PARENT HANDBOOK

**REVISED September 1st 2020**

# MUNCHKIDS PLAYHOUSE AGREEMENT

The following childcare agreement shall become effective on:

and is made by and between:

(Childcare Center) MunchKIDS PlayHouse 20 Lumber Rd, 2nd Fl Roslyn NY 11576

and

Parent or Guardian Full Name: Relationship:

Photo ID:

Home Address:

Home Phone:

Mobile Phone:

Email:

Place of Employment: Work Number:

Parent or Guardian Full Name: Relationship:

Photo ID:

Home Address:

Home Phone:

Mobile Phone:

Email:

Place of Employment: Work Number:

The mentioned Childcare Center shall provide routine Childcare for the following child(ren):

Full Name of Child #1: Date of Birth:

Date of Enrollment: Home Phone Number: Home Address:

Child Nick Name: Gender:

Full Name of Child #2: Date of Birth:

Date of Enrollment: Home Phone Number: Home Address:

Child Nick Name: Gender:

Full Name of Child #3: Date of Birth:

Date of Enrollment: Home Phone Number: Home Address:

Child Nick Name: Gender:

 is the primary caregiver with whom the children resides.

Note: A multi-child discount of % may apply.

Please check with the Childcare Center for further details.

Therefore, the herein named Parent(s) and/or Legal Guardian(s) hereby grant the Childcare Center the right and authority to provide childcare Services for the mentioned child(ren) pursuant to the terms and conditions contained within this Agreement, and thus all parties hereby agree as follows:

# ENROLLMENT

Parents are required to ensure that all forms are completed in their entirety and returned to the Childcare Center before the child(ren) enters the program. All forms must be renewed and completed on an annual basis in an effort to ensure that the Childcare Center has the most accurate and up to date information on each child/family.

# CHILDCARE OPERATIONAL HOURS

Monday thru Friday: from 7:00AM to 6:00PM

# SNACKS AND LUNCH

Childcare Center will provide breakfast, lunch, and snack.

# VACATION, SICK TIME & HOLIDAYS

Childcare services will not be provided on the following Holidays: New Year's Day

Martin Luther King, Jr. Day President's Day

Memorial Day July 4th

Independence Day Observed (Monday) Labor Day

Columbus Day Veterans Day

Thanksgiving Day & Black Friday Christmas Eve

Christmas Day

New Year’s Eve hours are from 7:00am-1:00pm

The Parent shall also provide 21 days written notice for any planned family vacation, and as such there will be no charges assessed to the Parent for the time the family is away on vacation. However, if the Parent fails to provide the specified advance written notice, then the Parent shall be charged the regular fees for childcare.

# Childcare Center Personal & Training Days

In addition, the Childcare Center reserves the right to take personal days and training classes per year, of which the Childcare Center shall give the Parent(s) with 21 days advance notice. Parents are expected to pay for childcare services on any Childcare Center personal days.

# Childcare Center Sick Days

In the unlikely event that the Childcare Center shall fall ill or is faced with an emergency, the Childcare Center may secure a qualified substitute care Childcare Center for the enrolled children. If the Childcare Center is unable to do so, the Childcare Center shall immediately notify the Parents of such.

If the Childcare Center closes the Childcare facilities due to illness or emergency, beyond the number of personal days allocated above, then the Childcare Center shall refund the pro-rated portion of any weekly fee paid by the Parents in advance for the additional days of closure.

# Additional Hours:

In the event that a Parent wants or needs to add additional hours to those already specified above, the Parent MUST provide advance written notice to the Childcare Center. Subject to space availability and at the Childcare Center's discretion, the Childcare Center may, but is not required, to accommodate the additional hours requested. The Parent will be charged for the additional time at the rate of **$20.00 per hour.**

# CHILDCARE SERVICE DAYS CONTRACTED Initial here

The Parent(s) or Guardian agrees to enroll and shall pay for such services, for the mentioned children on the following days and times:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

The scheduled days and times shall remain in effect until such time as the childcare Services are either terminated or modified by the Childcare Center, the Parent(s) or Legal Guardian(s) or both by providing days written notice of intent to terminate or modify the Agreement.

The Parent(s) and/or Legal Guardian(s) shall agree to pay all Childcare fees when due and payable based upon the rate and fee schedule as specified below.

# REGISTRATION FEE Initial here

At the signing of this Contract, the Parents agree to pay an initial registration fee of

# $150.00 per child.

**PROGRAM FEES Initial here**

Weekly: childcare fees shall be due and payable on the last business day of each week for the week attended or in advance for the coming week. If the program fee is

not paid by the due date, a late fee of $15 per "Late Day" shall be charged. If the payment (including late charges) is not received by the day of the "Late Day"

period, the Childcare Center shall immediately terminate this Childcare Agreement and enrollment of the child(ren). If the child(ren) enrolls in Childcare on any day other

than on a Monday, then payment for the first week is to be prorated to cover Day Care provided for the remainder of the week and is due and payable upon the first day of enrollment.

# CHILDCARE FEES Initial here

Age: **18 months - 36 months**

Full-Time: $380.00 per week, per child (5 days/15+hours a week)

Part-time: $225.00 per week, per child (5 days/less than 15 hours a week) Part-time: $140.00 per week, per child (3 days/less than 9 hours a week) Part-time: $100.00 per week, per child (2 days/less than 6 hours a week)

Age: **3 - 5 years old**

Full-Time: $350.00 per week, per child (5 days/15+hours a week)

Part-time: $200.00 per week, per child (5 days/less than 15 hours a week) Part-time: $130.00 per week, per child (3 days/less than 9 hours a week) Part-time: $95.00 per week, per child (2 days/less than 6 hours a week)

\*\*Considered full-time at 15 + hours per week.

\*\*Considered part-time at less than 15 hours per week.

Holidays and child absences shall be billed as if care had been provided.

# Late Pick-Up & Early Drop-Off Policy and Fees:

The childcare Facility is open during the mentioned time.

# Early Drop-Off Initial here

The Childcare Center will charge an Early Drop-off fee of $60 from 7:00 am – 8:00 am for the month that the Parent arrives prior to the agreed upon drop-off time. This fee is due and payable, in cash only, to the Childcare Center at the end of the month.

# Late Pick-Up Initial here

The Childcare Center will charge a Late Pick-up fee of $1.00 for every minute that the Parent is late picking up their child. This fee is due and payable, in cash only, to the Childcare Center on site at time of late pick-up. Pickup after 6:00pm is considered LATE.

# ACCEPTED PAYMENT METHOD TERMS AND POLICY Initial here

The Childcare Center accepts the following forms of payment:

1. Cash
2. Check
3. Money Order

The Parent shall be responsible for any and all fees, which may be charged by the bank, with regards to any check returned for non-sufficient funds or any payment declined due to lack of funds or credit available.

# Restriction or Termination for Persistent Late or Returned Payments Initial here

The Childcare Center reserves the right to restrict any child from attending the childcare Program if their account becomes more than 3 lateness, until such time as their account is brought up to a status. Persistent late payments shall be considered grounds for termination of childcare services. The Parent shall be charged a "Contract Termination Fee" for non-payment. Outstanding balances will incur interest at the rate of 5% until such time as payment has been made in full, including any late fees and interest charges. The Childcare Center shall terminate childcare Services for those Parents whose accounts are days past due without advance notice. Parents shall be held responsible for any and all legal and/or collection fees (court, attorney and collection agency fees) related to the collections of any outstanding balances.

The Childcare Center reserves the right to report all delinquent account to Childcare Center reporting agency, specifically designed for Childcare Centers to complete a background check and/or report delinquent childcare clients.

# Return Check Policy Initial here

A fee will be assessed for each return check received back from the bank for non- payment due to insufficient funds. Check payment privileges may be suspended if two or more checks are returned and may result in "Cash Only" payments for future Childcare fees. Nonpayment of checks returned by the bank may result in the removal of the child(ren) from the childcare Facility and the pursuit of legal remedies for unpaid balances.

# COMMUNICATION BETWEEN PARENT & Childcare Center Initial here

The Parent herein acknowledges and agrees to notify Childcare Center of any changes in employment and ability to pay, any absences as soon as the parent becomes aware that the child shall be unable to attend on a particular day, or any other event which may have an impact on the terms and conditions contained within this Agreement. In addition, the Parent shall notify the Childcare Center of any changes in their child's health and or illness immediately upon discovery. The Childcare Center herein acknowledges and agrees to provide week notice to Parents of any changes to policy

and procedures, any potential or schedule rate increase, any child behavior issues or discipline, anticipated Childcare Center Vacation and Personal days and any other changes that could affect the Childcare services provided.

# ATTENDANCE – SIGN IN AND SIGN OUT Initial here

The Parent acknowledges that they received a current copy of the Parent Handbook Rules, Procedures and Code of Conduct and herein agrees to comply with all the terms and conditions of the Childcare program. Parents acknowledge and understand that their cooperation with the Childcare Center is essential to ensure that the Childcare Center is compensated for the care provided to the child.

The Parent shall be solely responsible to drop-off and pick-up their child or making arrangements for an authorized representative to do so.

Parents and/or Authorized Representative shall on a daily basis sign-in and sign-out their child using the exact time the child was dropped-off and/or picked-up, accompanied by a signature through “Daily Connect”.

Parents and/or Authorized Representative shall provide specific reason for an early or late drop-off and/or an early or late pick-up.

# AUTHORIZED CHILD PICK-UP Initial here

In the event that a Parent is unable to pick-up their child, the Parent has authorized the following individuals to pick-up their child:

AUTHORIZED CHILD PICK-UP #1

Name:

Relationship:

Primary Phone:

Cell Phone:

AUTHORIZED CHILD PICK-UP #2

Name:

Relationship:

Primary Phone:

Cell Phone:

AUTHORIZED CHILD PICK-UP #3

Name: Relationship: Primary Phone: Cell Phone:

# PERSONS NOT AUTHORIZED TO PICK-UP CHILD Initial here

The individuals listed below are not authorized to pick-up the mentioned child(ren) at any time:

Name:

Name:

Name:

If the person listed above is the biological parent, or you are separated or divorced, please provide a copy of your custody order to be kept on file at with the Childcare Center.

# ILLINESS POLICY Initial here

In the event that your child should show any signs of an oncoming illness, please notify the Childcare Center immediately, as the Childcare Center has the obligation to protect the other children at the Childcare facility from illness whenever possible. If you child displays any symptoms or conditions below, they should be kept home or shall be sent home if the following conditions below becomes apparent:

Fever over 100 Degrees F Vomiting

Skin rash or eruptions of an unknown origin Persistent cough

Heavy nasal discharge (unless related to allergy and accompanied by a doctors' note)

Diarrhea Pink Eye Sore Throat

Upset Stomach

Parasites (e.g. nits, lice, crabs, scabies etc.)

Communicable diseases (e.g. chicken pox, measles, ring worm scarlet fever etc.).

A child may also be sent home when the Childcare Center believes, in their judgment, that the child’s condition poses a threat to the health or safety of other children or staff in the program. Parents of children enrolled in Childcare will be notified of any contagious illness or diseases that their child(ren) may have been exposed to.

In the event a child becomes ill at the Childcare facility, he or she will be separated from the rest of the children and the Parent will be called. The Parent, or Authorized Representative, MUST pick-up the child within one hour after notification of illness. After

one hour, the Parent will be charged any additional costs related to private, isolated care. The child should be symptom free for 24 hours (without any medication) before returning to Childcare.

# EMERGENCY CONTACT Initial here

It is the policy of the Childcare Center to notify a parent when their child is ill or needs medical attention. Occasionally we are unable to reach the Parents and thus we need to contact an emergency contact person to get immediate help for the child, or to call for an ambulance if an emergency contact cannot be reached.

Please provide at least two emergency contacts, other than the parents: EMERGENCY CONTACT #1

Name: Relationship:

Work Phone:

Primary Phone:

Cell Phone:

EMERGENCY CONTACT #2

Name: Relationship:

Work Phone:

Primary Phone:

Cell Phone:

EMERGENCY CONTACT #3

Name: Relationship: Work Phone: Primary Phone: Cell Phone:

# PHYSICIAN AND HOSPITAL PREFERENCE Initial here

The Childcare Center will first attempt to contact the Parent(s) or Guardian if the child(ren) becomes ill. If the Parent(s) or Guardian cannot be reached, the Childcare Center may contact the family physician or the child's pediatrician to seek and obtain medical care for my child when deemed necessary from or at the following facility:

Physician Name:

Address:

City:

State:

Zip:

Telephone:

Hospital Preference:

Health Insurance Childcare Center Name:

Policy Number:

Group Number:

Name of Policy Holder:

# WITHDRAWAL OF CHILD BY PARENT Initial here

In the event the Parent wishes to withdraw their child from Childcare, the Parent MUST provide two weeks advance written notice before withdrawing the child from the program. Should the Parent fail to provide advance written notice, the Parent will be charged for two weeks of Childcare, even though the child is no longer enrolled in the program. The deposit paid at enrollment will be applied towards this amount.

# TERMINATION BY Childcare Center Initial here

1. Childcare Center Required Advance Notice

The Childcare Center may terminate any child's enrollment upon two weeks advance termination notice to the Parent for any reason. The pre-paid deposit shall first be applied towards any outstanding balance on the child's account. If Childcare Center's notice of termination occurs in the midst of a longer pre-paid payment period, then a pro-rated amount will be refunded to the Parent after first deducting any outstanding balances owed.

1. IMMEDIATE TERMINATION

The Childcare Center may terminate a child's enrollment in the Childcare immediately, if any of the following conditions arise:

1. At the Childcare Center's sole discretion, it is decided that the child's behavior or that of the

Parent's poses a significant threat to the physical, emotional, or mental health or wellbeing of any of the children, staff, the program or other persons on the Childcare Center's

premises, and the Childcare Center is unable to reasonably eliminate the threat.

1. Any payment owed by the Parent to Childcare Center under this agreement is not paid within

three days after final past due notice has been provided to the parent.

1. The child is picked up late more than five times within any thirty (30) day period.

If pursuant to any of the reasons set forth above, the Childcare Center terminates the child's

enrollment in the midst of a payment period (weekly); a pro-rated amount will

be refunded to the Parent after first deducting any outstanding balances owed. The Childcare Center will apply the pre-paid deposit for the last two weeks of attendance, after first

deducting any outstanding balances that remain due and owing.

# DUTY TO REPORT SUSPECTED CHILD ABUSE Initial here

The Childcare Center is mandated by law to report any suspected cases of child abuse to the proper authorities pursuant to the terms of the Penal Code. The Childcare Center and its employees, who have knowledge of or observe the child, in their professional capacity or within the scope of their employment, whom the Childcare Center or the employee knows or reasonably suspects has been the victim of child abuse, have a statutory duty to report the known or suspected instance of child abuse to a child protective agency. In addition, the Childcare Center and any employees who have knowledge of or who reasonably suspect that mental suffering has been inflicted upon the child or that their emotional well-being may be endangered in any other way, must report the known or suspected instance of child abuse to a child protective agency.

# RELEASING CHILD TO PARENT OR GUARDIAN Initial here

The Childcare Center will release a child only to:

* 1. Parents with legal and/or primary physical custody, or to the child's legal guardian;
	2. Anyone the Parent or guardian has authorized by way of prior written arrangement with the Childcare Center; or
	3. Police or welfare workers with proper documented authorization.

The Childcare Center will not release the child to anyone under the age of 18.

The Parent must sign the child in/out upon arrival and departure each day. The Parent must not remove the child from Childcare without notifying the Childcare Center.

All persons, other than the parents, picking up the child shall be required to provide their driver license or another form of government identification and will be required to sign in with time and full signature.

# OTHER CONSIDERATIONS Initial here

1. Attire

Parents should provide a spare change of clothing for any child under the age of five (5); and all clothing must have the child's name on the label. The Childcare Center shall not be

responsible for any soiled or lost clothing.

1. Medications

The Childcare Center will NOT administer any medication.

1. Medical Conditions/Allergies

The Parent must fill out a form provided by the Childcare Center listing the child's allergies and all medical conditions.

1. Discipline

The Childcare Center will not make use of any corporeal punishment in the discipline of the

children. Should discipline be required, the Childcare Center shall use redirection and/or positive reinforcement.

# DAMAGES Initial here

All children are expected to treat all property located at and within the facility with respect. The Parent(s) agree to pay for any accidental or willful destruction of any property located at the facility, whether said property is owned by the Childcare Center or any other person, at the current replacement cost, if such damage and/or destruction were caused by the child.

# Outdoor Play Initial here

Outdoor Play is an important part of your child’s physical and emotional development. Please make sure your child has the appropriate clothing for the season. We will go outside daily except in the following conditions:

During rain or snow, and when the temperature is above 96 Degrees F or below 32 degrees F.

# PARENT – Childcare Center HANDBOOK Initial here

The Parent has seen and read the Parent/Childcare Center Handbook and herein agrees to abide and comply by all the policies and procedures contained in the Parent/ Childcare Center Handbook.

# MODIFICATION/AMENDMENT

The Childcare Center reserves the right to modify and/or amend this agreement upon four weeks advance written notice of any changes in the basic rates or services; provided. Changes in the basic rates and services do not require Parent consent, but all other changes require Parental consent. The Childcare Center has the right to modify and/or amend this agreement to reflect changes in the rules and policies with regard to rates or services, including those changes reflected in the Childcare Center handbook.

# CONSTRUCTION

Phrases and Words in this Contract shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

# SEVERABILITY

In the event that any provision, clause, sentence, section or other part of this Agreement is held to be invalid, illegal, inapplicable, unconstitutional, contrary to public policy, void or unenforceable in law to any person or circumstance, and intend that the balance of this Agreement shall remain in full force and effect so long as the Purpose of this Agreement is not affected in any manner adverse to either party.

# BINDING EFFECT

This Contract will be binding on and inure to the benefit of the parties hereto and their respective successors, heirs, legal representatives, and permitted assigns (if any). This Agreement supersedes any prior agreements between and the concerning the subject matter of this Contract.

# MERGER

Any and all prior agreements made by the parties are deemed to be merged into this Agreement.

# ENTIRE AGREEMENT

This Agreement, together with those documents specifically incorporated herein by reference, contains the entire agreement and understanding between the parties as to the subject matter hereof.

# WAIVER

There is no right under this Agreement that shall be waived merely by delaying or failing to exercise or execute it. The consent to one act shall not be consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

# GOVERNING LAW

This agreement shall be governed by and interpreted in accordance with the laws of the State of New York.

# THE UNDERSIGNED HAVE READ AND UNDERSTAND THIS AGREEMENT, and by

signing this Agreement, all parties agree to all the above terms, conditions and policies, including financial responsibilities for Childcare provided. The Childcare Center is responsible for providing all parties a copy of this signed Agreement.

(Childcare Center's Signature)

(Parent 1/Legal Guardian Signature)

(Parent 2/Legal Guardian Signature)