

Hello !

Welcome to Sweet Maple Child Care

Thank you for choosing Sweet Maple child care for your child's early learning experiences. We consider it an honor and privilege to have been selected by you for the education and care of your child in his or her formative years. We take this responsibility seriously and look forward to a mutually satisfying relationship with you and your child.

We believe that children learn and grow best when they are in a loving, nurturing, and safe environment. Our commitment to each child is to provide such a place for them here at Sweet Maple child care.

Additionally, we know that the most effective learning environment is created when we work together with parents as a team. So, share with us any comments regarding our daycare program. It is only with this type of open communication that we can provide an outstanding emotionally and psychologically enriching program for your child.

Sweet Maple Child Care accepts children of all races, creeds, religions, national origins and promotes respect and understanding of one another's cultures and beliefs.

Yours Truly,

Mari Akmakhyan , Director

SWEET MAPLE CHILD DAYCARE

LICENSE #197494936

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www.sweetmaplechildcare.com

Sweet Maple Daycare provides care for children between the ages of 8 months up to 10 years old.

It is open according to the following schedule:

Hours are flexible from:

Monday - Friday 8:30am- 5:00pm

Attendance:

Upon arrival parents must sign their name in full indicating the time on the IN and OUT Register, when leaving their child and picking up each day. Parents must pick up the child on time. Only those listed on the enrollment forms and over the age of 18 will be allowed to pick up your child.

Absences

If you plan to keep your child home due to illness, or any other reason, you must notify us no later than our regular drop of time. Payment for the week of illness will still be due.

Appointments and early pick up:

Please, notify us when you drop your child off in the morning, if you will be picking your child up early that day, or if your child has an appointment and will be leaving and returning again later in the day. Sweet Maple Daycare will not adjust child care fees for late arrival, early pickup or missed days.

Nap and Rest Periods:

Nap time is as follows: 12:00 p.m. to 2:00 p.m. It is helpful if parents do not drop off or pick up their child during scheduled nap times.

Vacations:

Sweet Maple Daycare will be closed for two weeks out of the calendar year for daycare provider vacation. Parents will receive at least 30 days advance notice of the exact days. You must make arrangements during this time for your child. The two weeks of vacation is included in the tuition.

Holidays:

Sweet Maple Daycare will be closed on the following **PAID** Holidays. Please, arrange for alternative care on those days:

- *New Year's Day
- *Columbus Day
- *Martin Luther King Jr. Day
- *President's Day
- *Cesar Chavez Day
- *Memorial Day
- *Juneteenth
- *Independence Day
- *Labor Day
- *Veteran's Day
- *Thanksgiving and the Friday after it
- *Christmas

Meals:

Sweet Maple Daycare provides nutritious, fresh made breakfast, lunch and snacks. If your child has any food allergies, or other special dietary needs, please let us know. If you are breastfeeding your child, please let us know what accommodations we can make to help meet you and your baby's schedule and needs.

Supplies:

Parents are responsible for supplying diapers, wipes, creams and special diet foods for their child. Please, provide a spare set of clothing in your child's diaper bag. Babies grow fast, please check frequently to make sure the spare set of clothing matches your child's current size.

Toilet Training:

Sweet Maple Daycare will assist with toilet training. However, the parent should first initiate the training at home. When training has started, the parent must supply training pants, pull ups, or underwear with rubber pants.

Medical information:

Complete immunization record must be on file prior to your child's first day of enrollment. Updated medical information regarding the child's medical problems, allergies, physical handicaps or restriction on child's physical activities should be provided . If a child becomes ill Sweet Maple

Daycare will first try to reach the parent. If the parent can't be reached, we may contact the child's physician. In case of a medical emergency, Sweet Maple Daycare will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parents will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

Sick Child Policy:

The goal of Sweet Maple Daycare facility is to keep both children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility would be made at the sole discretion of the provider.

This policy applies to the following symptoms:

- Fever of 100.0 degree degrees F
- Persistent diarrhea
- Contagious coughing
- Irregular breathing
- Unusual rashes
- Vomiting
- Yellowish color to the eyes or skin
- Lice
- Communicable disease
- Earache

Medications:

Any medications must be in the original bottle or container and prescription medication must include the original prescription label, child's name and instructions.

Sweet Maple Daycare will not administer any medication, creams or sunscreen without written consent from a child's parents. Medication consent forms are available on the bulletin board. Please, do not leave medication on the counter. Parents must hand all medications, instructions and consent forms to us personally.

Emergencies:

Please, be assured that your child will be cared for until you arrive or the problem has passed. Emergency telephone numbers and evacuation plans are posted on the bulletin board. In case of an emergency, Sweet Maple Daycare will first try to reach the parent. If the parent cannot be reached, we will then contact the child's emergency contact person(s).

Additionally, fire and disaster drills are practiced at daycare to help children understand how to conduct themselves during a true emergency.

Ouch Report and Injuries:

The health and safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits making injuries inevitable. These minor injuries would be treated by Sweet Maple Daycare with antiseptic and a bandage. We will fill out an Ouch report and will inform the parent of the minor injury and the treatment provided.

Program Activities:

Sweet Maple Daycare will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

A child should not bring toys from home. Toy weapons, such as guns or knives are absolutely prohibited. Sweet Maple Daycare is not responsible for lost or broken toys brought from home.

Termination/Withdrawal:

Continued enrollment is at the will of both parties and can be terminated by either party at any time. Parents are required to provide a minimum of one month's written notice prior to withdrawing their child from the daycare. This allows us to plan accordingly and offer the spot to another family. If proper notice is not given, the deposit will be forfeited and will not be refunded under any circumstances.

Payment during family vacation:

Payment is expected for each week even if you plan to take a family vacation. This will guarantee your spot at the daycare when you return. Payment is also expected for all holidays. There is no credit or refund of absenteeism of any kind.

Tuition Fees:

- Tuition is due at the beginning of each Monday. Parents May pay for tuition in cash or ZELLE.
- Application Fee is \$100
Registration Fee is \$350 per family
- If your child is full time OR part time, the monthly rate is due whether or not your child is absent (this includes all paid HOLIDAYS listed above and VACATIONS).
- The provider may immediately terminate this contract without any notice if payment is not made on time.

Deposit:

A one week deposit is due after the two week trial period. The deposit will be refunded if one month's written notice is given before you withdraw your child.

LateFee:

Late pick up fee will apply (\$1 per minute) when child is picked up after 7 HOURS of care AND/OR after closing time 5:00pm

SWEET MAPLE CHILD CARE

This contract is between:

Print Name of Parents:

Child's name:

Date of birth: _____

Mari Akmakchyan, Director of *Sweet Maple Child Daycare*

We have read and agree to the terms outlined in the above Parent Provider Contract

Signature of parent or Guardian

Date

Signature of parent or Guardian

Date

Signature of Mari Akmakchyan

Date

*Contract is subject to change without notice