

Parent-Provider Agreement

I, Carrie M. Kline, am registered as a Family Day Care Provider with MSDE Office of Child Care (OCC). My registration number is 21-89063. My home and household have met health and safety standards established by OCC. I have agreed to operate my day care home in compliance with Maryland State regulations for the protection of your child. I will strive to provide a well supervised, caring home-like environment where your child can grow and develop at his/her pace.

Your signature on this agreement mean that you have read, understand and agree to the following provisions:

I/We, _____

Living at _____

Home Phone _____ Parents of _____ agree to enroll the above child/ren in the family day care home of Carrie Kline (Carrie's Daycare) located at 22038 Jefferson Blvd Smithsburg MD 21783 beginning on _____. I/We have received and read this agreement and agree to comply with all the rules and responsibilities stated herein. I/We understand that all information in this agreement must be kept up to date. I/We submitted to the Provider current shot records, health inventory and emergency information for our child/ren and understand that it is our responsibility to keep that information up to date.

Hours: Care begins at _____ and ends at _____. The first 5 mins after pick up time is a grace period, a late fee of \$1 a min for every minute after will be charged. These fees must be paid on the next scheduled payday.

Fees and Deposit: The fee for care \$ _____ per _____. I am to be paid before the start of care. If not paid by the day they are due, a late fee of \$10 for every day that the fees are late can be charged. If your child does not come for any reason, the spot is still yours and your fee will not change. This also includes if I am forced to close by the health department for reasons that are out of my control like Covid for example. I am to be paid a two-weeks non-refundable deposit. This deposit will be used to pay for your last two weeks in care.

Trial Period, Withdrawal and Termination: Your child's adjustment is important, therefore for the first two weeks will be a trial period; at that time both you and I have the right to remove the child from my home without notice. After that time, if the child is going to be withdrawn there must be a written two-weeks notice. Occasionally a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. I will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group I reserve the right to terminate care. If the rules and policies set forth are not followed I reserve the right to terminate the daycare contract agreement at any time. In such an event, I will be paid in full through the end of the week in which termination occurs and the deposit will be forfeited. The child care arrangements will be terminated immediately for any of the following reasons (but not limited to):

- Failure to comply with the contract and/or policies.
- If a parent knowingly brings their child ill.
- Destructive, harmful or hurtful behavior.
- Non-payment of childcare fees.
- Repeated failure to pick up the child at the scheduled time.
- Failure to show up for 3 consecutive days without any communication.

- Inability to meet the child's needs without additional staff.
- Any form of blatant disrespect.
- Consistent child rearing style differences between the provider and the parent.

My Holidays and Vacation: I will be paid for the following holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4", Labor Day, Columbus Day, Thanksgiving, Christmas and New Year's. Dates will be provided every year separately. In addition to these days, I will be paid for up to three weeks of vacation, one week sick and three personal days.

Substitute Care: Although I will try to be available for work each day, there will be occasions when personal or family illness, or an emergency may make that impossible. I will notify you as early as possible if I cannot provide care on any given day. It will be your responsibility to obtain substitute care on such days. You will not be charged when I cannot provide care unless I am using personal days or unused vacation days. You must have back-up available if anything of this nature should arise. If an emergency were to happen when your child is in my care, your child will need to be picked up within a half hour from the time you are notified. For daytime appointments that can be scheduled ahead of time I will provide substitute care if possible.

Illness and Injury: Parents are not to bring sick children to the family daycare home. As the provider I may not allow a child to enter or remain in care if exhibiting any symptoms of acute illness such as, but not limited to: cough, fever, rash, vomiting, diarrhea or lice. A child needs to fully recover after an illness to prevent possible exposure. The child may not return to care until s/he is symptom free (with no help from OTC medications) for 24 hours and it must be 24 hours after the start of any prescription medications. A sick child will need to be picked up within a half hour from the time you are notified. In turn, if I am to get sick because of your child, a fee may be charged not to exceed two weeks pay. *COMAR 13A.15.11.01 The provider shall monitor a child for signs and symptoms of acute illness, notify the child's parent or other designated person upon observing any sign or symptom of acute illness and provide temporary isolation of the affected child, A child will be excluded for symptoms and behavior changes unless a health care provider says the child may be in child care. A child may not be readmitted to care after an absence of 3 days or more due to illness without a written statement. The child should be well enough to participate in the program, and the care of the child should not interfere with the ability to care for the other children in the child care program.*

Medications: The Provider will not administer medication, including diaper cream and suntan lotion without a medication form. The form should be brought to me ahead of time. If anything on the papers is incorrect the medication will not be given until the papers are corrected. The original container of the prescription or non-prescription medications shall be clearly labeled with the name of the child, the name of the medicine, the dosage and the name and phone number of the child's physician. The provider shall follow Maryland Regulation 07.04.01.32 when administering medication, The first dose of any prescription drug must be given at the child's home and can not return to care until 24 hours after the first dose was given.

Bad Weather: This daycare does not close during inclement weather unless it is a state of emergency. If you are excused from work or are unable to bring your child for any weather-related reason, the payment for care will remain the same. Be aware that I can only shovel my driveway before the arrival of the first child in care on snow days.

Emergency: In case of an emergency or state of emergency and I have to close for any of the following reasons please have arrangements for your child to be picked up within 30 min of being notified.

No water, power, if it is stated that motorists are to stay off the road, my home becomes damaged or flooded or any other reason I feel it is in the best interest of the children that I close.

Communication: Good communication is necessary to ensure the best care possible for your child. I realize that during the week both mornings and evenings can be hectic, so if you feel you need to discuss anything please feel free to email, call me at (301) 824-3129 or text me (301)988-5362. If for any reason you are not coming or will be late, I will need to be contacted before 8 p.m. the night before or at least a half an hour before your scheduled arrival time. (My email: cmlittle@ymail.com)

Attachments: The attached Emergency Information Card, Maryland Immunization Record, Health Inventory (filled out and signed by a health professional and the parent/s), Child Release Authorization and Custody Information (if applicable) and if necessary, parent's authorization for medication are part of this agreement. These forms must be completed prior to admission.

Renewal: We understand that this contract needs to be updated every year. An informal conference will be held, and all parties will discuss any changes or additions. At this time of renewal, we will need to update all health/shot records also. As always, it is your responsibility to keep all of the health records up to date. During the renewal, the records will need to be initiated by the parent, meaning that the records are up-to-date and accurate.

Additional Information: If for any reason you are late picking up your child and it has not been pre-arranged, then I reserve the right to call your emergency contact. Also, if you are not there by your drop-off time in the morning then it is very possible that when you arrive I might not be here because we will be going on without delay thinking you are not coming.

Because of Covid and enhanced guidelines for daycare, parents who are not going to work need to keep their children at home with them unless otherwise agreed. Also if any member of the household is sick the daycare child is to stay at home as well.

In daycare every child will need to have a rest period. (.27) Each child is provided a play pen or sleeping bag of their own. (I call it "quiet time".)

All children will be given adequate and nutritional foods at age appropriate intervals. No outside food will be permitted.

Anything your child brings will be his/her responsibility to take care of. No choking hazards, gum or candy!

I ask that you please refrain from any perfumes or cologne of any kind as I am allergic/sensitive to it. I am also affected by laundry detergent and some wipes. (Cucumber Melon smell is fine, Shea Butter is not.) All hair products must be unscented.

Dress Code: All diapers and undies are to be covered. For your child's safety, toes are to be covered too. Children are not to wear flip-flops unless other shoes are left here. No jewelry, costume or any other articles tied around the neck are permitted. Hooded sweatshirts must be removed as soon as they arrive and are not to be worn during daycare hours.

Abuse/Neglect Reporting: The child shall be monitored for signs and symptoms of child abuse or neglect; and if the provider has reason to believe that a child in care has been abused s/he shall report that belief directly to the protective services unit of the local department of social services or to a law enforcement

agency, required under Maryland law; or Neglected, shall report that belief directly to the protective services unit of the local department of social served as required under Maryland law.

Screen time viewing restrictions: Younger than 2 may not be permitted to view any passage technology and 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate educational passive technology per week. There are some exceptions: COMAR 13A.15.09 (pg 30)

I actively promote an inclusive practice in order to best meet the needs of the children and families. All children are welcome to attend regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice I aim to promote positive attitudes to both the similarities and differences in each other. I am willing to accept children with disabilities and special health care needs. I will request a copy of IFSP/IEP. I am not an allergy free home, for example I eat peanuts.

Please initial to show that you give permission and are aware.

_____ Walks in the development.

_____ I will not accept a child on the same day a shot was previously given. The next day is fine please remember to remove all bandaids.

_____ I have dogs and a cat.

_____ I have received a copy of both the Discipline and Potty Training policy.

_____ I have received the Guide to Regulated Child care.

_____ My child can have a binky.

_____ I request a playpen be provided if need be for my child until 2 years of age.

_____ I _____ give permission for _____ to be transported when it is absolutely necessary. I understand notice can not always be given as sometimes things come up unexpectedly. (I will do my best to reach out for pick up to try and avoid such travel.)

By signing this agreement, I am stating that I have read and agree with this 4 page contract.

Mother/Father/Guardian Signature

Date

Mother/Father/Guarding Signature

Date

Mother's Phone # _____ Email _____

Father's Phone # _____ Email _____

Guardian's Phone # _____ Email _____