



Provider's Name: Natalie Jane Kendrick

Your Child(ren)'s Name(s):

Parents Name's:

Address:

Father's place of employment:

Phone:

Mother's place of employment:

Phone:

HOURS OF OPERATION: Jenna's House is open Monday-Friday. Each family contracts individual hours within this time frame. An additional charge of \$1.00 per minute will be in effect **for any** child picked up after contracted hours. With no exceptions unless waived specifically in this Agreement. Payment for late pick up is payable to the person working late. Repeated late pick-ups may be cause for termination of this Agreement. If child is not picked up by agreed pick up time; provider must be notified.

Extended hours are available upon prior arrangement. Open to discuss evening, weekend and overnight care.

If it is necessary for parent(s) to discuss anything with provider/workers, please schedule a meeting time via telephone or in-person; NOT during pickup time. This helps to allow provider time to close down the facility properly, and allow provider/ workers to be off work when their shift is over. Provider is open and eager to discuss any matters regarding your child; however, the parent must set up a scheduled time with provider that does not conflict with Jenna's House closing time.

All children need to arrive dressed and ready for the day unless otherwise specified in this agreement.

All children enter the care at Jenna's House on a trial basis, two weeks to ensure proper adjustment.

COMPLETED FORMS: All forms can be accessed on the Jenna's House website (Jennashousedaycare.com). The forms must be completed and submitted prior to the child starting attendance at the provider's facility, including immunization records.

A medical release form is required for all medicine administered to your child by the provider.

A non-refundable deposit of \$100.00 per child is required upon completion of required forms to secure your child's place at Jenna's House- The fee will be applied toward your first week's payment.

PAYMENT:

Monthly payments. Payment is due on the first, if the first happens to fall on a weekend it is due prior to that date.

Bi-weekly payments are required to be paid Monday morning, payments are due two weeks in advance.

I have scheduled time on Monday mornings to enter all payments and do banking. During this time I have hired extra help to assist. There will be a penalty fee of \$10.00 for each day after Monday morning if payment is not received (unless specified in the agreement). If payment has not been received by Wednesday of that work week; it will result in immediate termination of this agreement; unless previously specified.

Tuition includes all sick days, vacation, PTO and holidays. Fees are based on contracted days not attendance.

Payment is due prior to parents vacation.

Payment is due prior to provider's vacation.

A fee of \$50.00 will be charged for all returned checks. After second occurrence, all payments must be cash.

Sibling discount of 5% off is given.

HOLIDAYS AND VACATIONS: All **paid** holidays are listed in the Jenna's House website. It is parent's responsibility to keep track of the dates.

Provider will also take 15 paid days off (PTO) per year. Provider will give at least four weeks advance notice, unless an emergency is out of providers control. It is the parents responsibility to obtain alternate care.

If provider needs to leave the facility during regular business hours, alternate care will be arranged.

ALLERGIES: It is crucial to let the provider know if your child has any allergies.

MEDICATION: Medication forms must be filled out and signed in order for your child to be given medicine during the day. Medicine should be in its original container with clear instructions on proper dosage. All medications will be stored out of reach of children.

SICK POLICY: If your child arrives sick, I will not be able to provide care, you will be called to pick up your child. Should a child become ill or injured at the facility, the parent will be notified immediately. Should the illness be such that other children may be endangered, or the illness or injury is such that it requires immediate medical attention, the parent is expected to pick up the child as soon as possible. Slight injuries will be reported to the parent picking up the child. Parents are required to notify the provider if the child has been ill in the home during the evening, morning, or weekend before returning to Jenna's House. Accidents of an urgent nature and all head injuries will immediately be reported to you. In the event that medical attention is immediately needed, 911 will be called and you will be notified.

HEALTH GUIDELINES: The following symptoms are clear indications that your child should not come to Jenna's House:

- Fever of 100 degrees or above
- Vomiting and/or diarrhea
- Uncontrollable cough
- Excessively runny nose
- Head, ear or stomach ache
- Uncontrollable crying
- Rash

Children must be clear of all symptoms 48 hours without medication before returning.

Please respect our illness policy. If your child is not well enough to play outside or attend school that day, they are not well enough to attend childcare.

MEALS: Jenna's House will provide healthy meals for the children.

Parents provide infant formula. I accommodate breastfeeding mothers. Homemade organic baby food is provided once the baby is eating a full diet of fruits and vegetables.

DISCIPLINE: Providers goal is to guide children in a healthy positive direction; therefore, positive discipline is a way of life. Children learn through example participation, experience and daily practice. The techniques used are not abusive and do not include corporal punishment. Children are respected at all times.

It is my goal that together we can raise your children to love themselves and others, respect themselves and the world around them. I feel completely honored to be given the opportunity to be a part of you and your child's life. I believe that children thrive in a loving environment. That is exactly what Jenna's House will provide to you and your child.

Natalie Kendrick and Staff

This contract may be terminated by parent/guardian or provider with a 4 week written notice in advance of the ending date. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Provider may terminate if parent is abusive or aggressive in any way. Provider may terminate if the child causes harm to any other children.

RATES: I agree to pay the rate of _____

I have read the policies and agree. If there are any items that I don't agree with or have questions about I will note below for further discussion. I understand that after signing this contract I will abide by all regulations stated herein

NOTE:

_____.

SIGNATURES:

Parent or Legal Guardian: _____

DATE: _____

Child Care Provider: _____

DATE: _____