**Love and Learning Daycare LLC**

**Mrs. LaTrenia Ramnath- Director/ Owner**

**Ms. Charlotte Willis- Assistant**

**770-797-5495**

 All contract pages must be signed and dated by each parent in their own handwriting.

**Non-refundable Registration Fee**

 **An annual registration fee is payable upon enrollment and annually when the child is re-enrolled for the new school year** **in August.** If your child will be here for the next school year you must pay the registration fee no later than **August 15th.** The registration fee is $90.00.

Mother’s Signature & Email Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature & Email Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Withdrawal from Center**

If a parent decides to withdraw the child from the center, a written 2(two) weeks’ noticemust be given to the director. If a parent does not provide a written 2(two) weeks’ noticeyou will be charged for a full month of tuition. If a parent refuses to pay the full month tuition the director will start collection procedures. All expenses for collection of tuition become the responsibility of the parents. Which includes all late fees acquired for unpaid tuition.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of Tuition Payment**

Tuition is due in Cash or Zelle. Payments are accepted in advance.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Tuition Fee/Rate**

Your child tuition fee/Rate is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Due Weekly on Mondays by 7pm.**

When a parent qualifies for Child Care Subsidy (CAPS) or Military pay, it is the parent’s responsibility to complete all forms needed for approval. The parent will be responsible for all tuition until your Child Care Subsidy or Military pay is approved.

The parent’s entire portion of tuition is due on Mondays. **No refunds or credit for missed days or weeks (if parent has not given 2 weeks’ notice of absence)**

**Tuition must be paid no later than Monday evening (7pm), if payment is not received a late fee of $20 will be charged.** If tuition is still not paid by Tuesday, an additional $10 per day will be due with all late fees. At this time the provider reserves the right to terminate the child and start collection procedures against the parents.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Photograph, Website, Face book and other Media Release**

I give permission for my child/ren to be included in all types of media the facility will not use first and last names on any publication.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Misuse/ abuse of property of the Home**

Parents will be asked to pay for or replace toys or items that the child misuse, abuse or break that are property of the family childcare home.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Operating time and Child Attendance**

 Love and Learning In-Home Daycare is opened from 7:30 a.m. to 5:00 p.m.

 Parents must phonethe center (770-797-5495)

 when they realize that their child will not be present for breakfast from 8am-9am.

Youwill still be responsible for late pick up fees**.** This fee is payable in cashat the time of pickup regardless of who pick the child up. The late fee charge starts one minute pass 5 pm. The late fee is $1 per minute. If payment still isn’t made the provider will refuse to admit your children until payment has been received. Disenrollment can be done for non payment.

On the days the provider is away from the center Ms. Charlotte and or others will substitute. You will be notified as to who will be here.

**If child will be absent for a whole week, a 2 weeks’ notice must be given, and half of tuition will be due before the weeks absence to hold spot.**

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 **Emergency Pickup**

When a call is made concerningschool closure you will be given one hour to pick your child up. Please listen for Gwinnett County Schools’ closures on your local TV stations and local radio stations. If you child is not picked up in an hour the late fee policy goes into effect.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Holidays and Scheduled School Closuring**

Love and Learning In-Home Daycare will observe and be closed for the following **PAID days/holidays** and parents are expected to adhere to them. If holiday falls on a Saturday it will be observed on that Friday, if on a Sunday it will be observed that Monday. There is no credit given for scheduled holidays, school closing, a child’s illness, school closures due to inclement weather and any other days not listed. Payment is still expected. Calendars will be given with closure dates.

 \* **Martin Luther King Day**

 \* **Memorial Day**

 **\* Juneteenth**

\***Summer break** **(2 weeks) in months of May, June or July (Dates will be given to parents)**

 \* **Independence Day/ 4th of July**

 \* **Labor Day**

 **\* Columbus Day**

 **\* Thanksgiving Day and the Day after**

 \* **Christmas Eve and Christmas Day**

 **\* New Year’s Eve (Close early @ 1pm)**

 **\* New Year’s Day**

\*A**nnually for the following: conferences, emergencies, doctors, funerals and so on**.

(Parents will be notified at least a month in advance for conferences and doctor appointment but for emergencies and funerals days the director will notify parents as soon as possible even if it is the day of)

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Accidents or other Emergencies**

When a child is involved in an accident or other emergency at the center, every effort will be made

to contact the parent or authorized adult after receiving help for the child. If EMS has to be call the

child will be taken to the hospital listed on your Bright from the Start emergency form. Parents will

receive a copy of the report and a copy will be placed in the child’s file. The owner or my family will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Handbook Signature**

I have read and understand the information provided in the Love and Learning In-Home Daycare Parent Handbook.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Toilet Training**

Love and Learning In-Home Daycare will help aid with an additional $10 per week when the child and parents are ready to start potty training. This fee is not covered by CAPS.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Vacation/ Absence for Child**

All absences should be reported to Director before service of breakfast at 8:30am. For vacation days. Every family will be allowed up to 2 weeks per school year for half off tuition rate vacation absences. If over 2 weeks in the school year (August), the parent is responsible for full payment of tuition.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidance and Discipline**

Types of guidance techniques to be used include:

Staff will attempt to redirect the child, offering guidance about more appropriate behavior or

activity.

If redirection is not effective the child will be given choices while interrupting the undesirable

behavior, giving the child choice of approved activities.

Acts of aggression and/or open defiance will result in “thinking time” giving the child space to

think about the behavior and to re-enter play.

“Time out” is placing the child in a designated “time out” area so he or she might gain self-

control. “Time Out” will initially be for as many minutes as the child’s age. In no circumstances

will it exceed 5 minutes. It won’t be used until preschool age.

If we are unable to help the child conform to the expectation, a parent conference will be scheduled

so that parents and staff might work together on undesirable behaviors. Should these efforts not

be successful, the parent will be asked to find alternate child care for the child.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Illness Policy**

**Parents are no longer required to wear a mask when dropping off and picking up. Parents will be notified to pick up any child showing signs of illness.** All children in care must be well. If a child is brought to school sick, the parent will be contacted if child is not participating and playing as normal. WE DO NOT PROVIDE SICK CHILDCARE. No refund is given of paid tuition. If the child is out due to sickness, tuition is still due to insure and hold your child’s space at the facility.

Mother’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**The Director reserves the right to dismiss any child from the facility at any time without cause.**