

Happy Kids Kare Learning Center

Parent and Provider Contract/Enrollment Application

Date of application _____ Date of start date _____

Child's name _____ Age _____ Sex _____ Birth date _____

Home address _____ City/Zip _____

Parent Name 1 _____

Home Phone _____ Mobile _____ Work _____

Email Address _____

Home Address _____ City/Zip _____

Parent SSN _____ Auto Pay Card Information# _____

Expiration Date _____ CVC# _____

Copy of ID Required

Parent Name 2 _____

Home Phone _____ Mobile _____ Work _____

Email Address _____

Home Address _____ City/Zip _____

SSN _____ Auto Pay Card Information# _____

Expiration Date _____ CVC# _____

Copy of ID Required

1. Daycare Payments can be made by cash or check made payable to **Happy Kids Kare Learning Center**.

2. **We are open Monday through Friday (6:00am to 6:00pm).** I/We will need childcare for our child normally beginning at _____ o'clock and ending at _____ o'clock.

3. Please mark the days of the week you will need childcare.

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

4. Check One...

- ☐ **Option 1:** I/We prefer to pay weekly (due on Monday of each week).
- ☐ **Option 2:** I/We prefer to pay bi-weekly (due on Monday of each week).
- ☐ **Option 3:** I/We prefer to pay monthly (due on the 1st of each month).

Note: To figure out the monthly payment you do the following (weekly amount $\times$ 52 weeks $\div$ 12 months).

5. For our weekly, bi-weekly, or monthly tuition rate is referenced on our price sheet \$_____.

- a. 4 weeks to 1 year of age - \$315 per week
- b. 1 to 2 of age is \$290 per week.
- c. 3 to 5 is \$265.00 per week.
- d. School Age 6 to 12 is \$240.00 per week

6. The amount of the deposit is equal to two weeks of payment for childcare. The amount of the deposit listed will be credited towards the last week of enrollment. The registration fee is \$75.00 per child.

Persons other than parents authorized to pick up your child from **Happy Kids Kare Learning Center**

Note: Written permission is necessary if you want someone other than one of the listed below to pick up your child.

Name _____ Mobile Phone _____

Name _____ Mobile Phone _____

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

- A. (_____) (_____) **DIAPERS/WIPES:** It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. **It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers).** Each child has his or

her own labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child.

- B. (____) (____) **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 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 get 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 a 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 Happy Kids Kare Learning Center of all responsibility for the shoes safe return and/or the ensuing scavenger hunt.**
- C. (____) (____) **TRIAL PERIOD:** The **first 30 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 moms/dads' 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 wellbeing 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 as a trial and terminate the contract without resentment, judgment, or ill-will. In such cases, your two-week deposit can either be utilized (except for gross misconduct on part of provider/parent/child) or returned to you for immediate discontinuation of service.
- D. (____) (____) **TERMINATION POLICY:** After the first 30 days of enrollment, **60 Days written notice from parent or provider is required to terminate the contract**, except for gross misconduct on part of the provider, parent, or child. **Whenever possible even more notice is better.** This helps us tremendously. Reason being, unlike childcare centers, we can only take a limited number 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 families 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 6:00am to 6:00pm. We close promptly at 6:00pm.** There is a 10min window, however there will be a \$1.00 fee for every min past 6:10 pm. So please be considerate of our time when budgeting yours. If you're late to pick up "once in a blue moon", because of bad traffic or whatever, we understand and no hard feelings. But if late pickups become a regular occurrence, then we may not be the best fit for your childcare needs, and we may be forced to terminate our childcare arrangement.
- F. (____) (____) **DAYCARE INTERIOR/EXTERIOR DOORS:** Children love to go through open doors. If a door is opened most of the younger children will follow you through it. As you can imagine this can be disruptive to temporarily lose control of which children are in which room with each parent pickup and drop off. **So please promptly close each door after opening it without letting any children follow you through it.**

- 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 if he or she has a slight to 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 doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, 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. We are Covid-19 safe and would like you and your family to practice good COVID habits. Based on the new CDC requirement masks are now optional when dropping off your child or children for the safety of the children and staff.
- H. (_____) (_____) **PICK-UPS AND DROP-OFFS: (a) Please make your pick-ups and drop-offs brief (no more than a couple minutes).** As you can imagine it takes quite a bit of effort to retain control of a room full of small 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, and not a mommy and me class. If you feel the need to run around and play with kids, then may we suggest you take your child to a park and/or open your own daycare. **(b)** Please send your child clean, dressed (no pajamas, unless you do not mind your child wearing their pajamas all day), fed and ready for the day, as well as all your child's necessary supplies needed for that day's care. **(c)** Never leave without telling your child goodbye (do not sneak out). **(d)** Please be in control of your child during drop-off and pick-up times.



All About Me

Child's Name _____ Nickname _____

I have _____ brothers & _____ sisters, their names and ages are: _____

How would you describe your child's personality?

~~~~~

Has your child been in childcare before? ( ) yes ( ) no If yes, please give last childcare provider, or daycare center's information:

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Dates attended: from \_\_\_\_\_ to \_\_\_\_\_ Why was care terminated? \_\_\_\_\_

May I contact them for a reference? ( ) yes ( ) no

~~~~~

Does your child have a regular bedtime schedule? () yes () no What time does your child usually go to bed at night? _____ What time does your child usually wake up in the morning? _____ Does your child have trouble sleeping? _____ Night Terrors? _____ Trouble going to sleep? _____ Other: _____

If infant, how does your child sleep? stomach side back

What time(s) and for how long does your child usually nap? _____

Are there any special dolls, blankets, etc. that your child needs to go to sleep?

What is your child's disposition upon waking up? happy, grouchy, clingy, slow,

~~~~~

Has or does your child have any known health problems? ( ) yes ( ) no If yes, describe: \_\_\_\_\_

Does your child need regular medication? ( ) yes ( ) no If yes, what and when is it given? \_\_\_\_\_

Does your child have any known allergies? ( ) yes ( ) no If yes, please list allergens: \_\_\_\_\_

Special instructions in case of an allergic reaction: \_\_\_\_\_

~~~~~



Permission to Administer

I hereby give my daycare-preschool provider permission to administer the following products according to the manufacturer’s instructions or otherwise specified.

No	Yes	Products	Brand Names
_____	_____	Diaper Wipes_____	
_____	_____	Diaper Cream/Petroleum Jelly_____	
_____	_____	Chap stick_____	
_____	_____	Antiseptic Wipes_____	
_____	_____	Baby Lotion_____	
_____	_____	Band Aids_____	
_____	_____	Neosporin_____	
_____	_____	Mentholatum_____	
_____	_____	Sunscreen_____	
_____	_____	Baby soap_____	