

Registered Family Home Contract

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Shelby's Registered Childcare 914 Village Branch San Antonio, Texas 78245

The Caregiver reserves the right to change this contract at any time without notice.
The contract will be reviewed and updated annually.

- Fees:**
- The weekly fee for a child under 12Months of age is \$170 per child with formula
 - The weekly fee for a child 12Months- 17months is \$160 if the child is off of formula.
 - The weekly fee for a child 18months-2years is \$150.
 - The weekly fee for a child 2-3years is \$140
 - The weekly fee for a child 3-5years is \$130

- A \$5 Late Fee per child will be implemented after 5:30p.m. and a \$10 Late Fee Per child will be implemented after 5:45p.m..
There will be no childcare offered after 5:30p.m..

- The Weekly Fee is Due on Monday at the beginning of each week. The fee is to be paid by check or exact cash or @www.childcarepay.com. The Late Fee for receiving a late payment is \$5 the first day and \$10 thereafter.
- Receipts will be provided. In the event a check is returned due to insufficient funds, the Parent is responsible for payment of all Bank Fees due. In Addition, the Parent will be charged any Late Fees that have accumulated. The Parent from now on will make payment by Cash or Money Order. Checks will no longer be accepted.

HOURS: Care will be provided Monday-Friday, 7a.m.-5:30p.m.. The Late Fee mentioned will be implemented after 5:30p.m..

Signature_____

NO CARE WILL BE PROVIDED ON THE FOLLOWING HOLIDAYS:

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January- New Years +MLK day	July - Independence Day
February- Presidents Day	September- Labor Day
April - Battle of Flowers+Good Friday	October- Columbus Day
May- Memorial Day	November- Wed., Thanksgiving Day +Fri
	December - Three Days off for Christmas to be determined by Caregiver.

New Years Eve is the only Close Early Day@ 5pm

- * IF HOLIDAY FALLS ON WEEKEND DAYCARE WILL BE CLOSED ON
"OBSERVED" Weekday!!

ALL HOLIDAYS ARE PAID HOLIDAYS.

Caregiver will receive 10days(two weeks yearly vacation), giving 21 days notification. A year is defined as Jan-Dec.. First Caregiver Vacation Week is a PAID VACATION. Second Caregiver Vacation Week ,in same year ,is NOT PAID. Full weekly fee is due all other weeks. *If child is being withdrawn from Daycare , and that child has been enrolled in Daycare for 5months or more, ONE WEEK PAID VACATION WILL BE DUE UPON TERMINATION OF SERVICES.

I do not plan on taking sick leave, however, these things can naturally occur. You Should have a Back-Up Provider or Sitter. I understand that this is a great inconvenience And you will be Pro-Rated for any sick leave taken by the caregiver.

Substitute Provider: This Child Care home will provide a Substitute when possible.

The Substitute will be certified in CPR and will have a Criminal History Check on file with TDPRS. You will be notified when a Substitute is planned to be present. Occasionally circumstances arise in which a Substitute is needed and unplanned and you will not have notification .

Discipline and Guidance: This Child-Care Home uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Discipline will be individualized, consistent, age-appropriate, and directed toward teaching the child acceptable behavior and self-control.

Signature_____

SUPPLIES: Parents shall bring to the Daycare an extra change of clothes for infants and children potty training. Parents shall provide diapers, wipes, bottles, and any formula, meals, and snacks not provided by caregiver.

PICK-UP: The Parent must furnish in writing, the names of anyone , other than the Parents or Guardian, who is authorized to pick-up their child. In case of an emergency, telephone me ahead of time providing me with the name of the person you authorize to pick-up your child. A description of the vehicle they will be driving would be of great help.

TERMINATION: If you decide to withdraw your child from my care, TWO WEEKS NOTIFICATION must be given. If two weeks notice is not provided, you will be responsible to pay the normal fee for those two weeks. Your fee is my income which my family and I depend on. Upon signing the contract, you have a 30 day trial period . If you are unhappy with the care your child is receiving during this time, and you wish to remove your child, the two week notice will not apply.

ILLNESS OR MEDICAL EMER. : Parents are responsible to ensure their children receive immunizations when required by The Texas Department of Health. A child must not be brought to the Daycare Home if they have a fever, contagious illness, or have vomiting. If a child should become sick at the Daycare, the Parent is responsible for picking up that child within one hour of notification. The child cannot return to the Daycare until the child is symptom -free for 24hours. Parent will be notified immediately if: their child's injury requires Medical attention; if their child has a sign or symptom requiring exclusion from child-care; when a child has been involved in a situation that has placed that child at risk; if the child-care has been involved in a situation that renders it unsafe(ex. fire, tornado). At pick-up you will be notified of less serious injuries of their child that required first-aid from caregiver. Parents will be notified within 48hrs. of an infestation ,lice, or an exposure to a communicable disease that is required to be reported to Texas Dept. of Health.

Signature _____

EMER. Preparedness Plan: In the event of an Emergency, such as a natural event, Tornadoes, floods, hurricanes, health events such as medical emergencies, And human-caused events intruder with a weapon, explosion, or chemical spill, the Daycare will evacuate to Ed Cody Elementary or the local community shelter declared by city officials. The children and their files will be transported by foot if possible or by privately owned vehicles when necessary. All children, including children under 24 months will be evacuated by myself. You will be contacted by phone and/or text if such an event occurs and will be able to contact my cell phone # 210-385-9966, text, or e-mail @shelby_zuniga@yahoo.com.

MEDICATION: Medication will only be administered to a child if prescribed by a Physician. Prescribed medications need to be in original container labeled with the childs name, date, directions, and the Physicians name. If the Parent insists a non-prescribed medication be administered to their child, the administration needs to be approved in writing with the directions listed by the childs Parent.

Animals in Childcare: This childcare facility houses two small dogs with current vaccinations .

Damages: Parents are responsible for damage to property caused by their child, Such as a broken window. This does not include breaking a small toy.

LIABILITY: This Daycare Home and the Peoples residing in this Daycare home will not be held responsible for any injuries sustained to any persons in care, on the premises of, or at any function sponsored by this Registered Family Home.

Signature _____

MEALS:

Breakfast- 8a.m. Lunch- 11a.m. Snack- 3p.m. **pg5 of 5**
You agree to have your child at the Daycare on time to be served the meals above. If the child is not present at the specified time, the child will not be served that meal.

All children ,including infants, will be fed meals that meet the requirements of the CACFP Administered by the Texas Dept. of Agriculture.

This childcare is a participant of a Federally funded State Food Program. This Food Program,at the present time ,reimburses this Daycare for Breakfast, Lunch, and Afternoon Snack served at the scheduled times. The State Food Program is not guaranteed funding and can change at any time. This Daycare is NOT RESPONSIBLE for the purchase of the meals served. If reimbursement is not fully funded federally, or by the state, the Parent will be responsible for that financial difference.

This childcare facility has an “Open Door” policy in which Parents are allowed to visit the facility at any time, unannounced. Please be respectful of naptime, approx. 12-2pm. Also, Minimum Standards can be viewed in the Daycare Facility or at the TDPRS Web-site.

Parents can contact: The Local Licensing Office by calling 337-3399;
PRS Child Abuse Hotline- 1-800-862-5252;
The PRS Website at www.tdprs.state.tx.us .

YOUR CHILD WILL RECEIVE DEPENDABLE CARE WITH MANY AGE APPROPRIATE AND DEVELOPMENTALLY APPROPRIATE ACTIVITIES, WITH LOTS OF LOVE, NURTURING AND GUIDANCE.

CHILDS NAME

Or Names-----

_____ e-mail address_____

Can You Receive texts? Y or N If yes, at what #

Parent Signature

Date

Caregiver Signature

Date