



1960 Nora Drive • Hollister, CA 95023 • (831) 801-6083

CONTRACT (2024 – 2025)

Child's Name: _____ **D.O.B:** _____

I, _____ agree to all the following terms and conditions:

Hours:

Monday - Friday
 Arrival: 7:00 am - 8:30 am
 Departure: 3:30 pm - 4:30 pm

Tuition:

| Charge by Age/Need | Weekly | Monthly | Description |
|-----------------------|--------|-----------------|------------------|
| Infant (under 2) F/T | \$325 | \$1,300/\$1,625 | 17 Hours or more |
| Infant (under 2) P/T | \$275 | \$1,100/\$1,375 | 16 Hours or less |
| Pre-School (2-5) F/T | \$275 | \$1,100/\$1,375 | 17 Hours or more |
| Pre-School (2-5) P/T | \$275 | \$1,100/\$1,375 | 16 Hours or less |
| School Age (6-12) F/T | \$275 | \$1,100/\$1,375 | 17 Hours or more |
| School Age (6-12) P/T | \$275 | \$1,100/\$1,375 | 16 Hours or less |

* Part time contracted days cannot be adjusted once Contract is complete.

Parent Contact / Communication:

Name: _____ E-mail: _____

Phone number: _____

We will respond to all email and text messages during business hours.

Observations:

Due to restrictions in place to mitigate the spread of COVID-19, regular parent's observations are suspended.

Children's Meals:

All meals and snacks will be provided.

Arrival and Departure:

Our existing assisted arrival and departure procedure, with added procedures for health screening and hand hygiene, meets the State Guidelines for social distancing and limited contact.

- Assisted arrival for all children will be from 7:00 am - 8:30 am only. **No exceptions!**
- We will be asking parents to text prior to arrival for drop off and pick up.
- If for any reason your child is taking medication prior to arrival, please inform staff. If for any reason emergency care is needed, we can inform first responders. This is for the safety and wellbeing of your child.
- Please give a 15-minute text prior to pick up.
- Parents are recommended but not required to wear masks.
- Children will be greeted at the door entry way for temperature checks.
- Please sign in child / children.
- Please ask any questions or concerns.
- A staff member will take child's temperature using a contactless thermometer.
- If your child has a temperature of over 99.6, the staff member will verify the temperature with another thermometer.
- A child with a temperature over 99.6 will not be admitted.
- Staff member will clean child's hands after each child arrivals.

Assisted Departure:

- All children must be picked up by closing time and no later. A late pickup fee will be enforced.
- Notify by text 15 minutes prior to arrival.
- Temperatures will be taken.
- Hand washing.
- Parents must wear a face mask.

General Preparedness and Planning:

- **Little Golden Wings Day Care, LLC** will continue to collaborate, share information, and review plans with local health officials to help protect our childcare community.
- This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs, published by the CDC, State of California Department of Social Services and City of Hollister.
- Operation procedure meets or exceeds the minimum standards of care and will be updated as new information or additional guidelines are made available.
- CDC Guidance for Child Care Programs.
- CDC Guidance for Schools and Child Care.

Training:

- Staff must be familiar with and receive ongoing training regarding state, CDC and City of Hollister recommendations and requirements
- State of California
- CDC Guidelines for Schools and Child Care
- Special consideration for infection control during COVID-19

Face Coverings:

- Staff
Staff will be required to wear face coverings at the following times:
 - Assisted arrival and departure
 - When performing health screening of Staff and Children
 - When assisting ill child
- Children
 - Children in our program are not required to wear face coverings

Health Screening:

- Daily employee and child health screenings are important to help reduce the transmission of COVID-19 at Day Care

Sick Days:

- Although we work effortlessly to keep your children healthy and our daycare clean, we can also become ill ourselves.
- If your child is sick, Doctor's note with return date is required for re-entry.

All children and Staff who meet any of the criteria below will be denied entry:

- Temperature of 99.6 or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Nasal discharge
- Vomiting
- Wheezing

Should your child display any of these symptoms while in care, we will exclude them from the symptoms that we see or hear at **Little Golden Wings Day Care, LLC**.

A parent will be called to pick up immediately. The child will be isolated away from the other children and sent home for at least 2 days (48 hours). Once this time period has passed without the use of fever reducing medication or Doctors note, child can return to our childcare. **NO EXCEPTIONS!**

Regardless of type of flu, anyone in your direct family with a flu virus, will require your children to be excluded from childcare and quarantine for a minimum of 14 days. They can be readmitted after time period has passed accompanied by a doctor's clearance.

Please schedule all doctor appointments after pick-up.

Terms of Contract

*We reserve the right to a 2-week paid trial period. This will enable us to determine whether your child is ready for enrollment. (INITIAL_____)

*A late payment fee of \$10.00 / day after the due date will be applied. (INITIAL_____)

*Return check policy: Checks that have been returned are subject to a \$25.00 return check fee. Future payments may be subject to cash or cashier's check only conditions. (INITIAL_____)

*Parents are required to give at least a 30-Day notice prior to withdrawing their child. If sufficient notice is not received, the parent will be obligated to a 1-month tuition. (INITIAL_____)

*Regular fees will apply during a child's absence due to illness, days off or vacations, regardless of advanced notice. (INITIAL_____)

***Little Golden Wings Day Care, LLC** also reserves the right to suspend or dismiss any child who displays inappropriate behavior that may influence or harm any other child. (INITIAL_____)

*Payments not received in a timely manner may result in dismissal from **Little Golden Wings Daycare**. (INITIAL_____)

Violation of Day Care Health and Safety protocol will lead to termination of contract.
(INITIAL_____)

Potty Training:

Potty training a child who attends daycare or is under the occasional care of a caregiver other than a parent requires a team effort. Often, it is the very fact that a child is around other kids in underwear in a care setting that serves to motivate a young child to use the potty.

Our planned potty-training process requires a consistent approach and common encouragement techniques can minimize confusion of a child during this time and help to set the environment for a successful transition to becoming a "big" kid!

Parents are required to start the process at home first, either over a weekend or during a vacation. Please keep in mind that the activity level here can distract your child from responding to an urge to go potty more so than at home. **Provider will not put child on potty for the first time.** (INITIAL_____)

- Children must be dressed in clothes that they can pull up and down themselves.
(INITIAL_____)
- All soiled clothes will be placed in plastic bags and sent home for parents to launder.
(INITIAL_____)
- Parents must put in the same efforts when their child is at home. Daycare Potty break times will be given to parent and should be followed at home and over the weekend. The child's performance will show if the child is being trained both at home and in care. (INITIAL_____)
- At the parent's request, a Potty-Training fee of \$35 / week will be added and will continue until the child has no accidents for thirty (30) consecutive days. (INITIAL_____)

Termination (INITIAL_____)

Children may be terminated from the program for any of the following reasons:

1. Excessive discipline problems.
2. Failure to pay tuition fees in a timely manner.
3. Excessive late pick-ups.
4. Improper conduct by a parent at Day Care.
5. Any other reason deemed necessary by the program.

*Even though we do not teach religion here at **Little Golden Wings Daycare**, we do take part in holiday cultures, crafts, songs, and events. (INITIAL_____)

*There is no corporal punishment of any kind. We only use forms of redirection and positive reinforcement as forms of discipline.

*As childcare providers, we are required by law to report any signs of abuse or neglect.

*In the event of an emergency medical situation, parents will be notified, and your child will be taken to the nearest hospital or doctor's office if necessary. (INITIAL_____)

* No medication of any kind will be given.

*We require advanced notice when anyone other than immediate family members picking up your child. We will not release your children to anyone unauthorized by parent(s) or legal guardians.

*Parents will supply items such as extra clothes, diapers or pull ups, formula, baby food, and pacifiers.

*NO items from the home will be allowed.

Policies, procedures, and rates may be subject to change.
When required, one-month notice will be provided in writing.

*Late pick up fees: If your child is not picked up by closing time, there will be a \$1.00 charge for every minute you are late.

***Please keep your child home if there are any signs of fever, diarrhea, or vomiting.** Children with symptoms like these should remain home for 2 days (48 hours) after the symptoms disappear, without the help of medication. Doctor's note with return date is required for re-entry, as long as your child is symptom free! (INITIAL_____)

If for any reason your child is taking medication prior to arrival, please inform staff. If for any reason emergency care is needed, we can inform first responders. This is for the safety and wellbeing of your child. (INITIAL_____)

Please no interruptions during the hours of 11:30 am - 2:00 pm. Nutritious meals and rest are vital to a child's development; we will not disrupt a child's nap. If you need to take your child, please do so before 11:30 AM. We will not accept children back in care during lunch and nap time. No Exceptions. (INITIAL_____)

Please keep child in your care after any type of vaccination. (INITIAL_____)

*Allergies - Please be sure to notify us in writing if your child has a food allergy.

Paid Holidays and Vacations:

- Independence Day — 07/05/2024
- Vacation — 08/05 – 08/09/2024
- Labor Day — 09/02/2024
- San Benito County Fair — 10/02 & 10/04/2024
- Veteran’s Day — 11/11/2024
- Thanksgiving Break 11/22 – 11/29/2024
- Christmas Break 12/23/2024 – 01/01/2025
- Martin Luther King, Jr. Day — 01/20/2025
- Winter Break — 02/17 – 02/21/2025
- Spring Break — 04/14 – 04/18/2025
- Salinas Valley Fair — 05/15 & 05/16/2025
- Memorial Day — 05/26/2025
- Independence Day — 07/04/2025
- 2 Sick days (48 hours)

* Subject to Change

We, _____ (name[s]),

Parent(s)/Guardian(s) (circle one) (referred to collectively in this contract as “Parent”) of

_____ (child’s name) (“Child”), agree to comply with the

Rules and regulations of **Little Golden Wings Day Care, LLC** beginning on

_____.