Initial\_\_\_\_\_\_ Liability Waiver

I hereby certify that my child(ren) is/are in good physical condition and do/does not suffer from any disability that prevents or limits his/her participation in all activities conducted by The Daycare Academy LLC. I acknowledge that The Daycare Academy LLC will not assume any responsibility or liability for personal injury or damages caused by the injury. In the event The Daycare Academy LLC is unable to reach a parent, guardian or any emergency contact, I hereby give permission for my child(ren) to be transported to the nearest hospital for treatment in case of an accident or emergency. I hereby further authorize(s) any of the staff or employees to provide for, approve and authorize health care at hospital.

Initial\_\_\_\_\_\_ Photo Release

I hereby grant and authorize The Daycare Academy LLC the right to take, edit, copy, publish, distribute and make use of any and all pictures or video taken of my child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of The Daycare Academy LLC. I also understand I can choose to not have photos or photo correspondence taken of my child by just discussing this with the director. The Daycare Academy only puts unidentifiable photos of children on the web, not of their faces or other identifiable features, and pictures of faces only go on Brightwheel unless you are personally asked by the director to use a photo and you agree. We take a vested interest in keeping children safe in every way, including on the web and our surrounding area.

Initial\_\_\_\_\_\_ Cancellations and Refunds

We understand life changes! **The Daycare Academy requires a month (30 day) notice or 1 month payment in lieu of notice if you decide to stop attending. We base those charges off your contracted or typically scheduled days**.

If you do not attend yet and need to close out a deposit, please note that we do not issue refunds on deposits unless there is a loss of life. Deposits are $200 per month until you plan on starting care with us. Additionally, there is a $200 deposit due when joining that is refundable upon receiving a 30 day notice or applicable to the last months bill.

Due to the nature of our work and the need to plan for scheduling with staff, The Daycare Academy will not issue refunds for any other reason.

Initial\_\_\_\_\_\_ I understand that The Daycare Academy LLC provides nutritious meals in compliance with the Federal Food Program and the American Academy of Pediatrics. A certified nutritionist also works with us to develop and tweak our menus when we switch them. We provide breakfast between 7:30 and 8:15, Morning snack at 10:00, Lunch between 11:30am- 12:30pm, snack in the afternoon 2:30- 3:15pm, and another snack at 5:30pm. I understand that I may provide my own child with food if I choose, but otherwise will allow The Daycare Academy LLC to provide meals for my child(ren).

Initial\_\_\_\_\_\_ I understand that the main nap time is between 12:30 and 3:00 pm (most kids are awake by 2:30). If I come to pick up my child during this time, I will do my very best to be respectful of the other children trying to nap.

Initial\_\_\_\_\_\_ I understand that The Daycare Academy LLC will provide my child with a pack n play or cot to sleep in/rest on at nap time. My child will not be forced to nap but I understand they will be participating in quiet time/quiet activities during nap should they remain awake. Preschoolers will lay down for 30 minutes and if they fall asleep, they will participate in nap time but if they do not fall asleep in 30 minutes, they will not participate in rest time any longer and instead will do small groups.

Initial\_\_\_\_\_\_ I will try my best to either remember to bring weather appropriate clothing for the day or I will leave supplies at The Daycare Academy LLC in the event the weather changes. I understand that my child will be going outside daily unless the weather is below 10 degrees, or unless it is too wet outside to participate (in which case, we will usually still go outside). My child will be playing in the winter and summer outside.

Initial\_\_\_\_\_\_ I understand my child has a folder and I will do my best to check it daily. I also Agree to **READ THE WEEKLY communications** in your messages on Brightwheel. I understand that because this is a Preschool, my child gets to participate in a wide range of activities from using the indoor play gym to the outdoor play gyms.

Initial\_\_\_\_\_\_ I understand that I need to sign my children **IN AND OUT on the Brightwheel App**. This is a LEGAL requirement, a health/safety requirement AND is used for billing purposes and I acknowledge that I will try my best to sign my child(ren) in and out daily.

Initial\_\_\_\_\_\_ Termination of care

I understand that my care with The Daycare Academy may be terminated at any time, with or without notice, for any reason the business sees fit. This includes: Non-payment of services, tardiness of payments, rudeness or impoliteness with anyone on the premises (staff, other parents, my neighbors, my family, etc.), disregarding safety precautions such as mask wearing when it is required, or not informing The Daycare Academy in a timely manner when your child is ill. You must notify us that your child is sick and what they are sick with (if it is anything other than a cold, we really need to know ASAP so we can communicate that with other children's families). If your child is constantly harming other children and disregarding safety of other children despite constant corrective attempts from staff, we have the right to terminate your contract as well.

Initial\_\_\_\_\_\_ Billing

I understand billing is done on a monthly basis and that I am responsible for payment.

I understand that hours for The Daycare Academy are 7:15am-6:00pm and that if I am here outside of those hours, I will be charged at a rate of $5/minute with a $20 fee. This is for the business to cover employee overtime cost.

I understand that I may incur extra charges for the following:

                  -if I break something on the premises or if my child breaks something on the premises

                  -If I am late picking up my child or early dropping them off.

I understand bills will be sent out between the 20th of the month to the first of the next month for the next month. Billing is done for the month preceding payment. You then have until the 5th of the month to make the payment. If the payment for that month is not made by the 6th, a late fee of $10 per day will occur. If you pay on a weekly basis, your payment is due Monday. If it is not paid by Thursday morning, a late fee will occur of $10 per day.

Tuition for children is as follows:

|  |  |  |
| --- | --- | --- |
| Days attending per week | Amount per month | Breakdown per day |
| 5 days/week | $1218 | $56 |
| 4 days/week | $1040 | $60 |
| 3 days/week | $910 | $70 |
| 2 days/week | $650 | $75 |
| 1 day/week | $347 | $80 |

If you are on the Best Beginnings Program, your payment will LIKELY BE as follows (BUT COULD BE MORE OR LESS):

|  |  |
| --- | --- |
| 5 days/week | $338/month |
| 4 days/week | $325/month |
| 3 days/week | $315/month |
| 2 days/week | $245/month |
| 1 day/week | $215/momth |

Initial\_\_\_\_\_\_ The Daycare Academy uses a reward system to encourage good behavior, rather than only punishing the bad. Research has shown that people of all ages are more likely to abide by rules and use good behavior when they are receiving some sort of benefit from it. Children will use a sticker reward program for their good behaviors and we will work together to set goals. When their goal is reached, they will receive a little prize from the prize bin. Eventually, children learn to do the behavior regularly without expecting rewards. Children will not be allowed to receive a prize unless their chart is filled to their goal.

The Daycare Academy also uses distraction techniques to disrupt the bad behavior immediately, as long as the bad behavior is not a safety risk.

Reward systems and the distraction techniques are the first defense against bad behavior but occasionally when bad behavior ensues or becomes a safety risk, discipline will be used. Discipline will consist of distraction and diversion techniques or time-outs. If necessary, a child will be given a safe place to play away from the other children until they can rejoin the group in a better space.

Initial\_\_\_\_\_\_ Discipline

If your child has bitten other children that day, you will be asked to pick up your child after they have bitten twice. If your child is on a biting ‘binge’ and has been biting or is a ‘known biter’, we may need to periodically seclude them from the other children if they bite to ensure other children’s safety. If this occurs, we provide them their own space and activities until they are picked up. If we need you to pick your child up due to biting, we ask that you are here promptly because we have to assign a specific staff to supervise your specific child. If you take an excess amount of time, we may have to assign additional charges to your bill.

Physical punishment will not ever be used. Aggression by children, such as hitting, kicking, biting other staff or children will be followed by an immediate time-out. Parents receive communication about this throughout the day.  
Children may also just be having a bad day- like we all do. When this happens, they may get pulled out of their class and placed with a staff member one on one to try and help the child through the day.

Initial\_\_\_\_\_\_ Diapering and Potty Training

The Daycare Academy requires diapers to be changed after breakfast (9-9:30ish), before lunch (11-11:30ish), before nap (12:30ish), after nap (2:45ish), and home (4:45-5:00). We check the children again at 5:45pm and will change the children anytime outside of these times if they appear to need it.

Initial\_\_\_\_\_\_ I understand if my child is potty trained, they will also be asked this frequently about using the restroom.

I understand that if my child is potty training, they will be placed on the toilet at each diaper changing interval. I understand that I am allowed to provided diapers, pull ups, or underwear for my child while they are potty training. The Daycare Academy strives to be very accommodating with potty training children and families, so if there is something that would get us all better on the same page, please come discuss this with us! We love potty training children and assisting them with this accomplishment in any way possible!

I understand that The Daycare Academy may send home my child's dirty laundry in a bag, which will be hanging on their coat hanger, and that I should check daily.

Initial\_\_\_\_\_\_ Laundry and Cleaning

The Daycare Academy strives to wash any dirty laundry accumulated over the day. We use a plant based, free and clear laundry detergent. I understand that my child's clothing should be labeled to better assist the Center. I understand that The Daycare Academy may place a label on my child's clothing before it is laundered if it is not already labeled. Labels make it much easier to know what clothing goes where. I understand that The Daycare Academy has a large bin of socks and otherwise unlabeled clothing and if I am missing something, this is a good first place to look- this bin can be found by the front door.

The Daycare Academy LLC uses Seventh Generation, Babygantics, Method, and Ms. Meyers cleaning Products or other antimicrobial child safe cleaners for the majority of the cleaning but occasionally may have to use bleach. When bleach is used, I understand that it is not used on anything the children are in contact with directly (like on a toy). I also understand that a UV Germicidal light is used over night to assist with the spread of germs.  
\*\*\*\*\*\*\*\*\* Additionally, toys are cleaned between use due to Covid. There are air purifiers in every room and the building has 3 working air purifiers built in to the system. The Daycare Academy also uses a hydrogen peroxide vaporized mix in the air after hours to help sterilize the facility. Social distancing measures are utilized when possible- we teach the children "Airplane Arms" to stay away from friends and we only allow the children to share with their direct class mates. The Center is doing everything possible to combat Covid and other illnesses.

Initial\_\_\_\_\_\_ Child Sick Policy

Sick Children will not be admitted for care in the best interests of the other children in my care and staff. Any child exhibiting the following symptoms will be sent home or should stay home with the parent:

* vomiting,
* diarrhea,
* fever above 100F,
* symptoms of pink eye
  + lice
  + rash (including Hand, foot, mouth).
* COUGH THAT IS NEW...

ANYTHING THAT THE DAYCARE ACADEMY LLC DEEMS AS SOMETHING THAT NEEDS A DOCTORS NOTE- will need a DOCTORS NOTE TO RETURN. Charges still occur.

If your child has ONE diarrhea poop at daycare, you will need to come and pick them up. If a child develops any questionable symptoms while in care, I will notify a parent immediately. If your child is exhibiting ANY of those symptoms PRIOR to drop-off, PLEASE DO NOT BRING THEM TO school. Please call and discuss illness/attendance with me. We care for infants here and their immune systems are already compromised enough. Let’s all work together to help lower the illnesses passed around here.

When my children get sick, there is a high probability that your children will too. I will do my best to inform parents when my children get sick so parents can plan for it.

If YOU OR YOUR CHILD has been diagnosed with any of the following, please notify Hannah Immediately, EVEN IF YOUR CHILD IS NOT PRESENT AT THE FACILITY (i.e.- on a weekend): Influenza, Covid-19, Pneumonia, bacterial or viral Meningitis, Mono, Hand, foot and mouth disease (HFM), RSV, bronchitis, Pertussis, Chicken Pox,  or the stomach virus. Most children are contagious for these before they show symptoms, and we need to take extra measures when these are spreading to protect staff and other children. **FAILURE TO INFORM US OF THESE ILLNESSES WITHIN 1 DAY OF YOU FINDING OUT WILL RESULT IN TERMINATION OF CONTRACT AND YOUR CHILDREN WILL NOT BE ALLOWED BACK**. This is a serious issue and children’s well beings are at risk.

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If contacted to come pick up your child, please take this as seriously as possible. If you do not answer, please call back immediately. If your child becomes ill while in my care, I have to designate a staff to watch them in a secluded area. If you take an excess amount of time to pick them up once notified, extra charges may be assessed. Children who need to go home due to illness should really be picked up within the hour.

I understand if I am notified to come pick my child up and it takes me longer than an hour, I am subject to additional charges.

Initial\_\_\_\_\_\_ Bug spray, Sunscreen, Lotion

At The Daycare Academy, we find it easier to collect and share sunscreen rather than have each family supply their own. I understand that sunscreen will be applied to my child's body before we go outside and will be reapplied several times throughout my stay in the sun (in winter too). I give consent for The Daycare Academy LLC to apply various sunscreen brands on my child with an SPF no less than 50, on children 6months and older.

I also understand that The Daycare Academy may use various lotions that are free of fragrance and dye to soothe any dry skin or irritations. Brands also vary but usually is either coconut oil, emu oil, or an exema cream.

Because of the sensitive nature of bugs pray, we try not to use it on the children directly. This may need to be re-evaluated on a case-by-case basis.

Initial\_\_\_\_\_\_\_ Communication Devices

We understand children are increasingly getting cool new gadgets meant for communication- watches, earpieces, phones, etc. We do not allow these devices here and if your child brings them, the device will be placed safely in the office with the Director until pickup. Schools do not allow these, and we have taken a stance and do not allow them here either. They are distracting and they do not benefit the child in the classroom or on the playground, and we do not want to be liable for any broken expensive gadgets. Please do not send them to daycare with your child.

Initial \_\_\_\_\_\_ Activities

We have a sand pit in each yard and it is a favorite place to play for most of the children. We go outside every day and sunscreen tends to stick to dirt. We have dirt and grass in our yards. We paint almost every day. We use glitter and sand art. We use stamp pads. We use chalk. We eat messy foods. Your children may come home messy. If you do not want them to play in the sand pit, please let us know. We try to keep them clean and we get them to wash their hands before meals and faces, but again, they get messy. Don’t send them to daycare in clothing that you don’t want ruined- our paint is washable but sometimes it may stain. We won’t send them home in dirty diapers or with snot on their faces, but they may be dirty from the day’s activities. They are just playing! They are children. Our facility is clean! It is the outside that is not- but we go outside and that is enrichment for your child.

Initial\_\_\_\_\_\_ Brightwheel

I understand that while The Daycare Academy LLC Staff strive to keep Brightwheel up to date, it may not always be 100% accurate. For example, your child's bathroom trips, and diaper changes may not be accurately inputted unless your child is an infant under 1 year, or if they are potty training. If your child is potty training or under a year, we try extra hard to add most of the information to the app, including diaper changes. Occasionally, the system could be frozen or down for a few hours. Occasionally, a staff member signs in or out a child on accident. We do our very best to try to keep accuracy in our Brightwheel record, but things can happen.

As your child ages, we try harder to make sure the activities we do with them, and the academics are inputted. If you are requiring us to put in a specific detail more frequently, just let us know and we can try and accommodate that.

Brightwheel is an app and mistakes can be made on it. If you have any questions on it, please let us know or if you have any concerns, please address them with Hannah. Accidental things that have occurred on Brightwheel- such as early check out, incorrect food info (done when staff accidentally presses the wrong button or checks a child that they aren't intending to). Accidents do happen- again, we try to be great with updating Brightwheel, but it is not always something that will reflect 100% accuracy.

Initial\_\_\_\_\_\_ What to bring

Please bring an 8x9 inch cloth folding cube storage bin, and a spare pair of clothes to put in the bin. Please label the clothing so we do not get it mixed up. Should we launder your child's clothes, please look in their cubby or on the shelf by the front door. Always make sure we still have a full change of clothes for your child here.

PLEASE LOOK AT OUR HANDBOOK ON **thedaycareacademy.com** under the Information/ Forms Tab. This information is in it and so much more.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_