



## Child and Parent Handbook/Contract & Agreement

Please read this Handbook/Contract & Agreement thoroughly, as it covers many important policies and procedures that not only govern our childcare policies but also pertain to the care of your child. This Handbook/Contract & Agreement will be reviewed and revised if necessary each new year on January 1st and may, at Play Share Daycares' discretion be revised at any time during the year. I (Amy E. Ferrer) reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified 30 days in advance of any changes that may occur.

**DEAR PARENTS,**

**What I as a provider should expect from you, the parent:** Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on problems and progress that your child is making. Good communication helps us work together in the best interest of your child.

**Agreement on Terms or Arrangements:** You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to.

**Honesty and Trust:** This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust me as your childcare provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

**Be on Time:** I, as your provider, have a personal life just like you and ultimately the care of your child is your responsibility. Please make your tuition payment on time. I have bills to pay and food to buy just like everyone else.

**Respect:** Please realize that taking care of children is a JOB and that not only am I a worker, but also a working parent. Please recognize that this is not an easy job. I am not just a "Baby-Sitter". Last but not least, I am only human; I'm not "superwoman". Please don't expect me to do things that you yourself would not want to do.

## Goals

While in my care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. **Play Share Daycare** provides for children, the comfort and experience of belonging to an extended family. I provide a home like setting; therefore I do not follow a strict routine. My approach to childcare is child centered and child directed.

## **Hours of Operation:**

Daytime Hours are from 7:00 am until 6:00 pm Monday through Friday. No childcare will be provided on Saturday (with the exception of Parent's Night Out) or Sundays or on the following holidays:

**New Year's Day**

**President's Day**

**Good Friday and Easter Monday (Day after Easter)**

**Memorial Day**

**Independence Day**

**August Vacation**

**Labor Day**

**Columbus Day**

**Day Before Thanksgiving, Thanksgiving, Day after Thanksgiving (Black Friday)**

**December 23-January 1st**

\*If it so happens that Christmas falls on a Saturday I will have the prior Friday off and if it falls on a Sunday I will have that Monday off.

The above holidays are **paid days** for **Play Share Daycare** should they fall on a contracted day for your child. **Play Share Daycare WILL** close every first **FULL** week of August for 2 consecutive weeks of **PAID**(\*)(\*\*)vacation per year. In addition to vacation days, I **may** take sick and or family emergency days off which are **UNPAID**.

Notification of **at least 30 Days** will be given prior to any closed days, with the **exception of emergencies or illness**. Please have a backup childcare provider for these occasions. **Play Share Daycare** is not responsible for finding alternate care for your child. In the event that I will be away for a period of time less than three hours (Doctor appointments, errands, etc.) substitute care will be provided by one or more of my assistants.

**Assistants:** Bonnie J. Ferrer and Chris J.Ferrer

**Payment Procedures:**

**Rates: per child**

**Full Time Infant:** \$325/week

**Full Time Toddler:** \$325/week

**Tuition fee:** Tuition fee invoices will be sent out every Monday. (these can be viewed and printed via the Parent App and or Parent Portal). The fee will be due by the **end of the week, on Friday**, in advance for the following week of service. If payment is not made by Friday at 4:00 p.m., the payment will be considered **late** and the late fee of \$15 per **CALENDAR DAY** (includes Sat. and Sun.) will be assessed. (*see matters of money for further details*)

**Holding Fee:** A Holding Fee equivalent to your child's regular weekly tuition is required up front for any and all contractual agreements. This fee is non refundable. The holding fee will be used to satisfy the last week of care that your child is enrolled. (please read **Termination of Care** for further details - pg.10)

**Early Drop Off/Late Pickup:** We understand that circumstances beyond your control may occasionally arise and for that reason we allow a 5 minute grace period after your scheduled pick up time without penalty of fees. Any late pick up after this grace period will incur a fee of \$1.00 per minute retroactive to the first minute after your scheduled pick up time. (ex. If a child is picked up at 6:04:59 p.m. no late fee would be charged, If a child is picked up at 6:05 pm the late fee would be \$5.00) **Play Share Daycare** will also charge \$1.00 per minute for any early drop off more than 10 minutes prior to the start of your scheduled time slot. All Early/Late Pickup fees will be added to your invoice and will incur late payment fees if not paid.

**Late Payment Fee:** \$15.00 per day that payment is not received.

**Personal Checks:** **Play Share Daycare** does not accept checks of any kind this includes but is not limited to personal checks, eChecks, Money Orders, etc.. We are sorry for any inconvenience this may cause however in this digital age there are many other resources for payment that can be utilized. You have several ways to make payment to Play Share Daycare via Cash, PayPal and through our Parent App.

**No Payment:** You will be liable for the cost of fees, late fees and any cost for lost wages if there is a small claims case.

**Time Clock:** Play Share Daycare utilizes a digital time clock to track your child's attendance. **It is YOUR RESPONSIBILITY to clock your child in and out every day that he/she attends. If you forget to clock your child out at pickup, the teacher at the end of day, when the last student has gone, will time out all remaining clocked in students. This may cause you to accrue late fees even if you have picked your child up on time! No grace periods, exceptions or excuses will be accepted for clock in/out procedures or policies.** *Understand that I will do my best to remind you about clocking in/out, ultimately however, this responsibility lies upon you!*

**Full Time:** Childcare on a set schedule of 4-5 days per week.

**Part Time:** Childcare on a set schedule of 3 days per week or less. Please understand that a part time child occupies a full time position. Should a potential client need a full time position, a termination notice *may* be given with the option of the part time parent paying the full time rate to preserve the child's spot. Daycare can only be guaranteed to children that attend full time, or part time children that pay full time rates.

**Late Drop Off / No Show:** If your child will be arriving later than the scheduled drop off time (between 7:00 am to 8:00 am) or your child will not be attending at all for the day, for any reason, **PLEASE** notify ***Play Share Daycare*** no later than 8:00 am..

**Open Door:** You are invited and welcome to visit Play Share Daycare anytime your children are present, however we ask that you please avoid visiting during Rest Time. Parents are free to call Play Share Daycare at anytime as well. If someone does not answer the phone, LEAVE A MESSAGE, we will return your phone call as soon as humanly possible. Understand that the care of your children is my first priority, answering phone calls will always come second.

**Matters of Money:** Tuition fee invoices will be sent out every Monday. (these can be viewed, printed and paid via the Parent Portal and Parent App. The fee is due no later than the end of the week, Friday, by 4:00 p.m., in advance for the following week of service being provided. If payment is not made by Friday by 4:00 p.m., the payment will be considered late and the late fee of \$10 per **CALENDAR DAY** will be assessed. If tuition payment has not been satisfied by Monday of the following week, your child(ren **WILL NOT** be accepted into care until payment, including **ANY** and **ALL** fees, has been received. If a period of 2 weeks pass without payment being received, I reserve the right to terminate your contract, fill your position, and send your account to collections. You will be responsible for **ANY** and **ALL** costs related to the collection of childcare fees. These costs will include any unpaid tuition, late fees, days of lost wages, cost of collection fees, and any court fees if applicable. Cash, Credit and or Debit will be accepted and a receipt will be given upon request.

A **Tax Receipt** of all childcare fees paid can be provided anytime upon request and will be sent out at year's end. Childcare fees are due regardless of whether or not your child attends. You are paying for a **position**, as well as a **service**. No refunds are given for late arrivals or early departures. All childcare services are contracted.

**This agreement is a legal document obligating me to provide a service for you and obligating you to pay me for that service. There are other requirements in the agreement. I urge you to thoroughly read this handbook/Contract & Agreement and realize that it is legal and you will be held liable for each item of the Contract & Agreement. By signing it, you are accepting all terms in it's entirety.**

A Holding Fee equivalent to your child(ren's regular week tuition fee is required up front for any and all contractual agreements. This fee is **non refundable**. The holding fee will be used to satisfy the last week of care that your child is enrolled. Payment of the regular weekly rate will be charged for any extended leave due to illness or maternity leave, etc.

A position at **Play Share Daycare** will be considered open until the Holding Fee and first weeks fees are received. If care is to start more than 2 weeks in the future, a fee in the amount of 50% of the regular rate must then be paid weekly or the position will not be held. This fee is non refundable and may only be used for up to a total of 6 weeks.

**Drop Off/Pick Up:** I assume responsibility for your child only while he/she is on my property. **No child will be allowed to leave with anyone except the parent**, unless indicated on the alternate pickup list, without written permission from the parent. Telephone permission will not do! Alternate pickups and or anyone unfamiliar to me will be **required to show proof of Identification**. Please make sure the alternate pick up person is aware of the requirements beforehand. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbyes brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Please do not leave without telling your child goodbye. Always be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult. Court Order: If there is a court order keeping one parent or guardian away from the child, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non- custodial parent from picking up the child.

**Sick/Vacation Days:** In the event your child becomes ill and needs to miss a day, please notify us 1 hour before child's scheduled arrival time. Full payment will be assessed whether your child attends or not. You will still be responsible for the normal daily rate. Please provide at least 2 weeks prior notice to any vacation time, Parent agrees to pay regular childcare rates to hold child's position during any vacation time or extended leave due to illness, emergencies, etc..

**Television:** I allow **extremely limited** casual TV viewing time of only 30 minutes **TOTAL PER WEEK** and only consisting of child appropriate programming such as but not limited to Nickelodeon, PBS, and the Disney Channel. On occasion I let the children pick an age appropriate video to watch. Children are never required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities. We will, on a regular basis, view videos made specifically by us (Play Share Daycare) for the exclusive use of students at Play Share Daycare during certain times of the day.

**Guidance:** Some people call it discipline. I prefer guidance. No child will ever be hit, spanked, belittled, or otherwise intimidated at **Play Share Daycare** even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time outs depending on the severity of the offense (usually 1 minute per year of age but never to be more than 15 minutes). If a child becomes a persistent behavior problem, I will address it with you and we will try to resolve it together. **AT NO TIME WILL A CHILD EVER BE SUBJECTED TO PHYSICAL PUNISHMENT, SHAMING, FRIGHTENING, HUMILIATING, VERBAL ABUSE, THREATS, OR DEROGATORY REMARKS. MEALS AND SNACKS OR ANY PART THEREOF WILL NEVER BE USED OR DEPRIVED AS AN ACT OF DISCIPLINE OR PUNISHMENT AND NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.**

**Activities:** Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. I will offer times for outside play, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. I will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. Chores, such as picking up, cleaning, organizing, and putting things away will likely be a part of their day. I provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

**Daytime Schedule:**

7:00-8:00 - Arrival and Free Play  
8:00-8:30 - Breakfast  
8:30-9:00 - Interactive Circle Time (Songs/Rhymes/Discussion of weather/etc.)  
9:00-10:00 - Outdoor or Indoor Play (Active Play)  
10:00-10:30 - Bathroom Break/Hand Washing  
10:30-11:30 - Arts/Crafts/Curriculum (Focused on monthly theme)  
11:30-12:00 - Lunch Time  
12:00-12:30 - Bathroom Breaks/Story Time/Cool Down Time  
12:30-2:30 - Nap Time  
2:30-3:00 - Bathroom Break/Hand Washing/PM Snack  
3:00-4:00 - Outdoor or Indoor Play (Active Play)  
4:00-6:00 - Parent Pick up/Table Top Activities

**House Rules:**

No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.  
No intentionally breaking anything.  
No running, jumping, wrestling, climbing, etc. in the house or on the furniture.  
No picking up babies or toddlers.  
No leaving the house or yard without permission (no one will be allowed outside without adult supervision.  
No name-calling, yelling, foul language or teasing - everyone deserves to be treated with respect.  
All food and drink will remain in the designated eating area.

**Pets:** My home has one cat. Please be aware that we do allow our cat to roam occasionally into the daycare areas both inside and outside. This means that our feline friend may venture into these spaces from time to time.

**Potty Training:** Studies show that forcing children to potty train when He/She is not ready can cause emotional and physical damage to the child. It also leads to frustration for all whom are involved. That being said Play Share Daycare has the following potty training policy.

- 1) When a child exhibits understanding that they need to go or that they need to be changed and tells me that they have gone in their diaper is when we can start training.
- 2) I will make a 100% effort to train your child for up to 2 weeks, if your child has continued accidents after the 2 week period I will stop and take a break from training until a latter time.
- 3) I expect you as the parent to also make a 100% effort during this time to also train your child. Please remember it is my job as your care professional to ASSIST you, the Parent, in this process.
- 4) When I determine your child is ready, I will take them to the restroom once an hour and help to encourage them to go.
- 5) I will not reward or bribe your child to go to the potty and I will never punish or scold your child if they have an accident. Please do not ask me to do either.
- 6) Your child will remain in pull ups throughout the day until they have been accident free for 6 weeks. Fecal matter and Urine on floors and in or around my home can become toxic and is a health issue to everyone.
- 7) Your child will remain in pull ups during nap time even if they wear regular underwear during the day until they have remained accident free during naps for 6 weeks.
- 8) During training I will need at least 2 full changes of clothing (including socks) to remain here at Play Share Daycare. If your child happens to have an accident YOU will be responsible for cleaning all items involved. I will place these items into a plastic bag for you to take at pickup.
- 9) Final Note: Please remember that ALL children are different. Children will roll, crawl, walk and talk when THEY are ready, NOT when you are! It just so happens that their ability and desire to potty train isn't any different. There really is no set age for this.



**Toys:** Please **DO NOT** send toys from home with your child. Only if your child needs a special toy or item for sleeping will it be allowed, but it will remain put away and out of sight until Rest Time. **Play Share Daycare** assumes **No Responsibility** for lost, stolen, or broken toys from home. Should the child **deliberately destroy** my toys or other property through outright willfulness, the parent will be required to replace or pay for it.

**Rest Period:** All children aged 5 and under will have a rest period. No child is forced to sleep, however they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick ups or visits during this time to lessen disturbance to the other resting children. All children will rest on their cots with individual linens.

**Supplies:** If your child requires any special supplies that will need to remain at the daycare, they **must be labeled** by you, with your child's First and Last name. You will be notified of any items that need to be replaced immediately. If you fail to bring in the required item within two days of notification, they will be purchased for you and you will be billed the full cost of the required item as well as a \$20 convenience fee.

**Velcro Shoes:** Please bring a pair of Velcro fastened shoes to leave here at the daycare for everyday outside play. Lace up shoes for those children whom do not know how to tie shoes takes time away from me having to assist that child and ultimately takes away from your and other children's allotted playtime.

**Transportation:** At times, we may plan a field trip or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. Also, because this business is run out of my home, it may be necessary to run occasional errands with the children, A text or phone call will be made usually one hour prior to departure. **The only time we may leave without notice is in the case of an emergency**, in which case a note will be placed on the door leaving instructions as to our whereabouts, We will always try to contact you at our earliest possible convenience if such an event occurs. Unless it is an emergency, you will always be notified prior to any outing from **Play Share Daycare** and reserve the right to refuse. If I do not have your permission to transport your child, you are expected to pick up your child within the hour and make alternate childcare arrangements for that day.

**Holidays/Birthdays:** We honor major holidays (We will recognize a Fall Festival in lieu of Halloween) and all children's birthdays. If you would like to bring a special Treat (**no homemade treats please**) for the class, please arrange this with me 2 days prior to the event. You are more than welcome to participate in ANY holiday/birthday activities we may have planned.

**Dress Code Policy:** At Play Share Daycare, we believe in fostering a positive and respectful environment for all children. To ensure that everyone is dressed appropriately for play and activities, by adhering to a dress code, we can create a safe, comfortable, and respectful environment for all children at Play Share Daycare. We have established the following dress code guidelines:

**Boys:** Boys should be dressed in boys' clothing. This includes pants, shorts, and appropriate tops without any graphic images or explicit wording.

**Girls:** Girls should be dressed in girls' clothing. This includes pants, shorts, or dresses. If a dress is worn, shorts must be worn underneath. Girls' tops and blouses should also be free from graphic prints or explicit wording.

**Appropriate Attire:** Clothing should be comfortable, safe, and suitable for a daycare environment where children are engaged in various activities throughout the day. Please ensure that all clothing fits properly and is appropriate for play, allowing children to move freely and safely.

**Changes to Policies:** Changes may be made to these policies as needed and you will be given 30 days prior notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, yearly in January. If changes occur with you or your situation, please give us written notice as soon as possible, especially name, address, or updated immunizations.

### **Emergencies**

**Fire:** In the event there is a fire we will immediately evacuate to our meeting place (Outside, backyard, at the red shed) and call 911. We will practice fire drills monthly so the children will be prepared for such an event if need be.

**Tornado:** In the event of a tornado warning, the children will gather in the basement. We will remain in the basement until the inclement weather has passed. Tornado drills will be practiced every 6 months so the children will be prepared for such an event if need be.

**Natural Gas/Water/Power Outage:** There are flashlights located in the kitchen, office, playroom and infant room. If the power or water remains out for more than 2 hours, there are non-perishables that will be used to eat. If the weather is inclement and the house gets too cold for the children, you will be called to pick up your child.

### **Pandemic/Public Health Emergency/Severe Weather Policy:**

In the unfortunate event Play Share Daycare is required to suspend operation for **any length of time** due to a Pandemic, Public Health Emergency or Severe Weather Condition, Play Share Daycare will require 35% of the normal, regular weekly or daily tuition rate to be satisfied.

**Enrollment Requirements:** Before enrolling your child in **Play Share Daycare** there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to **ALL** of the Policies outlined.
2. An acquaintance visit must be made. I will not care for children unless they have had at least one, preferably two, visits to **Play Share Daycare** to become familiar with me and the service provided.
3. All appropriate forms must be filled out, signed, and on file **PRIOR** to admission. All necessary forms/consents will be given to you in your admission package.
4. All required supplies must be brought to **Play Share Daycare** within 1 week of your child's first day. If you fail to bring in the required supplies within the allotted time frame, I will purchase them for you and you will be billed the full cost of all necessary supplies as well as a \$20 convenience fee.

**Termination of Care:** We allow the first **30 days** (calendar days that your child attends **Play Share Daycare** as a "feeling out" or adjustment period for you and your child, this enables the parent/guardian or **Play Share Daycare** to terminate this agreement should either party feel it isn't an appropriate fit, without the parent or guardian incurring a **termination fee**. Parent or guardian will still be **required to pay**, in full, all weekly rates, late fees, and early drop off and/or late pick up fees, should either party decide to terminate during the first 30 day period. Your **Holding Fee** per child is **NON-REFUNDABLE** and will be used toward the last week of your child's tuition. After the initial 30 day period, services may only be terminated by providing a 2 week prior written notice. Please be aware that you will be charged your weekly rate until I have written notice by you that your child will not be returning. If you terminate care without giving the appropriate written notice, you will still be responsible for **full payment of the final 2 weeks** of care whether your child attends or not and a **Termination Fee equivalent to your child's regular weekly tuition** will also be assessed. I reserve the right to immediately end care for non-payment, failure to respect me, my home, or my neighborhood, the behavior of the child which could deem harmful to the physical or emotional well being of the other children, Parent/Provider disagreements that cannot be resolved and or failure to abide by my policies as stated in this handbook/Contract & Agreement. I, as the Provider have the right to terminate this agreement without notice in the case of harm to other children or a dangerous situation that the child has caused intentionally or other wise.

**Child Abuse/Neglect:** I am **required by law** to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents in my home. Any request to use physical punishments by the parents will be noted in the child's file.

## **Health Matters**

**Dropping Off Sick Children:** We strictly prohibit parents or legal guardians from giving medication to mask the fact that their child is sick and then drop them off at Play Share Daycare. Doing so not only jeopardizes the health of other children but also violates the trust and safety of our daycare community.

**Immediate Termination Policy:** If it is discovered that a child was dropped off at Play Share Daycare while sick, with the intent of masking their illness through medication, Play Share Daycare reserves the right to immediately terminate the child's enrollment without a refund of fees. This policy is in place to ensure the health and safety of all children in our care and maintain a trustworthy and transparent relationship with parents and guardians.

## Health Matters

**Illness:** Under no circumstance is a sick child to attend **Play Share Daycare**. The child should recover fully from an illness in their own home. The other children are at risk of any disease your child may potentially bring into the daycare. It is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced and will lead to **TERMINATION** of your contract if you are found in violation:

Children who have exhibited ANY symptoms of infectious illness within the proceeding 24-hour period are likely to be contagious and should remain at home.

*Examples of associated symptoms include, but are not limited to, fever of 100F measured orally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice.*

**Play Share Daycare** reserves the right to determine whether or not a child should be allowed to return to care regardless of any documentation you may receive from your medical professional. Parents of children who become ill during the day will be promptly notified and are expected to arrange pick up for their child immediately. Picking up an ill child should take no longer than one hour (60 minutes from the time you are notified and you **WILL BE CHARGED** late pickup fees (\$1 per minute as well as incur possible **TERMINATION** of your contract if you have not picked your child up in the allotted time frame. **ILLNESS WILL NOT BE TOLERATED** as it effects the health and well being of all the children in my care as well as my immediate family and I. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

**Medications:** No child will be given any medication, prescription or over the counter drug, unless the parent completes and returns to **Play Share Daycare** a **Medication Authorization Form**. (*Available for download at [www.PlayShareDaycare.com](http://www.PlayShareDaycare.com) - under forms*) Prescription medication **MUST** have the child's name, name of medication, Doctor's name, name of pharmacy, prescription number, date, and directions for administering the medication accompanying it. The medication must be in the original container as dispensed by the pharmacy. A Parent's or guardian's written permission will be required in order to use diapering products, sunscreen lotion and insect repellents.

**Medication Exception:** As your childcare provider, I will administer Syrup of Ipecac if instructed to do so by poison control or emergency medical services.

**Immunizations, Medications, Shots:** Any child whom has been given **ANY** type of immunization, medication, shot or otherwise during a doctor's visit, **will not** be admitted back into care for at least a **24 hour period**. Your child should remain in your care and supervision to closely monitor any allergic or adverse reaction that may occur after being medicated. When scheduling your child's doctor visit, it may be a good idea to schedule them on a Friday so that they may recover over the weekend and return on the following Monday.

**Medical Emergencies:** Although supervision is constantly given, I cannot be by the child's side at all times to prevent falls, trips, bumps, accidents from other children, etc. If the child is injured in a non life-threatening way, I will assess the child and provide first aid. If the injury is serious, the parent will be notified so the child can be transported to the hospital or doctors office. (i.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless it has been determined that I have been negligent. In the case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the nearest Hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment. All injuries or accidents will be recorded accordingly in the daily log report for you.

**Non-Discrimination: As a licensed provider, I do not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.**

## SIGNATURES

By signing this Handbook/Contract & Agreement, you agree to ALL the policies and procedures of this **Play Share Daycare** Handbook/Contract & Agreement, schedule and financial arrangements.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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Signature of Parent or Guardian

*I UNDERSTAND BY SIGNING ABOVE I AM AGREEING WITH PLAY SHARE DAYCARE'S POLICIES AND PROCEDURES AND THESE POLICIES AND PROCEDURES WILL BE IN FULL FORCE STARTING FROM Jan. 1st 2024 to Dec. 31st 2024*

**THIS AGREEMENT WILL BE REVIEWED AND REVISED, EVERY YEAR ON JANUARY 1ST AND AT PLAY SHARE DAYCARE'S DISCRETION, MAY BE REVISED AT ANY TIME DURING THE YEAR. YOU WILL BE NOTIFIED OF ANY CHANGES THAT MAY OCCUR AT LEAST 30 DAYS IN ADVANCE.**

I have read, understand and agree \_\_\_\_\_