

2019-2020  
Contract And Daycare  
Policies For Services  
At  
Kingdom Care

**Note-** A copy of this signed document will be returned to parents.

Regular newsletters and system reminders will aid in communication throughout the year. Notices will be emailed as well. Due to the length of the contract, we will keep parents informed of the policies to aid in successful communication for services.

## **Contract for services for Kingdom Care Home Daycare 2019-2020**

Welcome to Kingdom Care Home Daycare. We will be providing care for your child Monday-Friday. Before care is available 7am-8am. After care is available from 1:45-6pm on Monday-Friday. The contract begins on the first day of the school year or date of enrollment and ends on the day before the last day of the school year. To keep communication clear, we have allotted a section in this contract for you to fill in any expectations or specific family needs with this contract. Please do not sign this contract until all your questions are answered or you shall be responsible for the contents of the contract. Kingdom Care is closed on the last day of the school year. There is no reduction in tuition at any time.

**Please sign below to signify you have read over this section and agree X\_**

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### **OUR COMMITMENT TO THE PARENTS AND THE FAMILY**

We commit to providing professional, dependable, and consistent care for the children of the working parents. We commit to opening on a timely and regular basis Monday-Friday as scheduled. We commit to providing scheduled daily activities for the physical, spiritual and mental development of the school aged child.

We commit to providing safe transportation as needed from school.

We commit to listening and caring for each child.

We commit to providing a safe atmosphere, a learning atmosphere and a loving atmosphere equally for all children. We commit to providing a quiet atmosphere for children to complete homework in daily for an allotted time period.

### **PARENTAL COMMITMENT TO THE DAYCARE**

To pick up children on time when service hours are over.

To arrange for alternate care for the days when daycare is closed.

To arrange to care for sick children and not bring sick children to daycare.

To pay for services on time as agreed for the good of the daycare operation and all children, who expect Kingdom Care to remain in business.

### **WE REQUEST**

One week of paid vacation for services provided during the school year, in addition to personal days as listed in a separate section of this contract.

Four emergency paid sick days per school year, separate from vacation, for major surgery or documented major illness to the Director

### **PAYMENT TERMS FOR SERVICES**

Below are the terms and options for services at Kingdom Care. These options have been set to avoid late payment fees and lapses in childcare. Weather, life changes in family or career can interrupt delivery of childcare. Please consider automatic payments for childcare payments OR Cash Applications. To keep our relationship consistent for the child, please select an option below.

Payments must be consistent to keep the childcare service in operation, otherwise childcare for the afternoon or non-school day is immediately interrupted for the nonpayment.

Option 1:

Square (fee applies for card transactions)

Option 2:

Cash App. Venmo or Zelle- Please ask for details

Option 3:

Cash

Option selected   X   \_\_\_\_\_ Signature required

#### LATE PAYMENT FEES- PLEASE READ CAREFULLY

We agree to always provide on time reliable before and after care services all year. In return, we ask for on time payments for the operation of the daycare. This year reminders for payments will not be sent. Payments are due on Sundays by 8pm. Effective day 1 of the contract. Please feel free to pay ahead to avoid the late payment fee. At 8:01p.m. late fees will be assessed as standard protocol. Late fees are to be paid before services are given.

The late payment fee is \$20 for payments not made on time.

A \$40 fee for interruption of a payment option, without notice. Late fees are charge at the very first occurrence whether intentional or unintentional. Please carefully choose and fill in which option you will use for payments.

X \_\_\_\_\_

**NON- PAYMENT POLICY-** Missed payments will result in automatic termination on the Monday evening of the missed payment. A deposit equal to one week's tuition will be required to resume service the next week. Re enrollment will be at the discretion of the owner and based upon space. Kingdom Care keeps a year round waiting list and spaces lost will rarely be available the following week.

X \_\_\_\_\_

#### **EMERGENCY PERSONAL DAYS**

Personal days shall be separate from sick days. A minimum of 4 weeks' notice will be given *except* for in the case of death in the immediate family. 4 personal days are built in as paid for the length of this contract. 3 days of bereavement pay are also built into the contract.

## **TUITION and FEES**

**From the first day of school until the last day of school, tuition is billed whether a child is present or not. There is no reduction for missed days, sick days or vacation days. Tuition rates for 2019-2020, school year are as follows:**

**\$131 weekly for kindergarten to fifth grade students for before/after care**

**\$4 for early dismissals for kindergarten to fifth grade students**

**\$15 for kindergarten to fifth grade students on non school days**

**\$240 weekly for ages four/ five year olds not in elementary school for five full days**

**\$195 weekly for ages four/ five for five half days 7am-1pm**

**\$180 weekly for ages four/five for three full days**

**\$165 weekly for ages four/five for three half days 7am-1pm**

**\$150 weekly for ages four/five for two full days**

**\$130 weekly for ages four/five for two half days 7am-1pm**

**A late pick up fee will be assessed at \$60 six minutes after pick up time and \$1 per minute afterward. With notice the late pick up fee is \$40 six minutes after pick up time and \$1 per minute. The fee is assessed the very first time. The fee applies per day, per occurrence.**

### **Payments not made on time receive a late fee of \$20, including the first time.**

For all families, a 1-week security deposit equal to one week's tuition is required for service. Deposits are applied toward the last week of school. The deposit is non-refundable once a contract has been signed, it will be applied as tuition due. The deposit will be applied in the event of termination of contract provided the proper full two weeks' notice is given (see next section). This contract is not accepted without a deposit.

There will be activity fees most days that schools are closed. The fees for activities range from \$3-\$10 on average. For Christmas the rate is \$161 and for Spring Break, the rate is \$161 for tuition for elementary age students

### **DAYCARE SHUTDOWN**

The paid vacation week for Kingdom Care is the week of March 2-March 6, 2020. Tuition for this week is due by Saturday March 1, 2020, close of business. Alternate care is the responsibility of the parent during the shutdown.

**Please sign below to signify you have read over this policy. X**

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### **MEALS AND SNACKS- REVISED**

Kingdom Care provides after school snack, 1 serving per child. Additional snack may be sent for your student; sharing is not permitted. Kingdom Care does not provide breakfast to students. Parents are welcomed to send breakfast items only on non-school days. Food consumption will not be allowed on the van at anytime.

Parents are welcomed to send in after school snack for a child any day the child does not wish to have the furnished snack.

On non school days, parents are welcomed to send breakfast items for the child. Please have children here by 8:30am to allow time for eating.

On non school days time will be allotted for lunches to be heated, unless there is a preplanned field trip, requiring bag lunches. 2 snacks are provided on non school days, excluding dietary restrictions.

**Please sign below to signify you have read over this policy.**

X \_\_\_\_\_

### **INCLEMENT WEATHER POLICY**

In inclement weather, the safety of the children is the priority. Kingdom Care in general will be open in inclement weather, as long as parents can safely pick up and drop off within business hours. The operating status will be posted on our website. Closings due to snow will be at the owner's discretion. If there is a power outage, the daycare will be closed. In general, if there is snow under 4 inches the daycare will be open; if there is snow above 4 inches, the daycare will be open, but possibly late not more than 30 minutes, as long as the roads clear in our neighborhood. Opening time changes will be announced at minimum two hours before changes are made via voicemail. The main number for daycare will contain any changes to business hours. All parents will be notified via text and email of changes as the need arises, including early closings. If the government is closed due to inclement weather, Kingdom Care will be closed. Tuition rates are not discounted due to weather closings.

**Please sign below to signify you have read over this policy. X**

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### **LATE POLICY AND FEES- a late fee will be assessed the first time a child is picked up late. A late fee will be assessed each time a child is picked up late**

**IN ALL INSTANCES,** You must call if you are running late to pick up your child. IN ALL INSTANCES, YOU MUST CALL OR PREAUTHORIZE ALTERNATE PICK UP FOR YOUR CHILD. YOUR CHILD WILL NOT BE RELEASED TO ANYONE WITHOUT YOUR VERBAL OR WRITTEN PERMISSION. The state of Maryland

Requires licensed facilities to contact Child Protective Services if parents are not present to take children into their care from licensed facilities at close of business, if there has not been a call from the parent. If you unexpectedly have to work overtime you will be charged an overtime fee. **OVERTIME MUST BE ARRANGED BY 3PM.** Any arrival for **any** reasons **including but not limited to** traffic, accidents, flat tires, and doctor appointments one minute after closing is an automatic \$60 late fee without prior notice.

With notice the overtime is \$40. Each additional minute is charged at \$1 per minute. Late fees are paid by the end of the week or your child is not admitted the next week. If you are late twice in month, your contract goes on probation toward a rate increase. If you are late three times in a month, your contract rate shall increase by 20%

Please sign below to signify you have read over this policy.

X \_\_\_\_\_

### **VACATION TIME AND PAY FOR FAMILIES**

Families whose children have been enrolled at Kingdom Care more than a year will receive one week of childcare free. You must give at least a sixty-day notice of intention to use vacation. The week of Christmas is excluded from allowance of the free vacation week and my week of paid vacation is excluded. Other families will receive a week of vacation at 50% off their rate after six months of enrollment. If your child has not been enrolled at least six months, you will be responsible for full payment of childcare fees during your vacation. You must pay for childcare prior to leaving for your vacation in order to avoid breach of contract. Children must be absent during vacation week. **No child will be allowed to attend daycare during the family's vacation week.**

### **HOLIDAY AND STANDARD CLOSINGS:**

*Contract for 2019-2020 (cont'd)*

Kingdom Care is closed on the calendar state/federal holidays. Some of these holidays may be scheduled school days. It is the responsibility of the parent to cover childcare services in these cases. **These holidays are paid holidays:** New Year's Eve, New Years Day, Memorial Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, Martin Luther King's observed birthday and President's Day KINGDOM CARE IS CLOSED ON THE LAST DAY OF THE SCHOOL YEAR. **There is no reduction in the rate for that week.**

### **SCHOOL CLOSINGS**

**The Holiday hours will be issued on the monthly calendar.** If your child is absent the entire week school closes or on a scheduled non school day, you are still charged the regular rate.

### **SICK POLICY**

**A physician's note is required to return to daycare for illnesses requiring medication. This is at my discretion and MAY include over the counter medication.**

**A physician's note is also required for medications including over the counter.**

We will not administer any medicine prescription or non-prescription not even a cough drop without a physician's note and or a signed medical release. Please, prepare to present this to daycare. **No sick care is provided. If your child is sick the child can't come to daycare. No child will be permitted to lie down and rest in daycare. You must make arrangements for care until your child is well again. Sorry no exceptions.** No child who arrives at Kingdom Care noticeably ill, with a rash or ringworm, or with a fever will be admitted for the day. Any illness that the child shows weakness or grogginess will result in the child being sent home for the day. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. Children with a contagious illness will not be allowed in daycare until properly medicated. The ill child will also not be allowed to return to Kingdom Care until the period of contagion has passed. Please kindly prepare for the child not to return before it has passed.

In the winter, please be prepared for your child to be out 48 hours with a bad cold or the flu. In case of medical emergency first aid will be administered. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, I will call the local ambulance service, which will transport the child to the local hospital. You are responsible for contacting the

child's physician unless otherwise informed. If the child is vomiting, has diarrhea, a consistently runny nose or if a persistent cough occurs, or if the child has allergies, the child must have allergy medication and be out twenty-four hours. There is no discount or waiver for childcare fees if a child is sick. The tuition is a contract rate from the beginning until the end of the school year.

**Please sign below to signify you have read over this section.**

X \_\_\_\_\_

**DAMAGES**

Parents will be held responsible for any physical damages to my home, daycare equipment, or belongings caused by your children. Whether accidental or intentional the item must be paid for or replaced. You will be allowed 14 days to pay for damages caused by your child. You will receive a written notice of the incident and charge

**Please sign below to signify you have read over this policy.**

X \_\_\_\_\_

## **TOYS, GAME APPLICATIONS, BOOKS, COMIC BOOKS, TRADING CARDS**

I will provide a vast array of toys to play with here. Toys will only be allowed on special occasions, such as show and tell. Toys, cards, comic books, phone apps, paper back and hardcover books that conflict with the Christian faith and or principles will not be allowed or permitted to be used at Kingdom Care. These items will be confiscated and given over to parents at pick up with a written request for monitoring of items brought to daycare via backpacks or pockets. Please speak to your child regarding this matter. If you are uncertain about the appropriateness of games, applications or toys, please contact me before allowing your child to bring such items to daycare.

Please sign below to signify you have read over this policy. X\_

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## **HOMEWORK POLICY-Kingdom Care is an after school enrichment program. I provide enrichment and fun activities for after school care.**

During the school year, the children will work on homework for 45 minutes. After the completion of individual homework, all children will read quietly until all children have completed homework. Priority is homework during this time period. I promise to provide a quiet atmosphere for the child to concentrate. No child will be allowed to play and disrupt that atmosphere for another child. Disruptions will be corrected in the following manner. As the occurrences happen in one day the following will take place; First time- verbal warning, second time- time out according/ appropriate to age: The third time-will result in a 1-day suspension from daycare. Continuation of disruptive behavior including excessive talking will lead to two- day suspension with pay. Please do discuss the importance of courtesy to other children during homework time with your child to keep this from happening to your child.

Homework in excess of 45 minutes (1 hour for 4<sup>th</sup> and 5<sup>th</sup> grade) will need to be completed at home. The teacher to student ratio does not allow students to sit alone for homework.

**Please sign below to signify you have read over this policy.**

X\_\_\_\_\_

## **PROPER TERMINATION OF CONTRACT PROCEDURE**

All expectations of childcare have been communicated by interview and this contract. If you decide to end your service at Kingdom Care, a full two-week notice is required to be entitled to use of your security deposit. A termination of service notice shall be due no later than the Friday prior to a two-week notice. Example –IF you wish to end your service on the 30<sup>th</sup>, you must give notice between the 12<sup>th</sup> and the 16<sup>th</sup> of the month, not later than the 16<sup>th</sup>. Any day between Monday and Friday the notice may be submitted, but not later than the Friday before a two-week period. Please contact us and fully communicate your intentions, we will assist you without hassle and respect your decision.

If you are owed a week of vacation, you may not use vacation credit when ending a contract. Your security deposit will be applied toward your two weeks' notice fee. In Ending you lose your free vacation week. If you fail to pay for a full two weeks will result



in full legal action including filing with my collection agency and filing of a warrant in debt in small claims court.

Please sign below to signify you have read over this policy.

X \_\_\_\_\_

**SIGNATURE FOR AGREEMENT OF CONTRACT**

I \_\_\_\_\_ enroll,  
\_\_\_\_\_ At Kingdom Care, on this day of \_\_\_\_\_  
\_\_\_\_\_. I understand and agree to the policies in this contract. My childcare hours will be \_\_\_\_\_ to closing 6pm Monday-Friday. Tuition will be \$ \_\_\_\_\_ Weekly. I understand amendments may be required from time to time, but these amendments will be discussed with me before I am required to sign one. I authorize Kelly Gates and Licensed Staff, to care for my child physically, mentally and emotionally while my child is in her care. I understand I have the right to observe and advise this care and agree to take part in conferences as necessary, for the improvement of the quality of care my child receives. This contract ends one day before the last declared day of the school year.

**ADDENDUM 1**

Kids Night Out remains a free night of childcare. However, late pick up fees apply 6 minutes after Kids Night Out ends. Failure to pay will result in interruption to services until the fee is paid.

**ADDENDUM 2**

THIS IS A CHRISTIAN DAYCARE. YOUR CHILD WILL HEAR THE NAME OF JESUS IN BIBLE LESSONS. WE ARE NON -DENOMINATIONAL IN TEACHINGS. YOU THE PARENT UNDERSTAND I DO NOT PROVIDE BACK UP CARE. I RESERVE THE RIGHT TO MAKE REASONABLE CHANGES TO THIS CONTRACT AS NEEDED FOR THE SAFETY AND GOOD OF THE CHLDREN AS WELL AS THE BUSINESS. YOU RESERVE THE RIGHT TO END YOUR CONTRACT OVER ADDITIONS YOU DO NOT AGREE WITH. YOU ARE BEING INFORMED THAT NO REFUNDS WILL BE GIVEN FOR CARE AT ANY TIME.

**Please sign below to signify you have read over this policy.**

X \_\_\_\_\_

Family needs notes and expectations can be written in here; \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_