

Shannon's Daycare and Pre-K Contract

Thank you for choosing me to teach and take care of your child. Please take the time to read and sign each page of the following contract. The contract is valid for 1 year.

Drop-off and Pick-up

Open - 7:00 am Monday-Friday

Close - 6:00 pm Monday-Friday

Days Closed/Unavailable

- New Year's Day (January 1st)
- Memorial Day (May 31st)
- Independence Day (July 4th)
- Thanksgiving (November 25th and 26th)
- Christmas (December 24th and 25th)

- I may also take a vacation for 1 week in the summer. If I do so, you will not be required to pay tuition for that week.

- I will also give as much notice as possible for any illnesses or appointments that will keep me from being open on certain days.

Tuition/Price

\$150/week (I accept payment via cash, check, Venmo, Cashapp, or Zelle)

Tuition is due every Friday, **whether your child is here or not**. I hate to have this policy, but if your child will not be here full-time, I cannot hold their place. I keep my class size small so I can give each child more 1-on-1 attention and care. In order to do this, I need full-time students.

Late Fee: There will be a late fee of \$2.00 per minute if you arrive after 6:00 pm.

Price Includes

Your tuition fee includes breakfast, lunch, snack, water bottle, OTC medication/first aid, craft materials, and all teaching materials/resources.

Signature: _____

Date: _____

Illness/Injury

- Please keep your child home for the following reasons:
fever, vomiting, diarrhea, Covid/flu/strep, parasites, lice, any illness that is contagious.
- Your child may return when they have been **fever-free for 24 hours** without medication, **vomiting/diarrhea free for 24 hours** without medication. If your child has been prescribed antibiotics, they need to have been on the medication for at least 24 hours before they can return.
- I will contact you immediately if your child falls ill or is injured while under my care.
- Please make plans to pick your child up ASAP if they are ill.
- If it is a serious emergency, 911 will be called before anyone else.
- I sanitize and clean frequently. The children also wash their hands often and have access to hand sanitizer.

Allergies

Please list any allergies below, including food, environmental, and medicine allergies:

OTC Medication

I have the following OTC medications on hand in case your child needs it. Please put a check next to the medication you approve of me giving your child.

___ Tylenol	___ Motrin	___ Benadryl
___ Pepto	___ Bactine (Antiseptic Spray)	___ Neosporin
___ Sunscreen	___ Insect Repellent	___ Diaper Cream
___ Hydrocortisone (Anti-Itch Cream)	___ Hyland's Cough Syrup	

Signature: _____

Date: _____

Meals

I will provide the following meals:

Breakfast: 7:00 am - 8:00 am

Lunch: 11:00 am

Snack: 2:30 pm

Education

We will be spending at least 2 hours each day working on things like gross/fine motor skills, colors, shapes, letters, pencil control, writing, counting, coloring, social skills, crafts, etc. I have been teaching children for 10+ years. I love what I do, and I love making learning fun. The children I have taught have gone on to excel academically.

Nap

Between 12:30pm - 2:00 pm we have nap time. At 12, we start winding down, cleaning up, and preparing for nap. I have pillows, blankets, and stuffed animals for all of the children. They don't have to go to sleep, but everyone lies quietly and rests during this time.

Outside Play

Weather permitting, we will always make an effort to go outside and play. I have a fenced-in backyard, and the children are always supervised. I also have plenty of outdoor toys for them to play with and climb on.

Please make sure your child has appropriate clothing for playing outside: shoes, jacket, etc.

Electronic Devices

Electronic devices, such as iPads, phones, and laptops, are not allowed. If one child brings an iPad, then they all want the iPad and get upset that they don't have one.

Signature: _____

Date: _____

Things You Will Provide

- Please make sure to send at least 2 changes of clothes, including underwear and socks, for your child to keep here.
- You will provide Pull-ups or diapers and baby wipes.
- During the summer months, I ask the parents to leave a swimsuit and towel here for spontaneous water days.
- Backpack - I will provide all school and craft supplies, but the children will need to have their own backpack and bring it every day.
- Every personal item will remain in the child's cubby the entire time it is here. Each child will have their own cubby.

Potty Training

- I will work with the parents and child on potty training when they are ready. It takes teamwork, though!

Social Media

I do have a Facebook page and website dedicated to my daycare/pre-k. The URLs are <https://www.facebook.com/ShannonsPreK> and <https://www.shannonsdaycare.com>. You can follow me there. I do post pictures and videos of the children playing and learning so family and friends can see what they are up to. If you do not wish for your child's image to be shared on social media, please indicate so below.

___ I do not consent to images or videos of my child being shared on social media.

I also have a private Facebook Messenger group for all of the parents where I share updates, pics, and any information you may need to know.

Quitting/termination

- A 2-week notice must be given if you plan on pulling your child from my care.
- I cannot hold spots unless you plan to continue paying the \$150/week tuition still.
- If it doesn't work out, and it leads to me having to terminate care, I will give a 2-week notice.

Signature: _____

Date: _____

Fire Plan

In case of a fire, we will evacuate to my friend's and neighbor's house across the street.

Pets

I do have cats in my home.

Drinking/Smoking/Drugs

Drinking, smoking/vaping, or drugs will never be allowed in my home.

Field Trips

Occasionally, we may go on field trips. When we do that, I have a 6-passenger vehicle that I use. Every child will have their car/booster seat. Some field trips will be free of charge, but others may cost money. For example: recently, we went on a field trip to a hydroelectric dam to learn about electricity, and then we had a picnic at a park/playground. This was free of charge. On the other hand, we also went to Athens Movie Palace to see Moana 2, and that field trip cost \$14/child and included their ticket, popcorn, drink, and candy. I will give you plenty of heads up before any field trips.

Contact Information

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Agreement

By signing all 5 pages of this contract, I affirm that I have read and agree to all terms contained within its pages.

Parent/Guardian: _____ Date: _____

Childcare
Provider: _____ Date: _____