agree to the above:

_____	_____	_____
(Parent Signature)	(Please Print Name)	(Date)
_____	_____	_____
(Parent Signature)	(Please Print Name)	(Date)

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