



**Little ducklings  
family child care**

# An informative handbook for parents

I \_\_\_\_\_, received the Little ducklings Parent Handbook and Handouts.

## PARENT INITIALS HERE

Waiver \_\_\_\_\_

Insurance \_\_\_\_\_

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 at the end of every year end . All contracts must be renewed at the end of 12 months of each year. Failure to comply with the terms set forth in this agreement may, at the 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 without notice, you will still be held liable for two weeks fees.

## **Hours & Rates**

### **Weekly Schedule**

Monday thru thursday: 8:30am to 6:00 pm

Friday :8:30 - 5:40 p.m

Hours of operation may change incase of important work outside of home occur to provider or during the day before long weeks,holidays ...

Saturday and Sunday: Closed

## **Paid Holidays :**

Home Daycare recognizes Federal Holidays and will be closed on:

- New Year's Day
- M L King's 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)
- Upto 6 personal paid sick leaves incases of provider or family members of provider fall sick. Parents will be informed 2-3 hrs earlier notice on the same day

- Provider will be taking 2-3 weeks unpaid vacation in a year sometimes more if provider is travelling to india. At least one month's notice will be given before any vacation time occurs unless its an emergency.
- It is Parents/guardians responsibility to always have back-up care available in case of daycare 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 prior to the child's absence.

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

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

## **Rates Information:**

### **Full time :**

Infants (5m-24m) - \$1100 per month (option- 1) - cutoff days for payment only for child sick days (excluding common common cold,cough ,vacation

- \$1000 per month (option- 2) - no cutoff days in payment unless if the child absent completely for a week or more due to sickness or vacation

Toddlers & pre-k (2&up) - \$900 per month (option- 1)- cutoff days for payment only for child sick days (excluding common common cold,cough) or vacation

\$800 per month (option -2) - no cutoff days in payment unless if the child absent complete week due to sickness or vacation

**Hourly rate** - \$10 for (5m-24m), 8\$ - (2& up)

For part time rates please reach the provider. Monthly part time rates will remain the same incase of child absences from care and extra hourly charges will be applied if child comes extra hours during school closings etc.than contracted hours.

### **Late pick up :**

Late pick up must be prearranged and approved by the provider. If you are not able to pick up your child by the contracted time, please have someone else available to pick up your child for you. 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. Repeated late pick up or early drop off may result in additional charges for each 30 mins. 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 on time, no exceptions are made for absences due to illness, vacation, or other reason for missed attendance.

### **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.

### **Absences :**

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

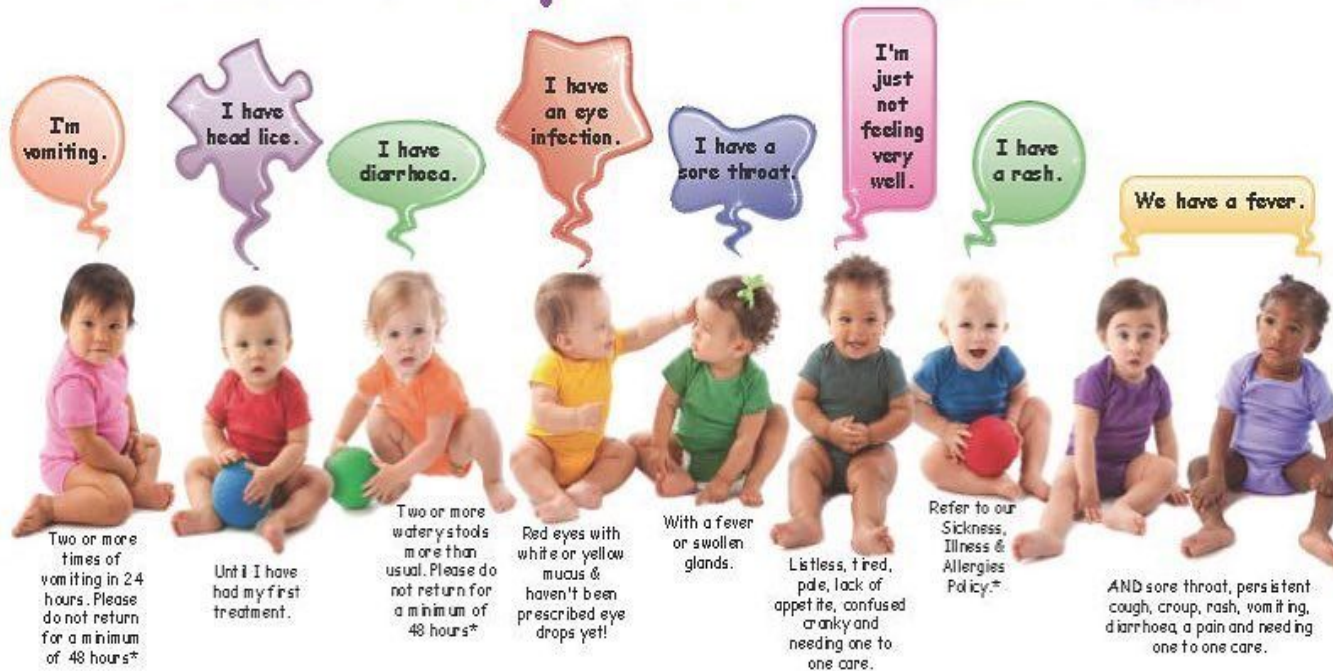
### **Illness:**

Under no circumstances a parent should bring a sick child to care unless if its common cold or cough/not contagious . If you are not sure if your child is well enough to attend care please call and discuss it with the 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 for any sick child.

## NOTE :

- Ones 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 in question is not contagious and the child is otherwise feeling well enough to participate in our daily schedule program.
- Parents are responsible for looking at alternative other care in these situations.

# Please Keep Me Home If...



## 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. Parents / 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.

### **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 :**

**Parents /guardians are responsible for feeding children 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.

### **ARRIVALS AND DEPARTURES :**

When dropping off or picking up children, remember to sign them in or out in 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 for any of these conditions one's child leaves 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

**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.

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 a half hour at a time we pick only age appropriate educational videos to watch.

Note:children 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 at the beginning of new year (during 3rd week of January)

**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.