

**Birds Nest Home Daycare**  
**9905 Montclair Ct. Vienna VA 22181**  
**703-309-2119**

2018 Child Care Contract

Parents' names: \_\_\_\_\_

Child's name: \_\_\_\_\_

Welcome to Birds Nest Home Daycare, a family day home licensed by the state of Virginia. We very much look forward to caring for your child. The purpose of this contract is to define the mutual terms of agreement for child care arrangements.

Newly enrolled children are placed in our care on a two-week trial basis, which allows the opportunity for either party to terminate the contract with 24 Hour notice. Parents of newly enrolled children are required to pay for the first week of care in advance. A deposit equivalent to one week's care is also required. The deposit is refunded when care is terminated, if all fees have been fully paid.

**Birds Nest Home Daycare agrees to:**

Give your child attention, affection, and stimulating activities so that he/she will experience a positive and healthy environment.

Provide nutritious foods at lunch time and snacks.

Keep you informed of your child's progress and any problems.

Cooperate with you in planning for the needs of your child.

Inform you and receive permission in advance for your child's participation in field trips or outings.

**Parents agree to:**

- Call or send a text message (703-309-2119) the night before, whenever you intend to drop-off your child earlier or later than the normal time or if your child is not coming.
- Send a text message (703-309-2119) when Fairfax County schools are closed because of inclement weather, saying whether or not your child will be attending day care that day.
- Inform Birds Nest Home Daycare in advance, and if possible in writing, if someone other than you, the parents, will be picking up your child. Identification will be required.
- Make sure Birds Nest Home Daycare always has two clean changes of clothing for your child.
- Provide Birds Nest Home Daycare with one box of tissues at the beginning of the year.

- Provide plastic or disposable bibs for lunch, as necessary.
- Provide any special food, clothing or equipment that is needed for your child.
- Inform Birds Nest Home Daycare of any changes of address, telephone numbers, emergency contacts, or healthy history.
- Update your child's immunization checklist yearly.
- Inform Birds Nest Home Daycare of any illness or contagious disease your child might have that would affect the other children.
- Allow 911 to be called in the event that the child has a medical emergency.
- Not hold Birds Nest Home Daycare responsible for misplaced hair ribbons, barrettes, or other items that a child wears to day care.

### **Help enforce the rules of Birds Nest Home Daycare:**

- Always greet the care giver.
- No running or jumping inside the home.
- No rough play (pushing, shoving, etc.)
- No throwing balls or toys in the home.
- No yelling or screaming inside the home.
- No intentional mistreatment of toys and equipment.
- Eating only at the table, nowhere else.
- Polite table manners.

### **Registration:**

A non-refundable payment of \$30 (\$20 for siblings) is required as a registration fee for all children. For children already enrolled, the registration fee should be paid at the beginning of the calendar year.

### **The following must be received by Birds Nest Home Daycare for newly enrolled children:**

- Child information sheet.
- Child's record, including signed emergency medical authorization.
- Signed information for parents.
- Signed acknowledgement of emergency preparedness and response provisions.
- Signed health information form, including immunization record and physical examination report.
- The registration fee, advance payment for the first week of care, and one-week deposit.

### **Hours and days of care:**

Opening time for Birds Nest Home Daycare is 7:00 am and pickup is no later than 5:30 pm, unless prior arrangements have been made. Please remember that Birds Nest Home Daycare closes at 5:30 pm. Child care will not be provided earlier than 7:00 am.

Care for your child will begin and end as follows:

Beginning at \_\_\_\_\_ and ending at \_\_\_\_\_  
On the following days: \_\_\_\_\_

Parents are expected to call the night before if they intend to drop-off their child earlier or later than agreed time or if the child is not coming.

### **Fees and payment policy:**

The fee for your child's care during 2018, based on his/her age and the hours and days indicated above, is \$300 per week. Payment shall be made in full on the Friday (or last child care day prior to each week of care. Checks should be made payable to either Birds Nest Home Daycare or Marwa Abdelbaki.

Payments not received on time will incur a \$5.00 per day late fee, paid in cash. Child Care services will be terminated if payment is not received by the end of the week that care is provided; registration costs will again be incurred if parents decide to re-register their child.

A late fee paid in cash will be charged if your child is not picked up by 5:30 pm. For each minute after 5:30 pm, there is a charge of \$1.00 (for example, if a parent picks up his/her child at 5:45 pm, he/she is expected to pay in cash a late fee of \$15 that day or the next day.

If you wish to spend time with your child when picking up, or wish to speak with the provider about your child, please do so before 5:30 pm. After 5:30 pm is family time for the provider. Frequent late picks-ups constitute cause for termination of this contract.

Full fees are paid for the 13 holidays taken by Birds Nest Home Daycare (see below), regardless of whether or not your child normally attends on any of these days. If a holiday is not a day of the week that your child normally receives child care, calculation of the fee for that day should be based on the per-day rate of your child's weekly fee.

Full fees are paid for 10 days of vacation taken by Birds Nest Home Daycare each calendar year (**see below**). As with the holidays, payment for the 10 vacation days is made regardless of whether or not your child would normally be attending day care of these days.

### **Returned checks:**

If your check is returned due to insufficient funds, there will be an additional fee of \$25 added to the next week's charge. After two returned checks, no personal checks will be accepted. Cash, certified check, or money order will be the only forms of payment accepted.

### **Children's vacation and sick days:**

Fees are paid for vacation/sick days taken by your child. A written notice in advance of vacation periods would be appreciated.

Birds Nest Home Daycare is not authorized to care for children who are ill. You are responsible for obtaining alternative child care if your child is ill.

If your child becomes ill while Birds Nest Home Daycare (for example, vomiting, diarrhea, temperature of 101 degrees or above), you will be notified immediately for pick-up. You are expected to come for your child as soon as it is reasonably possible. Following an illness, your child must remain home for at least one day, unless you bring a note from your child's physician stating that he/she does not have a contagious disease and can safely return to child care.

### **Holidays:**

Child care will not be available on 11 scheduled holiday during the year (the 10-observed federal holiday, plus the day after Thanksgiving): New Year's Day, Birthday of Martin Luther King, Jr., Washington's birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas. A list for these holidays will be provided.

On the day before Thanksgiving, Christmas Eve, New Year's Eve, and Good Friday, Birds Nest Home Daycare will close at 3:00 pm.

In addition, Child Care will not be provided on 2 other days (Islamic holiday) during the year. The dates will be given to you ahead time.

### **Birds Nest Home Daycare vacation days:**

Ten paid days and five non-paid days of vacation are taken by Birds Nest Home Daycare each calendar year. Parents will be given at least two weeks written notice of any vacation periods of one week or greater. You will be responsible for making other child care arrangements for any days Birds Nest Home Daycare is closed due to vacation days or holidays.

### **Substitute child care:**

Parents agree to have a back-up day care provider available on short notice in the event that Birds Nest Home Daycare is closed because of illness or for other unforeseen reasons. Parents agree to hold Birds Nest Home Daycare harmless for any claim of liability arising from failure to have back-up child care services available.

No fees will be paid for days that child care is not available, other than for the 13 specified holidays and 10 paid vacation days each year.

### **School closing:**

When Fairfax county schools are closed because of inclement weather, you are asked to text Marwa (703-309-2119) indicating whether or not your child will be attending day care that day.

Birds Nest Home Daycare services are available from 8:00 am to 3:30 pm on days that Fairfax County schools are closed due to extreme weather conditions, for example school-age children, the additional fee is \$25 per day. Please bear in mind that school closings are decided by expected driving conditions. On days that the schools open following a two-hour delay, Birds Nest Home Daycare will open at 8:00 am, and on days that the school dismiss early because of weather conditions, Birds Nest Home Daycare will close at 4:00 pm.

### **Meals for children one year and older:**

Children one year and older will be served breakfast between 8 and 9 am. Breakfast for children arriving after 9 am is the parents' responsibility. Lunch is served between 11:00 am and 12:00 pm. Afternoon snack is served between 3:30 and 4:00 Pm.

Birds Nest Home Daycare participates in the USDA Child Care Food Program, which ensures the quality of meals and snacks that are served. Please be sure to inform the provider of any special dietary needs or restrictions your child has (such as food allergies or lactose intolerance). Parents are responsible for supplying any special food or drink requirements. We do not serve any products made from pork.

Please do not have your child come to day car chewing gum or eating candy. Chewing gum is not allowed while in day care.

#### **Discipline:**

Birds Nest Home Daycare uses positive reinforcement to encourage good behavior. If discipline is necessary, the child is placed in time-out, allowing the child to think about the behavior that prompted disciplinary action. Discipline is meant to instruct. Physical or emotional punishment is never permitted.

### **Potty training:**

There will be an extra of \$20 per week during the period that a child is being trained to use the toilet. A signed toilet training agreement between Birds Nest Home Daycare and the parents will guide this learning activity.

**Photos:** I authorize photos to be taken of my child while attending Birds Nest Home Care, including while on field trips.

Parents' signature \_\_\_\_\_ Date \_\_\_\_\_

### **Transportation of children:**

I authorize Birds Nest Home Daycare or assistants to transport my child by car as may be necessary, such as to or from school or for activities, including Home care. Field trips. Parents will be informed of transportation of children ahead of time.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

**Switching between full-time and part-time care:**

If the care provider and parents agree to switch from full-time care to part-time care (such as during the summer months for parents who are teachers), the conditions as described below apply in full.

**Keeping Enrolment over the summer for teachers:**

In order to maintain enrolment over the summer, parents must pay, at least, for three days per week attendance. Please be familiar with the following part-time and hourly care conditions.

**Part-time care:**

Part-time care is care provided for three days per week. Parents with a child in part-time care are required to pay Birds Nest Home Daycare vacation days and holidays, whether or not the vacation day or holiday falls on a day of the week that the child normally receives child care, calculation of the fee for that day should be based on the per-day rate of your child's weekly fee.

If your child attends on a day not normally scheduled, in place of a day that is normally scheduled, you are charged for that day in addition to your regular fee, based on your daily rate.

**Hourly Care:**

If your child is cared for on an hourly basis, you are obliged to pay for your child's scheduled days regardless of whether or not he/she attends.

You are obliged to pay for vacation days and holidays only if the vacation day or holiday falls on a day that your child would normally attend.

**Termination of services and fee changes:**

Other than for newly enrolled children, a two-week written notice is required for termination of the agreement by either party. If the parents do not give at least a two-week notice, there will be a charge for two weeks from the date of notice. If there is no notice given to the provider, then a two-week fee will be charged, beginning from the last date of enrollment.

For newly enrolled children, full fees are required for the first two weeks of attendance, regardless of whether care is discontinued during this two-week period. A two-week written notice is required for increases in child care fees.

We fully understand and agree to what is written in this contract.

Parent' signatures\_\_\_\_\_ Date: \_\_\_\_\_

Caregiver's signature: \_\_\_\_\_ Date: \_\_\_\_\_