

Miss Debi's Daycare
7615 W. 88th St.
OP, KS 66212
(913)322-4133

Dear Parent,

I would like to thank you for your interest in my services and take this opportunity to introduce myself. I have been caring for children professionally for the past 22 years. I started when my first son was born as a means of staying home with him while helping to provide a safe and nurturing environment for other children as well. I have three sons, ages 22, 19, and 17. My oldest, Michael, is attending college at Pittsburg State University, where he is majoring in physics, while my middle son, Josh, recently moved to Manhattan to attend Kansas State University, where he is finishing his degree in financial management. My youngest son is a senior this year at Shawnee Mission Northwest where he is involved in the wrestling program as well as being the school Cougar mascot this year. He hopes to attend KU next fall after graduation to pursue a career in medicine. Bobby, my youngest plays a positive role within the family daycare home, as his brother's were before him. He enjoys playing soccer and basketball with the children after school among other things, and there's no doubt they all love their Bobby. He also has been a great asset in the past to several of my daycare families by providing babysitting services in the evening and on the weekend.

I am a member of the **Daycare Connection**, a resource and referral organization, which strives to raise the standards of child care through education and legislation. I am also a member of **Childcare Village**, a resource for child care providers, like myself, who are interested in raising the standards of child care through education, awareness and networking. I have taken training workshops in infant and child safety and CPR, effective methods of nurturing positive growth and development in children, proper nutrition for children, and craft ideas.

I am certified in infant and child CPR as well as all first aid measures necessary to ensure the safety of your child. I attend approximately 15-20 hours per year of growth and development workshops so that I may continue to provide my families with the best care possible for their children.

I have chosen to continue to care for children because I enjoy watching them learn and grow. Child care continues to be a rewarding experience for me. It is wonderful to see how well children respond to a supportive, loving environment. I know that by teaching young children I am making a long-term contribution to the people they will become.

In addition, I have both indoor and outdoor toys and equipment available for play. Indoors there are a variety of art materials, blocks, books, dolls, cars, computer games, etc. My backyard is fully fenced and equipped with a playhouse, slides, ride-on toys, balls, etc. Following **Kansas** guidelines, I also provide healthy meals and snacks for the children.

I appreciate your taking the time to visit with me so you can make an informed decision for the care of your child(ren). If you have any further questions, or if you are interested in placing your child(ren) in my care, please contact me at the phone number above. I look forward to hearing from you.

Sincerely,

Debi Urteaga

CHILD CARE CONTRACT

The following is an agreement between _____ and _____
(Parent) (Provider)

for child care to be provided for _____
(Name(s) of child(ren))

A non-refundable deposit of \$ _____ will hold a space for the child(ren) and will be applied to the last week of care.

1. Child care will be provided (circle all that apply):

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

2. The hours of care will be from _____ to _____.

3. Provider or parent may terminate this contract at any time. All fees due become payable at time of contract termination.

Provider's Signature

Date

Provider's Address

Provider's Phone Number

Parent's Signature

Date

Parent's Address

Parent's Phone #

Parent's Signature

Date

Parent's Address

Parent's Phone #

CHILD CARE FEES

RATES PER CHILD

Weekly Rate: \$ _____ Per Week

Daily Rate: \$ _____ Per Day

Overtime Hours: Before 7:30 am and after 5:30 pm are considered over scheduled hours. This is the time children are not normally present at day care. All fees during this time are charged at a rate of \$10.00/ per hour, or any part of an hour, in addition to any regular hourly or daily fees. No discounts are given during this time.

Fees Are Subject To Change

PAYMENT

All fees are due in advance, on the first day of attendance each week, at the time your child arrives.

HOLIDAYS / SICK DAYS

There will be no refunds or reductions for days missed. We do not make up days missed or 'trade' scheduled days. Fees are due regardless of whether or not your child attends. This includes sick days, vacation days, etc.

Provider to receive all major holidays off and paid, including the following...

Christmas Day, Christmas Eve, and the day before and after. New Years Day, Memorial Day and the Friday before, Labor Day and the Friday before, Good Friday, Thanksgiving Day and the Friday after, Independence Day and the day before or after as to make a long weekend, and January 11th, my birthday!

Payment for the days we are closed will be required in advance on the same schedule as outlined above.

PROVIDER BENEFITS

Provider will receive 2 weeks paid vacation per year to be taken daily or weekly. You will typically receive at least 2 weeks written notice of vacation days to be taken. Regular payment is required during provider vacation days.

Provider also receives 4 paid personal days per year. These can be used for any reason and do not require notice. (Emergency, sick days, unforeseen circumstance etc.)

LATE PAYMENTS & BANK FEES

A payment becomes overdue if it is not paid on or before the day it is due. There will be a \$30.00 fee for all payments more than 2 days overdue. This means that if a payment is due on Monday and it is not collected by that Wednesday at pick up, a late fee will be added. If payment is more than one week overdue, your child(ren) will not be allowed to return until all payments are received.

Returned checks are subject to a \$30.00 banking fee and all future payments must be made in cash.

Parent Signature Date

Parent Signature Date

CHILD CARE POLICIES

HEALTH

1. For the protection of all the children, if a child is ill with a communicable condition (sore throat, conjunctivitis (pink eye), chicken pox, vomiting, diarrhea, fever, etc.), attendance must be discontinued until the child is symptom free for 24 hours.
2. Children with obvious symptoms of illness will be sent home.
3. If a child becomes ill at day care, a parent will be promptly notified and the child will be cared for in isolation until a parent or designated person comes to pick up the child.
4. Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date.
5. Each child must have a physical examination by a physician within 90 days prior to admission into the program. In addition, all immunizations must be up to date. The required medical form (attached) must be filled out by a physician and returned before care can be provided.
6. Each child must have a physical examination by a physician on an annual basis. Immunizations for each child must be kept up to date. The required medical form must be completed by a physician and returned in order for the child to continue attending the program.

MEDICATION

1. Prescription medication to be administered during the hours of child care must be labeled and in the original container. The medication must be accompanied by written instructions from the prescribing physician, along with a written note from the parent.
2. Over the counter medications will only be administered with a note from the parent. Unless otherwise specified in writing by a physician, the dosage instructions from the package will be adhered to. All medications must be in their original container with the child's full name written on the label.

ACCIDENTS & EMERGENCY MEDICAL TREATMENT

1. Parents are required to sign and have notarized an Emergency Release Form for each child.
2. Parents are responsible for keeping all emergency contact phone numbers up to date.
3. In the case of a **minor accident** the provider will administer first aid, according to provider's training and experience. The provider will contact a parent immediately if it is necessary.
4. In the case of a **serious accident or the need for emergency medical treatment** the provider will:

- a. Administer first aid, if possible.
 - b. Call an ambulance to transport the child to the Emergency Room.
 - c. Call a parent (or emergency contact if a parent cannot be reached).
 - d. Stay with the injured child until a parent or appointed contact person arrives.
5. In all cases of serious accident or injury, the provider will fill out an accident report form, which will be signed by both the provider and the parent of the child involved.

CHILD RELEASE

1. Children will be released only to an adult, age 18 or older. Do not send a child under 18 to the door to escort siblings to the car.
2. Names of those permitted to pick a child up from care should be stated on the Child Information Form.
3. Anyone picking a child up from care should bring photo identification with them.
4. Parents should make the provider aware in advance of any alternate pick up arrangements. If arrangements are not made in advance, a parent or guardian must be contacted before the child will be released to anyone who is not pre-authorized.

CUSTODY & VISITATION ISSUES

1. If there are custody or visitation issues to address, the provider must have a copy of any custody and visitation orders or agreements in order to enforce them.

TRANSPORTATION

1. If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
2. Parents must sign a Transportation Authorization Form for each child.
3. In the case that we will be going on field trip, such as to a zoo, Chuckie Cheese, or library, you will be notified ahead of time.

FIRE DRILLS

Fire drills will be conducted on a monthly basis. Children will be instructed as to why we have fire drills and what is expected of them.

MEALS & SNACKS

1. The provider will provide all meals and snacks unless there are dietary concerns, which would be unreasonable to accommodate. Parent's of infants in care will provide breast milk or formula, as well as baby food and cereal until child is ready to eat with the older children.
2. Each child will receive the meals and snacks that are scheduled during his/her hours of care.
3. Please do not send your child with chewing gum, candy or sweets, as these items are not allowed during daycare hours.

HOLIDAYS

Holiday parties and traditions are important for the children. We try to celebrate everyone's holidays and respect all traditions that apply. Everyone has the opportunity to bring treats for holiday parties and birthdays.

TOYS

1. Other than a soft doll or stuffed animal to sleep with, children should leave all toys at home. The toys and activities provided at day care are carefully chosen to suit the ages of all the children in care. This will also help to ensure that toy's are not lost during daycare hours.

CLOTHING

1. Children should wear comfortable clothing suitable for play. Please do not dress your child in anything you are worried about staining. The children are very active and could easily stain their clothing while playing or eating.
2. Each child must have a complete change of clothes, including a shirt, pants, socks and underwear, to be kept at day care in case they are needed. During the winter months, each child should have an extra hat and gloves or mittens as well.

DIAPERS & TOILET TRAINING

1. If a child requires diapers or pull-ups, the parent must provide an adequate supply. Most parents choose to bring diapers and wet wipes at the beginning of each month to last through the month.
2. Please note that we do not believe in pressuring a child during toilet training. Therefore, we must insist that parents provide an adequate supply of diapers or pull-ups until the child is accident free at day care for at least two full weeks.

NAPS

1. Children will be given the opportunity to take a scheduled nap during the day.
2. Each child requires a different amount of sleep. If a child is still asleep at the end of nap/quiet playtime, the child is generally allowed to continue sleeping. If you prefer that an attempt be made to wake your child after a given period of time, please let us know.
3. If your child has a favorite naptime pal, such as a teddy bear or doll, it may be helpful if he/she brings it with him/her.

Parental Signature's

CHILD INFORMATION

Child's Name: _____ Date of Birth: _____

Address: _____

Home Phone: _____

Names and ages of other children in the family:

Are parents separated or divorced? _____

Does your child have any allergies, food restrictions or medical problems?

What are some of your child's favorite foods? _____

Is your child toilet trained? _____ Is your child fully independent in the bathroom? _____

Does your child nap? _____ For how long? _____ Do you prefer we attempt to wake your child by a certain time? _____

Is your child able to dress independently? _____ Which articles of clothing does he/she need assistance with? _____

What are your child's favorite activities? _____

Are there any areas of difficulty that you would like your child to work on? _____

How were you referred to this service? _____

Please use the back of this form to list any additional information you feel would be helpful in caring for your child.

CONTACT INFORMATION

Mother's Name _____

Father's Name _____

Mother's birthday _____

Father's birthday _____

Couples Anniversary _____

Address _____

Address _____

Phone # _____

Phone # _____

Company _____

Company _____

Work Address _____

Work Address _____

Work Phone # _____

Work Phone # _____

Alternate Phone # _____

Alternate Phone # _____

Work email address _____

Work email address _____

Home email address _____

Home email address _____

The following people are permitted to pick up my child from day care (for the child's protection, anyone picking up the child should bring photo ID): These people are also authorized to pick up child in an emergency situation if parents cannot be reached.

Name _____

Name _____

Address _____

Address _____

Phone # _____

Phone # _____

Alternate Phone # _____

Alternate Phone # _____

Parent's Signature _____

Parent's Signature _____

TRANSPORTATION AUTHORIZATION

I give my permission to _____, or her/his appointed driver to transport
(Name of Provider or Facility)

my child, _____ in her/his car.
(Name of Child)

Parent Signature

Date

Please print name of parent