



**Little ducklings
family child care**

An informative handbook for parents

I _____, have received the
Little ducklings Parent Handbook and Handouts.

PARENT INITIALS HERE

Waiver _____

Insurance _____

Religion _____

Payments and other cost _____

Enrollments, Confidentiality, Supplies _____

Holidays, Vacations, Alternate care _____

Under the influence & Termination _____

Nutrition, Naps & SIDS _____

Daily schedule & Activities _____

Illness Guidelines _____

Medications _____

Discipline & Positive Guidance Techniques _____

HANDOUTS: Rate Sheet _____

Daycare House rules _____

Other Important Issues _____

Emergency Plans _____

This is to verify that I have read Little ducklings Handbook and Handouts. I agree
to comply with the policies outlined in the parent handbook.

Parent signature

DATE _____

Little ducklings daycare provider signature

DATE _____

Contact Information

Provider Name: Niharika velagala

Phone Number: 630-363-6333

Email: niharikavelagala@gmail.com

Emergency Phone Numbers: 410-696-7176, 630-802-0770

Address: 7950 pettigrew st, Elkridge, MD 21075

1. Terms:

The agreement terminates on end of every 12 months. All contracts must be renewed at the end 12 months of each year. Failure to comply with the terms set forth in this agreement may, at Provider's discretion, result in immediate termination of enrollment and forfeiture of any security deposit paid. A two week written notice is required for any party to terminate this agreement, after the trial adjustment period has expired. If you terminate the without notice, you will still be held liable for two weeks fees.

2. Contracted Hours:

The parties have agreed to the following schedule of care. We opens and closes when your child arrives and is picked up, she does not carry general open & close hours. Each family has their own specific and pre-arranged, contracted drop off and pick up hours.

Hours & Rates

Weekly Schedule

Monday thru Friday: 8:00am to 5:30pm

Saturday and Sunday: Closed

Paid Holidays

Home Daycare recognizes Federal Holidays and will be closed on:

- New Year eve, New Year's day
- M L King birthday,
- Presidents day
- Monday after Easter Sunday
- Memorial day
- Independence day
- Labor day
- Thanksgiving day and day after
- Christmas day and the day after (if Christmas day is on Friday then closed on Thursday or Monday the following week)

Paid Vacation Time

- One week paid vacation and one week unpaid vacation(one scheduled and one to be announced 30 days in advance)
- Parent or child illness.
- Parent vacation
- Unavoidable closing, like snow day, power failure, water shutdown and other types of inclement weather condition.

6 personal days/sick and professional days

- I will be taking a one week paid vacation. At least one month's notice will be given before any vacation time occurs.

- 6 personal paid sick day leaves incases of me or family member fall sick will be informed 2-3 hrs earlier notice on same day .
- Incase of any additional vacation time that's going to be unpaid will inform .
- Parent/guardians are responsible to have back-up care available in case of these closings.

** It is expected that parents will give provider notice when the child is absent from care due to illness/emergency/doctor's appointment or vacation. Parents are required to pay tuition prior to their vacation.

***It is not the provider's responsibility to provide alternate care for the children during the sick, personal and vacation time.

*** I do expect dear parents to understand also that emergency could happen at any time and their flexibility is always appreciated.

Inclement Weather

During inclement weather and snow as, we are concerned with your child's safety and will follow Howard County Public School system (HCPSS) decision for delays, closing and early dismissal. Please follow HCPSS weather related announcements; however parents are required to pay tuition for any such closings.

Rates Information:

Infants (5m-24m) - \$250 per week

Toddlers & pre-k (2&up) - \$225 per week

Hourly rate - \$10

Late pick up :

Late pick up must be prearranged and approved by the provider. It is crucial that your child be picked up by your contracted pick up time listed above. If you are running late or stuck in traffic please call/text me in advance, so that I am aware of the situation. This also applies to early drop off. Provider also reserves the right to

refuse a child if drop off occurs before contracted time. Repeated late pick up or early drop off may result in termination of care. Late fees are due at time of pick up. Please remember provider has commitments to her family and others outside the home and may not always be available for late pick up. Please have someone else available to pick up your child for you if you will be late.

- Late pick up after 5:45 p.m & early drop ins will be charged extra \$10 every half an hour .
- This also applies to early drop off. Provider also reserves the right to refuse a child if drop off occurs before contracted time. Repeated late pick up or early drop off may result in termination of care. Late fees are due at time of pick up. Please remember provider has commitments to her family and others outside the home and may not always be available for late pick up. Please have someone else available to pick up your child for you if you will be late.

Payment Schedule:

Fees are payable in advance, no exceptions are made for absences due to illness, vacation, or other reason for missed attendance. Payment is due on the end of the month, if received after the end of the month late fees will be assessed. There are no refunds for early pick up or late arrival. Payment is a flat fee, a contracted monthly rate designed for each family based on their specific needs. Payment must be received on the day it is due (or prior to), even if your child is not in attendance. If you need additional hours beyond agreed upon contracted pick up & drop off times, a rate of \$10 every half an hour will be added to your rate on such days additional time is needed. This must be prearranged and approved by me in advance notification.

Returned checks:

In the event of a returned or NSF check parent/guardian will be responsible for all bank charges incurred by provider and a \$10\$ NSF fee will be charged to your account. If payment is not received within 24 hours of NSF notification Normal late fees will be accrue. Failure to pay within 5 days will result in termination of contract for non-payment and forfeiture of any deposit. After two NSF checks, all future payments must be paid in cash or money order only; checks will no longer be accepted.

Legal actions:

Legal actions will be taken in cases of missing payments or in Non sufficient funds when parents fail to breach these payment terms.

Weather:

In the event that weather creates a dangerous situation, you may be asked to pick your child up from care immediately or I may be forced to close for the day entirely. Examples of this may be, but are not limited to, loss of electricity or threat of serious flooding. I will notify parents immediately of any weather related closures.

- Parent/guardians are responsible to have back-up care available in case of these closings.

Absences :

In the event that your child needs to miss a day, please call within 1 hour of regular arrival time. Please remember even if child is absent from care the normal rate will still be due. You are paying for a position, as well as a service.

Illness:

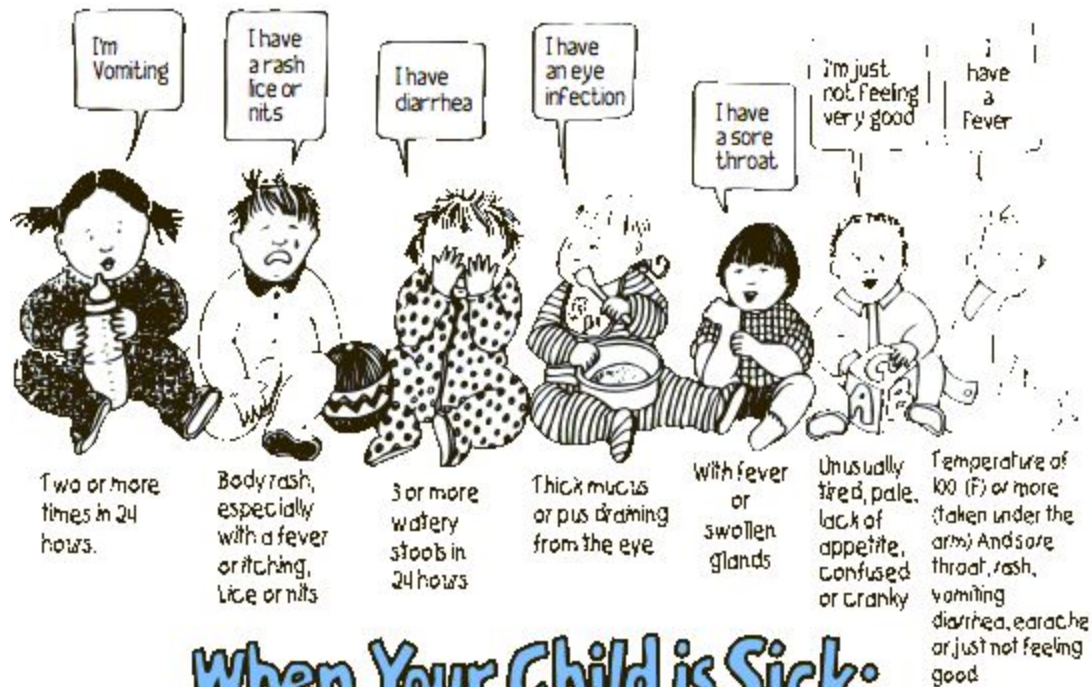
Under no circumstances should a parent bring a child to care sick. If you are not sure if your child is well enough to attend care please call and discuss it with provider. Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and may be cause for immediate termination. Provider understands and respects your need to work, is responsible

for the health and well being of all children in care and will closely follow health department regulations when it comes to illness. For the health and safety of all children provider has the right to refuse to care to any sick child.

NOTE :

- Once the child removed from daycare due to illness ,they may not return to daycare until symptoms requiring removal are no longer present .the child must also be void any contagious disease unless accompanied by a doctor's note stating the illness is in question is not contagious and the child is otherwise feeling well enough to participate on our daily schedule program.
- Parents are responsible for looking alternative other care in these situations.

Keep Me Home If...



When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

Medication:

Nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. Prescriptions must be labeled with the child's name.

Medical Emergencies:

Minor bumps and scratches are inevitable, but I make every effort to keep children safe through supervision and childproofing. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parent/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Provider and/or her family will not be held liable for any sickness/injury of either parent/guardian or child while on the premises or while the child is in the company of the provider, including during field trips or outings.

Arrival and Departure:

It is normal for children to be hesitant and sometimes even cry when being dropped off. Please be very brief (no more than 5 minutes is sufficient) during drop off times as the longer you prolong the departure the harder it gets for your child. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Also please do not allow your child to go outside unattended. Pick up and drop off can be a time of testing limits when two different authority figures are present (parent and provider) and children may test to see if the rules still apply. It is important that you support provider's rules at this time, this promotes consistency, and if you do not provider will remind your child of inappropriate behaviors being displayed and take action to correct them if needed.

Authorized Pick up :

Under no circumstances will the child be released to anyone other than parent/guardian or those listed below without written permission from parent/guardian. Even with written permission, any persons unfamiliar to provider will be required to show valid photo identification. Please alert provider in advance when anyone listed below will be picking up.

Discipline:

No child will be hit, spanked, belittled, or otherwise intimidated while in provider's care. No corporal punishment will be used, including by parent/guardian when on the premise. Children will be treated with courtesy, respect, and patience. Children are explained the rules of the daycare home frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following guidance techniques will be used according to age and understanding level. Younger children, older infants and toddlers, will be redirected to another activity. Older children will be given time-outs (one minute per year of age) depending on the severity of the offense. If a child develops a persistent behavior problem, I will address it with you and we will try to resolve it together.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Supplies:

Parents are requested to bring a blanket for rest time to be kept at the child care home and a complete change of clothing (including socks) appropriate for the weather. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good/special clothing is not recommended. All items need to be labeled with your child's initials.

- Parents are required to supply diapers and wipes for non-potty trained children. Provider will notify you when your child's supply needs to be replenished. Parent should also bring diaper rash ointment, any medications, or creams (including sunscreen) needed.

Toys:

No toys should be brought from home. If something to sleep with at nap is needed (special blanket or animal) please bring it, but it will only be for naptime and will be put up when the child first arrives.

Potty Training:

Provider will be happy to help with potty training provided that parents initiate the process at home first, whether it is over a weekend or during vacation. Provider expects parents to work with her in this process. Putting a child in a diaper during the potty training process will only confuse the child and delay the training process. All potty training children must wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period.

- Parent/guardian(s) are welcome to bring special food treats for their child's birthday. Please arrange with provider beforehand as other children have allergies to specific foods. Children will learn about most major holidays and provider
- may have holiday parties and/or holiday related activities. These will be secular activities as religious teachings are left to the parent. If you'd prefer your child not participate in any planned parties, alternate care will need to be arranged during those times.

Meal time :

Parent/guardians are responsible for feeding child and if he/she will arrive after a mealtime. Infants are always fed on demand. Infant formula, cereal, and baby food is not provided and must be supplied by parent/guardian.

Nap/Rest Time :

Each child is required to have a rest period. If your child no longer naps, he/she may look at books or do quiet activities but must remain quiet for the other children. Parents are requested to supply a blanket for the child to be kept at daycare during the week. Drop off or pick up is not allowed during this period as it has proven to be very disruptive to the sleeping children. Infants are always put to

sleep on their backs and nap on demand. Toddlers will be transitioned to one nap a day usually between 12- 18 months.

ARRIVALS AND DEPARTURES :

When dropping off or picking up children, remember to sign them in or out in the the sheet and put their belongings away.

Please examine your child from head to toe any rashes & allergies or any bumps ,minor cuts /tiny bumps/ tiny marks /injuries /burn marks/ any illness symptoms & body temperature etc., during drop in & pick up kids let the provider to be informed immediately when parents notify in care .

*** provider is not responsible any of these conditions one's child leave care .**

***Diaper rashes are common to infants & toddlers so i request parents to provide diaper cream.**

Children should arrive at daycare with clean clothes (not pajamas), diapers, hair, face & hands, including fingernails cut, and ready for the day

Transportation:

Copies of emergency forms remain with provider at all times.

Trial Adjustment Period:

The first 2-3 weeks of care are an adjustment and trial period for the provider, child, and parent/guardian. This agreement may be terminated, in writing, at any time during this period by the parent/guardian or provider.

Conferences: Parents are welcome to call or text and email anytime during the day with concerns or questions and I will always return their call ASAP. You may also conference with me during drop-off and pick-up, but if the issue needs a longer conversation we will have to schedule additional time.

Termination.

After the trial adjustment period, this agreement may be terminated by the parent/guardian by giving two weeks written notice if the child or children are to be permanently withdrawn from care. Two weeks pay will be accepted in lieu of the two weeks written notice. Provider will also give the family two weeks written

notice of intent to cancel this agreement except in cases of family emergency (Provider's), gross misconduct on the part of the parent/guardian or child, and/or failure to follow the rules set forth in this contract, in which immediate termination without notice may be given.

INFLUENCE OF DRUGS/ALCOHOL :

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required

Screen time:

Television viewing is no more than an half hour at a time we pick only age appropriate educational videos to watch.

Note:children's who are interested are never required to sit & watch tv during screen time hours and tv is not in place of free play or learning activities .

Developmental assessments :

Developmental assessments will be conducted for every kid in care for every 6 months under state licensure regulations .These assessment will be recorded & signed by parents after assessment & will be submitted to child care licence during their inspections .

Confidentiality:

All information provided will be kept confidential. Absolutely no information will be released to persons other than parent/guardian unless prior written permission has been received.

Open door policy :

Please feel free to come and go at anytime throughout the day to visit your child. However, please keep in mind that in doing so it can prove disruptive in our care. During times like these the other children have a hard time in following our directions,if you or any other part of your family members would like to come visit or play with the child for an extended period of time ,please take the child in question of the day care such as home, park or walk etc., feel free to bring child back to daycare.

I request all parents not to disturb our hours of operation by messages in mobile regarding concerns unless it's emergency .

Parent Conferences: Feel free to call me or email to schedule an appointment regarding any issues. I will contact you to discuss your child's progress as needed.

Reporting child abuse:

We are required to report as a Professional Child Care Providers in Preventing and Responding to Child Abuse and Neglect, provides information on the roles and responsibilities of child care providers in preventing, recognizing, and reporting child abuse and neglect, maltreatment within and outside of our program .Your child can be questioned by child care services any time without your contest if any signs of child abuse is identified.

Special needs(Inclusion) :

I will do my best to accommodate the needs of children with special needs and special health care needs in compliance with the ADA. If your child has an IEP or IFSP, please provide a copy and provide things necessary for your child needs.

Medical Emergencies:

Minor bumps and scratches are inevitable, but I make every effort to keep children safe through supervision and childproofing. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parent/guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Provider and/or her family will not be held liable for any sickness/injury of either parent/guardian or child while on the premises or while the child is in the company of the provider, including during field trips or outings.

Fire drills:

fire drills will be done with the children monthly so that they will know what to do if an emergency situation rises.

TAXES:

A W-10 form will be given to you by January 31.

Acknowledgement of Agreement:

I/we have read and fully understand this contract. By signing this agreement, I/we agree to comply with all terms and provisions stated in contract and parent handbook. This contract is subject to review and renewal on _____. Any changes made to the terms of this contract must be made in writing by the provider and with two weeks' notice to parent/guardian. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as set forth herein. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.