

First Friends Daycare

Where your child's journey through life begins

97-38 89th Street ☐ Ozone Park, NY 114176 ☐ 718-845-83393663

Firstfriendsdaycare@aol.com



Contract

Child's Name: _____

Beginning Date: _____ End Date: _____

All enrollments into First Friends Day Care will be on a two week trial basis. If after two weeks your child is unable to adapt to the program, this contract may be terminated.

Hours of Operation: 8:00am to 5:30 pm.

Tuition:

NYS provides limited space/slots for children in Day Care which must be accounted for. Therefore, in order to retain your child's space in the Day Care, all fees must be paid even if your child is absent. This includes holidays, personal days, and vacation. This is the only way to retain your child's space in the center. Operating expenses of the Day Care are the same whether or not your child attends. As a private school we do not receive funding other than parent fees, therefore, we are reliant on them to stay in operation. Please remember that we have business expenses just like any other business. Therefore, no deduction can be made for snow days, sick days, or vacation days. This is a standard policy throughout the Nation's childcare facilities.

Registration, Overtime rate and additional fees:

There is a non-refundable registration fee of \$80 per family.

The rate for overtime is \$5 for every 5 minute increment.

There is also a required deposit needed at the time of contract, which will be applied toward your first time payment. Deposit amount: \$_____.

Payments are to be paid on the first of the month. Tuition is due in advance before the period of care begins.

🕒 1 month notice is required for termination of services.

Advance payments are required for two reasons:

1. To protect the daycare from families who chose to quit without notice and not pay for care given.
2. To purchase supplies needed for the daycare for the following week, ie: food, crafts supplies, etc.

Parent
Initials _____

Holidays:

The following paid holidays will be observed:

New Year's Day, the day after new Year's day, Martin Luther King Jr's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor day, Columbus Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the day after Christmas.

We will also close on two personal days. We will give at least for weeks notice. First Friends Day Care will be closed the last week of August for one week vacation. Please note: you are responsible to secure other childcare if you require child care on any of these days.

Absences and Vacation:

Please call the Day Care by 8:30am if your child will be late or not attending on that day.

Communication:

Communication is key. In order to provide the best possible care, parents and the Day Care staff are encouraged to keep open lines of communication. This includes discussion about changes in behavior in a child. Please feel free to contact us via phone or email with any questions and/or to schedule a time to discuss these matters. We will send letters and information home with parents, post pertinent information, and provide periodic newsletters. We will also be setting up a Facebook site whereby parents can communicate with staff and see their child's activities. We believe that this interaction between parents and staff will ensure that we provide a quality educational and nurturing environment.

Medications:

**The Day Care does not administer any type of medication. We can apply topical solutions as required.

Illness and Hygiene:

Please do not bring your child to school if they are sick. The NYC Department of Health prohibits admittance of a child into Day Care if they are exhibiting the following symptoms:

- ⌚ Rash
- ⌚ Fever (100F) Child must be fever free for 24 hours
- ⌚ Running nose with color discharge
- ⌚ Discharge from eyes
- ⌚ Vomitting

Also, children with lice, ringworm, childhood diseases, pink eye, strep throat or any other communicable or contagious disease will not be permitted to attend Day Care. If your child develops any of these symptoms while in our care you will be contacted and required to pick him/her up immediately. You will have a two hour window to pick-up your child before we begin to utilize emergency contacts in your child's file. Your child must be symptom free for 24 hours or be accompanied by a doctor's note prior to returning to Day Care. This is for the benefit and protection of the children entrusted to us, including yours. Your cooperation is appreciated and will be rewarded with the assurance that all ill children will be kept at home, ensuing your child's well being. **Medical forms must be updated yearly, or as needed.**

Parent
Initials _____

Parents must provide updated immunization documentation as infants receive vaccinations.

Emergencies:

Each month at First Friends Day Care we conduct a fire drill and smoke detector test. These are done so that the children participate and are familiar with line-up, evacuation and other emergency procedures, in case of a real emergency. Emergency plans for fire or other emergencies are posted in the foyer of the building. Please take a moment to review these plans and instill in your children the importance of participating in these emergency procedures. If your child requires immediate attention, you will be contacted. If we are unable to reach you, your child will be transported by ambulance to the most appropriate medical facility. All cost's incurred will be the responsibility of the parent. In the event of such a need, one of the staff members will accompany your child in the ambulance and will remain with the child until the arrival of a parent, providing the safety of the remaining children will not be in jeopardy.

Personal Possessions:

Jewelry is not allowed in the Day Care. We cannot be responsible for lost, misplaced or broken jewelry. Sharp toys and balloons pose a danger to children, therefore they are also not allowed. Additionally, personal toys are discouraged. We can not be responsible for those items. Additionally, we wish to foster an environment of sharing. Personal possessions present a challenge to this environment.

Outdoor play:

Children will go outside everyday for exercise and play except in dangerous or severe weather.

Toilet Training:

We help children with potty training after parents have shown interest.

Discipline:

Our guidance and discipline is preventive, not punishing. There will be no physical discipline. Methods of discipline may include the following: separation from activity, discussion of behavior, redirection to another activity, and time out. Your cooperation is needed at all times. You will be notified if behavior requiring discipline becomes persistent.

Pick-up time:

Children must be picked-up no later than 5:30pm. Overtime fees will apply if pick-up is beyond 5:30. We must be informed of any person picking-up your child. Be sure to designate them on the Pick-up list form provided. If someone who is not on the list attempts to pick-up the child, they will not be released.

You will be notified, in writing, of any changes or updates to this contract.

By reading and signing this contract, I/we agree to the above terms.

Director's Signature

Parent/Guardian's Signature(s)

Date: _____

Parent

Initials _____