

Polly's Kids Day Care

Day Care Hours:
7:00 AM - 5:00 PM

Address:
263 Lake St,
Penn Yan, NY 14527

Phone:
(315) 536-1134

Provider Participates in Subsidy Program

Fees:

Infants	Full Time	\$\$\$\$.00 (M-F 10 hours per day)
	Part Time	Not Available
	Daily Fee	\$\$\$0.00 (10 hour day)
Preschool & School Age Summer Care	Full Time:	\$\$\$\$.00 (M-F 10 hours per day)
	Part Time:	\$\$\$0.00 (3days per week 10 hours per day)
	Daily Fee	\$\$\$0.00
Before and After school	Full time	\$\$\$0.00 (M-F)
	Daily Fee	\$\$\$0.00
Before OR After School:	Full Time	\$\$\$0.00 (M-F)
	Daily Fee	\$\$\$0.00
School Drop Off / Pick up Fee		\$\$0.00 extra a week
Hold Spot For No School Days		\$\$\$0.00 a week
No School Day (Teacher work day/ snow day/ ext.)		\$\$\$0.00 per day plus regular fee
Hourly Fee		\$\$0.00 Hour

****Parents, Shots must be kept up to date. ****

Child Care Agreement:

Care will begin at _____ o'clock AM / PM and end _____ o'clock AM / PM
On these days _____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri.

You are considered late when you do not pick up your child by the agreed time.

Payment Agreement:

No credit will be given for absent days or holidays.

***** Weekly Care*****

Payment will be made on Friday for the coming week. In the amount of \$_____. A non payment fee of \$\$\$00 will be added to every day payment is late.

***** Drop- In*****

Payment will be made the morning of childcare service by cash or money order. In the amount of \$_____.

Returned Check Fees:

There will be a \$\$\$00 fee for a returned check.

In addition to this amount, \$\$\$00 per day will be charged until the child's account is settled. (This fee will be charged *each* day the account is unsettled, including weekends.) Care will not be provided until the child's account is settled and checks will no longer be an accepted form of payment.

Late Fee's:

Late arrival does not justify late departure.

A late fee of \$\$\$00 per ?? minutes will be charged. This fee is expected upon arrival for pick up. Checks will not be an accepted form of payment for late fees. The provider is under no obligation to extend the contract hours. Daycare services are offered until 5:00 p.m. A 5-minute grace period will be given. At 5:06 p.m. late charges will begin.

I have read the above and agree to the terms.

Parent(s) Signature: _____ Date _____

Parent(s) Signature: _____ Date _____

Provider's Signature: _____ Date _____

Termination Procedures:

The provider/parent(s) may terminate this contract within the first two weeks of care without written notice.

After the first two weeks, this contract may be terminated by parent(s) or provider by giving two weeks WRITTEN notice of discontinuation of care. Payment is due during the notice period whether or not the child attends.

The provider may terminate this contract if the parent(s) do not pay as scheduled. Failure to enforce one or more aspects of this contract by the provider does not waive the right to enforce the other terms of the contract.

Policies:

Parents will be notified of any policy changes made by the provider. A signed updated copy will be given.

Special Day's:

Daycare will be closed on all major holidays: New Years Eve, New Years Day, Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, President's Day, Veteran's Day, Columbus Day. Payment will still be in full.

Parent's Provide:

Infants: clean bottles and nipples daily

Toddlers: clean sip cups daily

Diapered children: 2 containers of baby wipes / the pop up kind

Bag of size appropriate diapers.

(To be brought on the first day of the month)

I have read the above and agree to the terms. I acknowledge receipt of a copy of the provider's policies and agree to abide by them.

Parent(s) Signature: _____ Date _____

Parent(s) Signature: _____ Date _____

Provider's Signature: _____ Date _____

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I hereby give following Daycare Provider, "*Provider Name*",
permission to apply sun block, hand lotion, diaper ointment, and
lip ointment as required to my child while he/she is in her care.
Name of child/ children: _____

Parents Signature _____

Parents Name _____

Date permission granted: _____

Note to those using this contract:

You have permission to use this contract any way you would like for your daycare business. Please change the contract to suit your individual businesses needs.

Also please keep in mind that Regulations require certain things to be in your contracts.
To find a list of the contract requirements go to Regulation
416.15(b)(22)(i-xv) or 417.15(b)(22)(i-xv)

(22) The program must give the parent, at the time of admission of the child, a written policy statement including but not limited to:

- (i) the responsibilities of the program;
- (ii) the responsibilities of the parent;
- (iii) the policies of the program regarding admission and disenrollment policies;
- (iv) how parents will be notified of accidents, serious incidents and injuries;
- (v) the plan for behavior management
- (vi) the evacuation plan;
- (vii) the programs activities;
- (viii) a summary of the program's health policies, to include the level of illnesses the program will accommodate;
- (ix) actions the program will take in the event a child is not picked up as scheduled;
- (x) meal arrangements;
- (xi) instructional materials on the available procedures if they suspect their child has been abused or maltreated
- (xii) how to access the regulations
- (xiii) contact information or the Office including the Child Care Complaint Line;
- (xiv) transportation policy; and,
- (xv) as applicable, written notification that there is a firearm, shotgun, rifle or ammunition on the premises.