



(208) 403-4029

859 S. Yellowstone suite 1800, ID 83440

Parent/Caregiver Contract August 2024-August 2025

1) HOURS OF OPERATION:

Monday to Friday 6:30 am. To 7:00 pm.

CLOSURES: We will be closed on the following holidays:

January - 1st, February- Presidents Day, May- Memorial Day, July-Independence Day, September - Labor Day, November- Thanksgiving Day and the Friday after. December- 23rd through January 1st, 2025

2nd Tuesday of each month we close at 6:30pm for employee meetings and trainings.

2) FEES

Weekly fees include all sick days, statutory holidays, and vacation time - these are paid days. Fees are based on tuition not attendance. Refunds and credits will not be given for days when your child does not attend.

****Once a year Supply fee every September \$125.00 for All ages****

0-3yrs not potty-trained: Full time monthly \$725.00, part time monthly (less than 24.5 hours/week) \$400, or \$43.00 a day

3yrs and potty trained - 11 yrs: Full time monthly \$650.00, part time monthly (less than 24.5 hours/week) \$350, or \$38.00 a day

AFTER School care 1st grade - 4th grade \$325.00 monthly

****Daily Drop in: ALL AGES \$50/ day****

3) DAYCARE SUBSIDY

***Parents who qualify for Daycare Subsidy pay deposit prior to attendance. Any fees not covered by Subsidy are the parents' responsibility and are payable on the first of each month in advance. You are responsible for the payment if you are denied the Idaho Child Care Program.

4) DEPOSIT/REGISTRATION

A non-refundable deposit fee of \$150.00 (per child) is required upon completion of registration to secure your child's placement in care. This deposit is non-refundable and \$50 will be applied to your first month's fee. Spaces will not be held unless the deposit fee is paid in full. *Registration is not complete, and care will not commence until all the paperwork is done! Prior to the start date of care the following must be received by AB Childcare for each child:

- Registration Form
- Immunization Record
- Parent/Caregiver Contract
- Non-Refundable Deposit
- Daycare Subsidy Request Form (if applicable - parent is responsible for picking up this form at the Daycare Subsidy Office for AB Childcare to sign. Parent is responsible for making sure that the form is received by the Daycare Subsidy Office IMMEDIATELY UPON SIGNING)

5) PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month, weekly, or every two weeks in advance. Drop-in fees are payable per occurrence. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. Late payments are subject to a **LATE FEE** of \$40. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether a child attends or not. (This includes sick days, statutory holidays, and vacation time.) A fee of \$30.00 will be charged for all NSF checks. Upon a second occurrence of an NSF check, all subsequent payments must be made in cash.

6) ILLNESS POLICY

Please advise the daycare prior to 8:00 am if a child will not be attending daycare due to illness.

Parents agree that a child who is ill (IE. Fever above 100.4, infection, diarrhea, vomiting, communicable disease, or any other type of illness that may be passed on to others, except for the common cold) will be kept at home to protect the well-being of other children in our care. The parents further agree should a child become ill while in care that immediate arrangement will be made to remove the child from the daycare. Children will not be allowed to return to daycare until they have been symptom free for at least 24 hours. In some cases, a note from a doctor may be necessary.

Please respect my illness policy. If a child is not well enough to go outside to play or attend school, they are not well enough to attend daycare.

LICE- You are required to inform us immediately if your child has lice, or we could terminate your contract. Your child is ineligible to return until the lice are dead and NO nits are left. If we find you have knowingly sent your child to daycare, having lice, you will be responsible for the cost of eradication.

7) LATE ARRIVAL/PICKUP POLICY

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. **We will not accept children between the times of 10:00am and 2:30 pm.** It is the parent's responsibility to ensure that children are picked up no later than 7 pm. If you are not able to pick up your child by 7 pm, alternative arrangements must be made. Please notify the daycare if an unauthorized person will be picking up your child. Verbal or written permission must be received before we release a child to anyone who is not authorized on the registration form. If a parent cannot be contacted, it is the policy of A B Childcare to call an emergency contact should a child remain in care after 7:15 pm.

A late fee of \$10.00 per 15 min (or any portion of a fifteen min. increment) per child will apply if a child remains in care after 7:00 pm unless prior arrangements have been made. This late fee is due and payable upon pickup or prior to the next day's cares.

8) TERMINATION

AB Childcare reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of other children in my care, or for any reason deemed necessary.

9) WITHDRAWAL

Parents agree that a written minimum notice of one full month (notice given on the first of any given month) will be given for permanent withdrawal of any child from care or agree to pay a month's fee in lieu of. No exceptions will be made.

10) DAMAGES

Our daycare is child-proof to the best of our ability. However, accidents do happen. Any damage to daycare items that is willfully caused by your child will be replaced or repaired at the cost of the parents.

AB Childcare will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

11) YOUR CHILD'S TOYS

A vast array of toys is provided for your child to play with. Please **do not** bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubicles or diaper bags until nap time.

12) POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you - but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again later. ALL 3-year-olds must be potty trained, unless a Drs. note states reasons why they cannot be. Please ask us for our "potty training guidelines packet ******Parents need to supply their child's diapers. If you don't bring diapers, you will be charged \$1.00 per diaper used from our stock*******

**** Parents, please go to your child's cubby and take home the necessary items i.e.: soiled clothing, papers and notes, art activities, etc.**

13) Meals

We currently provide all meals and snacks for the children. Please do not send your child with any additional snacks, sodas, candy, etc.

We are working on becoming a part of the Federal food program. You will be required to fill out the email enrollment that will be sent, and will need to re-enroll every year. If this isn't completed within 10 days, you will be charged \$8.00 a day for meals. If you don't qualify for free or reduced fees, you will be charged \$2.00 a day for meals.

Times of meals are as follows.

Breakfast 7:30am-8:50am, **Lunch** 11:00-12:00pm, **Afternoon snack** 3:00-3:25pm

If you drop off your child after these times you will need to feed them before they arrive.

14) TRANSPORTATION

We transport from school for AM Kindergarten through 5th grades only. We *DO NOT* transport to Head Start or preschool as we provide preschool.

Child name_____ School_____

AM or Pm Kindergarten? Drop off time_____ pick up time_____

Child name_____ School_____

AM or PM kindergarten? Drop off time_____ pick up time_____

Child name_____ School_____

AM or Pm Kindergarten? Drop off time_____ pick up time_____

Child name_____ School_____

AM or Pm Kindergarten? Drop off time_____ pick up time_____

15) PICKUP/DROP OFF TIMES AND PAYMENT

It is further agreed that your child/ren will start attending the daycare on _____. Arrival time will be at _____am. and pickup time will be at _____pm. Your first payment will be due on _____ in the amount of \$____.00. All payments thereafter will be due on the 5th of the month, unless an acceptable agreement otherwise, in the amount of \$____.00.

(Please check appropriate space) Tuition_____ or daily_____

Please mark days of attendance with an X

Mon____ Tues____ Wed____ Thu____ Fri____

I/We _____ / _____ have read and agree with the above statements. (Please print)

Parent/guardian Signature

Parent/guardian Signature

Note: If child is in custody of both parents, then two signatures are required.

SS #_____

EMAIL Mom_____

EMAIL Dad_____

Caregiver Signature _____

Date _____

Family information sheet – as of August 2024

Mother's Name _____ Father's Name _____

Home address: _____

Home phone _____ Mom cell _____ Dad cell _____

Mom place of employment _____ phone # _____

Dad place of employment _____ phone# _____

Child's name _____ DOB ____ / ____ / ____

Immunization up to date? Y or N (please circle)

Any allergies? Y or N if yes what are they?

Male or Female? circle

Child's name _____ DOB ____ / ____ / ____

Immunization up to date? Y or N (please circle)

Any allergies? Y or N if yes what are they?

Male or Female? circle

Child's name _____ DOB ____ / ____ / ____

Immunization up to date? Y or N (please circle)

Any allergies? Y or N if yes what are they?

Male or Female? circle

Child's name _____ DOB ____ / ____ / ____

Immunization up to date? Y or N (please circle)

Any allergies? Y or N if yes what are they?

Male or Female? circle

We must have an emergency contact

Emergency contact: _____ phone# _____

How is this person related to the child? _____

Emergency contact: _____ phone# _____

How is this person related to the child? _____

Authorized pick-up: Parents are automatically authorized.

Name _____ phone# _____

Name _____ phone# _____

Name _____ phone# _____

Nutrition Policy

Breakfast 7:30am-8:50am **Lunch** 11:00-12:00pm **Afternoon snack** 3:00-3:25pm

Meals - Our meals meet USDA and CACFP guidelines. If you need more info, I can get you a copy.

Variety of Foods - We serve reduced fat milk. I try introducing a variety of fruits, vegetables, and main dishes. I encourage the children to at least try them. I never make a child eat all their food.

Healthy Food - I provide healthy fresh food and cook from scratch, I rarely if ever use any type of processed food. We always make available water both indoors and out.

Hand Washing - We encourage children to wash their hands before and after each meal. We have taught them to sing the alphabet while they wash to know that when they get to "Z", their hands should be clean.

Mealtime Atmosphere - We try to create a calm and pleasant mealtime experience, we sit down and eat with the children, this encourages them to try the new food items. It is an open discussion time they can talk about anything that is on their mind. Lots of laughing comes out of this time.

All children are provided age appropriate eating utensils and are encouraged to use them.

Food from Home - We try and teach healthy eating habits here, please do NOT send candy or sweets with your child in the morning. It will go immediately into the trash. NO food or drinks from home unless it's a special occasion and previous arrangements have been made and there is enough to share with everyone.

Infants - Iron fortified formula will be served; I will happily thaw out breast milk you provide for your infant.

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USDA, Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410

Or call (800) 795-3272 or (202) 720-6328 (TTY). USDA is an equal opportunity provider and employer.