

PROVIDER POLICIES FOR \_\_\_\_\_

I am licensed as a Class \_\_\_\_, which means I can have \_\_\_\_ total children. No more than \_\_\_\_ children can be under preschool age and I can care for a maximum of \_\_ toddlers or \_\_ infants. My own children are included in these numbers. Please consult with me about the number of children I currently have in care.

Business Hours

I am open from \_\_\_\_\_ am to \_\_\_\_\_ pm on  
Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sundays

I will be closed the following holidays: \_\_\_\_\_

\_\_\_\_\_

These holiday will (not) be paid for me.

Meals

I am (not) on a Federal Food Program and the following meals will be offered:

Breakfast is serve between \_\_\_\_ am and \_\_\_\_ am

Lunch is served between \_\_\_\_ am and \_\_\_\_ pm

Snack is served between \_\_\_\_ pm and \_\_\_\_ pm

Dinner is served between \_\_\_\_ pm and \_\_\_\_ pm

Food, lunches, and bottles brought from home must be labeled with the child's name and refrigerated when necessary. Bottles will be washed after use.

Sleeping and Rest Arrangements

All children are required to nap/rest during the afternoon. This will be after lunchtime. A child does not have to sleep, but is required to be quiet so that the others may sleep. Obviously with infants, their schedules will be different than the toddlers and older children. I will provide a quiet area for infants to nap throughout the course of the day. Each child will be provided with clean, separate bedding and they will sleep in the following areas: floor, couch, bed, crib, mats, playpens, \_\_\_\_\_.

\*Playpens with mesh sidings must not be used for the care or sleeping of infants or newborns unless a variance is granted.

Nondiscrimination Practices

I will not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, sex or disability.

## Care of Ill Children

Please do not bring your child to daycare if he/she is sick. I do not want any of the other children or myself getting sick to give you the best daycare possible.

I will notify you immediately if your child develops any of the following symptoms:

1. Underarm temperature of 100 degrees Fahrenheit or over, or an oral temperature of 101 degrees Fahrenheit or over.
2. Vomiting
3. Diarrhea
4. An unexplained or contagious rash

I am unwilling to accept a child with: headlice Severe cold (green mucus)  
Chicken pox Pink eye Strep Infections Flu symptoms or

---

I am willing to accept a sick child under the following circumstances:

---

I reserve the right to deny care if I do not feel it is appropriate for your child to be in care that day.

Parents are required to notify me within 24 hours of the diagnosis of a serious, contagious illness or parasitic infestation. I will inform parents of each exposed child the same day that I am notified of this diagnosis. I will also notify the health officer of Minnesota Department of Health of any suspected case of reportable disease that is deemed necessary.

Immunization records must be kept for each child in care, using the forms provided by the County. Update is as follows:

Infant-Every 6 months
Toddler-Annually
Preschool-Every 18 months
School age-Every 3 years

I need written permission and instructions from you prior to administering medicine, diapering products, sunscreen lotions, and insect repellents.

I will also need written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.

### Emergency Practices

Monthly fire drills and monthly storm drills will be held. At this time, the children will be instructed and practice what to do in case of an emergency. Please help by discussing what happens in an emergency at your home and daycare.

### Transportation Policy

Each child will be securely fastened in an appropriate passenger restraint system as described in the daycare rules. Written permission is obtained before I can transport your child. No child is permitted to remain in an unattended vehicle.

In operating my child care business, my first responsibility is to protect the health and safety of the children in my care. When parents drop off and pick up their children, I want to make sure their children are transported safely. When a parent transports children under the influence of alcohol or drugs or fails to use an appropriate care set, it creates an unsafe transportation situation for the children. If, in my opinion, a child cannot be safely transported to or from my home, I will ask the parent not to transport the child and will propose the alternatives listed below. (If the parent refuses to agree to one of the alternatives and insists on transporting the child, I will immediately call the police and report the unsafe driving situation.)

1. I will call someone to pick up the child from your authorized list of people to pick up the child.
2. I will call a cab to pick up the child and the parent. The parent will pay the cab fare.
3. If the parent has failed to bring an appropriate care seat for the child, I will ask the parent to drive home without the child and return with an appropriate car seat installed in the car.
4. Other acceptable alternative may be: \_\_\_\_\_  
\_\_\_\_\_

If for any reason, your child will be picked up by someone other than you, I need to know in advance. I will not, under any circumstances, release your child to someone other than yourself without prior consent. I require that you give me a list of names of people who you will allow to pick up your child and I will require a photo ID upon arrival of pick up. I will also not release your child to someone else's care if they do not have proper restraints in their vehicle for your child's use.

### Helpers and Substitutes

Helper means a person at least 13 years of age and less than 18 years of age who assists the provider with the children. An adult caregiver must always be present.

Substitute means an adult, at least 18 years of age, who assumes the responsibility of the provider. The use of a substitute must be limited to a cumulative total of not more than 30 days in any 12 month period.

I will notify you if I will be using a substitute and then it is your choice if you feel comfortable leaving the child with a substitute or if you would rather make other arrangements for care.

In the case of an emergency that requires my immediate attention, I will either call you to immediately pick up your children or have my substitute care for your child until you can pick them up.

Smoking

I or others do (not) smoke in my home. However, there is no smoking allowed in my home during daycare hours.

Pets

I have the following pets in my home:\_\_\_\_\_

\_\_\_\_\_

All pets are up to date on their rabies shots. Additional Information:\_\_\_\_\_

\_\_\_\_\_

Insurance Coverage

I do (not) have child care liability coverage. I must keep a signed statement of notification of insurance coverage on file. At that time, I will review my coverage with you.

Supplies/Clothing

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Discipline Policy

In order to maintain a safe and healthy environment, discipline and rules are a necessity. I will use the following disciplinary actions respectively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



PROVIDER-PARENT/GUARDIAN CHILD CARE CONTRACT

Basic rates and payment policies

The payment fee shall be \$\_\_\_\_\_per week or \$\_\_\_\_\_per day or \$\_\_\_\_\_per hour.

Care shall be provided normally from \_\_\_\_\_am to \_\_\_\_\_pm on these days:  
Mon Tues Wed Thurs Fri Sat Sun (Parent's Schedule)

Additional fees:\_\_\_\_\_

Payment shall be due on:\_\_\_\_\_

Overtime Rates

For the purpose of this agreement, overtime will be considered as drop-off before \_\_\_\_\_am/\_\_\_\_\_pm and pick up after \_\_\_\_\_am/\_\_\_\_\_pm

If the parent has not informed the provider that he or she will be arriving earlier or later then the agreed upon times, the following rate will be charged: \$\_\_\_\_\_per \_\_\_\_\_or portion thereof.

Additional comments:\_\_\_\_\_

Rates regarding holidays, vacations, and other absences:

The following are paid holidays when they fall on a day regularly scheduled for care:\_\_\_\_\_

Charges for a child's absence will be:\_\_\_\_\_

Charges related to provider's illness or other emergency that prohibit care will be:\_\_\_\_\_

Charges related to provider's scheduled vacation are:\_\_\_\_\_

Charges related to parents scheduled vacation are:\_\_\_\_\_



The provider and the parent will each give \_\_\_\_\_ weeks advance notice of scheduled vacation or other leave.

Other: \_\_\_\_\_  
\_\_\_\_\_

Other Charges

There will be an extra charge for the following infant supplies when not provided by the parent: \_\_\_\_\_  
And for activity fees/expenses for field trips, materials for special projects, etc that will be agreed upon in advance.

A holding fee (deposit) of \$ \_\_\_\_\_ is required to be paid on \_\_\_\_\_ which will be applied to the \_\_\_\_\_ last week's payment or forfeited if the child does not come for care as agreed.

Termination Procedure

This contract may be terminated by either parent or provider by giving \_\_\_\_\_ weeks written notice in advance of the ending date. Payment by parent is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

Signatures

By signing this contract, parents agree to abide by the written policies of the provider. The provider may amend the contract by giving the parents a copy of the new or changed policies at least \_\_\_\_\_ weeks before they go into effect.

Providers Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---