

# Registration Agreement Policy

1. Following subjects are of special concern to us. Both parents/guardians please initial each. Your initials indicate each subject is read, understood, and agreed upon.

(\_\_\_\_\_) (\_\_\_\_\_) DIAPERS/WIPES: It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. When your child needs more of these supplies, we will send home a slip specifying what needs to be replenished. Each child has his or her own labeled diaper bin.

(\_\_\_\_\_) (\_\_\_\_\_) SHOES: Younger children love to take off their shoes. It is for this reason that we prefer children to come to daycare in shoes that lace up and/or stay on their feet. If your child has these types of shoes on, then we can control when and where they come on and off. Therefore, we can assure you that his/her shoes will be available for you at pickup. However, if your child comes to daycare in flip-flops, Crocks, or other types of shoes that fall off or gets taken off, then we cannot guarantee their availability at pickup, as they will have most likely fallen off or been taken off and hidden in an outside toy or bush at some point during the day. In times when these types of shoes are worn, due to matters outside of our full control, parents hereby resolve Tots Haven Childcare of all responsibility for the shoe's safe return and/or the ensuing scavenger hunt.

(\_\_\_\_\_) (\_\_\_\_\_) TRIAL PERIOD: The first 45 days of your child's enrollment will be regarded as a trial period, in which case either party may terminate the contract without notice. Each child responds differently to a new environment, new children/providers, and mom/dad's absence. We are patient and good at what we do, so most of the time this is a non-issue. However, there are rare times in which we must consider the well being of the group (the other children in our care). If for whatever reason, either party feels our childcare environment may not be the best fit, either party reserves the right to utilize this time period as a trial and terminate the contract without resentment, judgment, or ill-will. In such cases, your two-week deposit can either be utilized (with the exception of gross misconduct on part of the provider/parent/child) or returned to you for immediate discontinuation of service.

(\_\_\_\_\_) (\_\_\_\_\_) TERMINATION POLICY: After the first 30 days of enrollment, 60 Days written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. Whenever possible even more notice is better. This helps us tremendously. The reason being, unlike childcare centers, we can only take a limited amount of children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us to make future arrangements with new family's inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum and helps us be able to focus more on being the best childcare providers we can be, instead of worrying about "the bills", and putting food on the table.

E. (\_\_\_\_\_) (\_\_\_\_\_) HOURS OF OPERATION: We are open from open Monday through

Friday 8:00 to 5:00pm. We close promptly at 5:00pm. At closing each day, we have to clean and sanitize to prepare for the upcoming day. So please be considerate of our time when budgeting yours. If you're late for pick-up you are required to pay the late pick-up fee of \$5 on or before 10 minutes and after \$1.00 per minute after Tots Haven Childcare closes. (Example, if you are 15 minutes late, you will be charged \$10.00/per child)

F. (\_\_\_\_\_) (\_\_\_\_\_) MISSED DAYS AND CLOSES: If you and your family decides to take vacation time, we would need at least two week's notice. With that two weeks notice parents are still required to pay half of the price for childcare every week they are not here. After two weeks, due to limited space your child's spot in the daycare may be taken therefore your child will be placed on a waiting list. If there is still empty spots, renewal of registration will be required in order to continue to bring your child to the daycare . If there isn't advance notice, full payment will be required for the first week and if there is a second week you will be only required to pay half. If you decided to not bring your child a few day out of the week, full payment is still required. We also closed on all main holidays.

G. (\_\_\_\_\_) (\_\_\_\_\_) GUIDELINES REQUIRING EXCLUSION FROM DAYCARE: A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If your child is taking antibiotics for an illness, your child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following: unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from a doctor stating non-contagious is ok), pink eye, chickenpox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, COVID- 19, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

H. (\_\_\_\_\_) (\_\_\_\_\_) PICK-UPS AND DROP-OFFS: (a) Please make your pick-ups and drop-offs brief (no more than a couple of minutes). As you can imagine it takes quite a bit of effort to retain control of a room full of children. Children act up considerably when other parents are present. If you linger this makes our job much harder. Please understand, we are a home daycare. If you feel the need to run around and play with kids, then may we suggest taking your child to a park or spend time at home. (b) Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. (c) Never leave without telling your child goodbye (don't sneak out). (d) Please be in control of your child during drop-off and pick-up times. (e) You must drop off your child before 10:00 am. Please be mindful that Tots Haven Childcare is run by a schedule and dropping off your child any later than 10:00 am makes our jobs much harder when it comes to napping especially.

I. (\_\_\_\_\_) (\_\_\_\_\_) NUT ALLERGIES: Please be advised that there are children that visit

Tots Haven Childcare who have severe Nut Allergies. Thus, I agree that I will not bring in nut products or food prepared using nut products. This is to include but is not limited to peanut butter, Nutella, almond butter, and the like.