



## Child Care Contract

### I. Agreement to Contract Care

This agreement is made between:

Name	Name
Relationship to Child	Relationship to Child
Address	Address
Home Phone Number	Home Phone Number
Name of Employer	Name of Employer
Work Phone Number	Work Phone Number
Cell Phone Number	
E-Mail Address	

**And**

Child Care Provider (herein referred to as Provider):	Boyd's Country Day School
Address:	12417 Deoudes Road Boyd's, MD 20841-9022
Phone Number:	301/972-5982 Phone    301/972-4706 Fax E-mail <a href="mailto:utrechtfamily@comcast.net">utrechtfamily@comcast.net</a>

For the care of: Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### II. Hours of Operation

A. Care will begin normally at \_\_\_ o'clock and end at \_\_\_ o'clock on the following days: \_\_\_\_\_. There will be a charge of \$ \_\_\_\_\_ per child added for each 15 minutes past the designated pick-up or arrival time.

B. Payment obligation is based on the hours and days you have reserved with the Provider, not the actual hours of attendance. Payment for all reserved time is due whether or not the child actually attends during those hours.

C. In addition to the above paragraph, there will be no reduction of fees during holidays and absence due to your child's illness.

D. If schools are closed all day due to inclement weather, there will be an additional charge of \$ \_\_\_\_\_ per day per school-age child.

E. Payment will be made in advance to the Provider in the following manner:  Cash  Check by the Parent on the first or second day of the one-week period. This payment will be in advance of the time period of care provided. There will be a \$5.00 per day late charge assessed for each day payment is not made. Cash receipts will be available by the Provider upon payment. In the event that a check is returned because of insufficient funds, a \$25.00 fee will be charged to the Parent and future payments must be made by cash or money order.



**Boys Country Day School and Camps**

12417 Deoudes Road  
Boys, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax

---

F. A non-refundable one-week registration deposit is required to reserve a space for your child. This deposit will be used towards the last week of child care. There is also a non-refundable \$35.00 registration fee which is required for each child per school year.



**Boyds Country Day School and Camps**

12417 Deoudes Road  
Boyds, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax

**III. Release of Child**

A. In addition to the parties stated in Section I, the following individuals are authorized to pick up your child from the Provider:

Name	Name
Relationship	Relationship
Address	Address
Home Phone Number	Home Phone Number
Work Phone Number	Work Phone Number

B. The Provider will not release your child to other individuals, including those indicated above, without prior written notice and appropriate proof of identification.

C. If custody is not shared by both Parents, the custodial Parent must furnish the Provider with a certified copy of the court order or written agreement confirming that the other Parent does not have the custody of the child.

**IV. Termination**

A. This contract can be terminated by either the Provider or Parent with a written notice during the initial two-week trial period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

B. Unless this contract sets a definite time for duration of child care, the Parent agrees to give the Provider two-week notice if he/she wishes to withdraw the child from the Home after the trial period. If the Parent does not give such notice, any advance money paid may be retained by the Provider without limiting the Provider's other legal remedies. Likewise, the Provider will give two-weeks notice before any termination.

C. If the Parent becomes delinquent on payment or violates any terms of the contract, the Provider may refuse to further care and terminate the contract immediately.

**V. Contract Renewal**

This contract is valid until \_\_\_\_\_, 200\_ at which time it will either be renewed or terminated. Your child care rates are subject to a 8% increase upon renewal.

**VI. Acceptance**

I/We have read and understood all portions of this contract. I/We have received a copy of the Provider Policies and agree to abide by all policies set forth in it.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child Care Provider \_\_\_\_\_ Date \_\_\_\_\_



## Boys Country Day School and Camps

12417 Deoudes Road  
Boys, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax

---



### Provider Policies

Welcome to Boys Country Day School and Camps! The Center is a place where your child can:

- ♥ Form a safe and secure relationship with a single caregiver who can consistently meet their needs.
- ♥ Spend their childhood in a calm, comfortable home environment.
- ♥ Be actively involved in “real life” activities such as preparing meals, cleaning up messes, and nurturing younger children.
- ♥ Enjoy involvement in art, science, language, mathematics, soci-Dramatic play, and music activities.

The center does not discriminate by race, religion, nationality, or disability. Instead, children are exposed to various cultures and abilities in order to foster an appreciation for individual differences.

Discipline in my home is a set of management techniques that teach children how to keep their behavior within acceptable limits. Discipline is NOT punishment (i.e. spanking, slapping) that force children into behaving appropriately. Instead, I will use guidance and encouragement to promote good behavior.



### Holidays and Vacations

The center will be closed on the following holidays:

- ◆ New Year's Eve
- ◆ New Year's Day
- ◆ Martin Luther King Jr.'s Birthday
- ◆ Good Friday
- ◆ President's Day
- ◆ Easter Monday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Columbus Day
- ◆ Thanksgiving Day
- ◆ Black Friday
- ◆ Veteran's Day
- ◆ Two Sick Days
- ◆ Christmas Eve
- ◆ Christmas Day
- ◆ Day Care Yearly Inspection
- ◆ Two Personal Days
- ◆ Two Weeks Vacation
- ◆ Five Sick Days (or personal days if required)

The Center will be taking a total of two weeks vacation for 200 . Full payment is required for these two weeks and closings listed above. The center will notified the parents at least two weeks notice before the Center is closed.



## **Boys Country Day School and Camps**

12417 Deoudes Road  
Boys, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax

---

The Center follows MCPS schedule for opening and closing, during snow days. There will be an additional fee charged if school-age children remain in the Center during late arrivals, early closing, all-day school closing and school holidays. The additional fee will be as stated in the contract.



### **Meals and Snacks**

The Center provides your child with nutritious meals and snacks. The Center will provide breakfast, lunch, and a snack during the day. If your child has a food allergy, please provide the Center with a written description of this allergy.



## Boys Country Day School and Camps

12417 Deoudes Road  
Boyds, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax



### Daily Schedule

The Centers operating hours are Monday through Friday 7:00 am to 5:30 pm.



### Required Forms

Maryland Family Day Care Regulations requires you to complete the following forms:

- Communication
- Medical Order Form
- All About My Child
- All About My Child Page 2
- Child Information
- Emergency Card
- Emergency Medical Consent
- Health Inventory
- Immunization Record
- Travel/Activity Consent
- Child Care Contract

In addition to the required Travel/Activity Consent Forms, the Center will furnish a general permission slip which authorizes me to take your child on field trips either by foot or in my personal vehicle. We keep the information in the above records confidential. We requires you to update these forms at least annually and I have the right to verify all information for accuracy.



### Illness Policy

According to the Maryland Family Day Care Regulations, the Center may only administer medication to your child under the following conditions:

- With your written permission stating your child's name, dates and times of administration, dosage, and your signature.
- At least one dosage of the medication must have been administered at home.
- Medication must be in original container with name, dosage, and expiration date clearly labeled.

The Center cannot provide child care services for ill or injured children according to Maryland Family Day Care Regulations. Please do not bring your child to the center if he/she has one or more of the following symptoms:

- ⊗ Fever of 100 degrees or over
- ⊗ Dark yellow, green, or bloody discharge from the nose
- ⊗ Yellow discharge from the eye
- ⊗ Watery or explosive discharge from bowel
- ⊗ Vomiting
- ⊗ Persistent stomach pain
- ⊗ Non-allergic skin rash
- ⊗ Excessive drooling and/or shortness of breath
- ⊗ Wheezing on exhalation
- ⊗ White, smelly discharge from genitals
- ⊗ Seizures
- ⊗ Excessive irritability and/or credible complaint of pain



**Boys Country Day School and Camps**

12417 Deoudes Road  
Boys, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax

---

**NOTE: If your child becomes sick in my care with any of the above mentioned symptoms and has to leave, they cannot return to my care until they are free from the symptoms for 24-hours.**

If your child becomes seriously ill or injured while in the Center, we will notify you as soon as possible. We will provide your child with the necessary medical attention and/or isolation while you make arrangements to have your child picked up.



**Boys Country Day School and Camps**

12417 Deoudes Road  
Boyds, MD 20841-9022

Child Care Provider  
301/972-5982 Phone  
301/972-4706 Fax

---



**Substitute Care**

In the event of an emergency or illness on regular staff, authorized staff will serve as substitutes.

**NOTE:** Please find an alternative child care arrangement for your child *IN ADVANCE* for events such as:

- ☞ Your child becomes ill
- ☞ Your child is injured
- ☞ The Center is closed due to personal illness
- ☞ The Center is closed due to personal injury
- ☞ The Center is closed for vacation or holidays

**Yearly Renewal Signature:**