

**TOLSTOY PRESCHOOL FDC
Contract**

The following contract is made between:

Parent

Home phone

Work or cell phone

Home address

(referred to as the Parent in this contract)

and

Xenia Woyevodsky/Olga Krasovskaya
Tolstoy Preschool FDC
8117 Lilly Stone Drive, Bethesda, MD 20817
(referred to as the Provider in this contract)

Phone
301-365-3763

For the care of:

Childs Name

Date of Birth

With an agreed upon start date of ___/___/ 2017 to ___/___/

• **Basic rates and payment policies:**

Care shall be provided from 8:00 AM to 6:00 PM on the following days
Monday, Tuesday, Wednesday, Thursday, Friday

The payment fee shall be \$375.00 per week or \$75 per day if the contract is signed for partial week attendance.

Payment shall be due each Friday (or the previous business day if the facility is closed on Friday) for the following week's care.

A \$10.00 a day late fee will be charged if your payment is not paid on time
The Provider may immediately terminate this contract without any notice if payment is not made on time.
The fee for returned or unpaid checks is \$30.00.

• **Deposit**

A payment of a deposit of two weeks tuition is required to reserve space in the program. It is due at the time of contract signing and will be applied toward tuition payment for the last 2 weeks of the contract or forfeited if the child does not attend as agreed. If the child leaves the program early the deposit will not be refunded.

- **Overtime rates**

Over time will be considered as drop-off before 8:00 a.m. or pick-up after 6:00 p.m. If the Parent informs the Provider in advance, and the Provider agrees, the child will be accepted for over time hours at the following rate: \$ 15 per hour. If the Parent has not confirmed the Provider that he/she will be arriving later than the agreed time, the following rate will be 1\$ per 1 minute.

- **Rates regarding holidays and other absences**

1. The Parent is responsible for payment in full on days the child is sick, arrives late, leaves early or does not attend daycare on days that the daycare is open and space is reserved for the child.
2. The payment must be made in full when the child care facility is closed for the following holidays:
Labor Day - 9/4/17
Columbus Day - 10/9/17
Thanksgiving Day – 11/23/2017,
The Day After Thanksgiving – 11/24/2017,
Christmas – 12/25/2017,
New Year’s Day – 1/1/2018,
Russian Orthodox Christmas Holiday - 1/8/18
Russian Orthodox Good Friday and Easter Holiday - 4/6/18 and 4/9/18
Memorial Day – 5/29/2017
Independence Day - 7/4/18
3. The child care facility follows Montgomery County Public Schools closings and delays due to inclement weather. The payment shall be made in full for these days. Besides, the child care facility may be closed in case of loss of utilities (power, gas, water) or other emergencies. The payment shall be made in full for up to 5 such days during the term of this contract.
4. Tolstoy Preschool is open all year round for your convenience. Those who plan to take a large portion of the summer off, need to inform the Administration at least a month prior to the beginning of summer. Two weeks vacation per year will be waived and deducted from the monthly payment.

- **Substitutes**

Catherine Trubetskoy and Ludmila Sukhanova are the substitutes. The Parent will be informed if any changes in the substitutes will be made.

- **Child care forms required**

You are required to provide the following forms (filled in and signed) **prior** the first day of care:

1. Health Inventory (filled and signed by you and **Health Practitioner**). After enrolling in the program, please provide all the updates from the doctor’s office on the immunizations made
2. Emergency Form
3. Off-site Activity Permission Slip (including permission to transport)
4. About My Child Form
5. According to the Maryland child care regulations we will provide you a copy of “A Parent’s Guide to Regulated Child Care”, and you need to return the signed portion of the brochure
6. Medication Authorization Form (if needed)

- **Meals**

Food to be provided by: _____ the Parent or _____ the Provider.

| Meals Served | Time Served |
|----------------|-------------------|
| ___ Breakfast | <u>9:00 a.m.</u> |
| ___ A.M. Snack | <u>11:00 a.m.</u> |
| ___ Lunch | <u>1:00 p.m.</u> |
| ___ P.M. Snack | <u>4:15 p.m.</u> |

- **Rest time arrangements**

Nap time is from 14:00p.m. to 16:00p.m. Each child is required to have a rest period on a cot. The child care supplies and maintains the cots. It also supplies sheets and blankets.

- **What parents supply**

All children must have a complete change of clothing available at all times. The parent will provide the following clothing: jacket, skirt or shirt, T-shirt, underwear, socks. If for any reason the child needs to use one of these articles, it should be replaced the next day. Until you child is completely potty trained, parents supply diapers, sunscreen and diaper rash creams.

- **Sickness policy and Medications**

Family day care regulations (COMAR 07.04.01) prohibit providers from caring for a child who exhibits symptoms of acute illness such as vomiting, fever, seizures, severe pain or diarrhea. Under such circumstances, the parent will notify the provider of the child's illness and make other child care arrangements. If such symptoms arise while the child is in care, the parent will be notified immediately so that arrangements can be made for the child to be picked up by the parent or other authorized person.

Family day care regulations also prevent a day care provider from administering prescription or non-prescription medication without **prior written parental authorization**. Parental authorization is granted by a separate permission slip, a medication order form. Prescription medication must be in the original container labeled by the pharmacy or physician with the child's name, expiration date, directions for use and physician's name. At least one dose of a prescription medicine must have been given to the child at home. A physician's written authorization is required in order for the provider to administer more than 1 dose of over-the-counter medication.

The Provider may apply sunscreen and diaper rash cream (provided by the Parent) when needed and by signing this contract you give me permission to do it.

- **Transportation Policy**

In the event of special outings, parents need to sign **consent for off-site activities** for their child to attend.

- **Discipline policy**

The Provider emphasizes the use of positive discipline. Positive discipline is helping to teach children become self governed and understand what they are doing. The children will learn not to do it again. The staff will show the children alternate choices, redirect or set limits to destructive behavior. The staff will not punish the children when they can teach them instead. If the child cannot be redirected a few times a one minute time-out can be applied.

- **Release Arrangements**

The Parent is required to specify on the emergency card who will be responsible for picking up the child from the child care. The Provider will not release the child unless the person's name appears as an authorized adult to pick up the child. If the parents need to have someone other than an individual listed on the emergency card, they will need to give me that person's name and the staff will check the person's ID when he/she arrives to pick up the child.

- **Liability**

The Provider is covered by liability insurance. The Parent absolves the daycare staff, teachers, substitutes, volunteers and Tolstoy Preschool FDC of any responsibility for the safety, welfare, health, and well being of the above named child, beyond such matters as may be called reasonable care for children in the custody of daycare staff and subject to daycare staff's clear instructions. The Parent assumes personally and exclusively all responsibility and liability for accident, injury, etc. which occurs beyond those areas and limits covered by the Childcare Insurance policy, which may occur to the child in care.

- **Terminations**

Child care may be terminated by either parent or provider after two weeks written notification to the other party. Payment is required for these two weeks even if the child is not here. Also early terminations fees of 2 weeks tuition will be charged for leaving the program.

The provider reserves the right to terminate the services immediately in situations that affect health or safety.

By signing this agreement, you are stating that you **have read and agree** to all policies contained herein. Any additional policies or policy changes will be submitted to you in writing before taking effect. Thank you for allowing me to care for your child.

- **Signatures**

By signing this contract, the Parent agrees to abide by the written policies of the provider. The Provider may amend the policies by giving the Parent a copy of the new or changed policies at least one month before they go in effect.

Provider's signature _____ **Date** _____

Parent's signature _____ **Date** _____

I give my permission to publish photos of my child on the child care provider's World Wide Web site.

Parent's signature _____ **Date** _____

**TOLSTOY PRESCHOOL FDC
PARENT/ GUARDIAN CONSENT FOR OFF-SITE ACTIVITIES**

The undersigned hereby requests and gives permission to take _____ on any off-site trips (nearby parks, playgrounds and special outings.). With this signed agreement I (we) absolve the daycare staff, teachers, substitutes, volunteers and Tolstoy Preschool FDC of any responsibility for the safety, welfare, health, and wellbeing of the above named child, beyond such matters as may be called reasonable care for children in the custody of daycare staff and subject to daycare staff's clear instructions. I (we) assume personally and exclusively all responsibility and liability for accident, injury, etc. which occurs beyond those areas and limits covered by the Childcare Insurance policy, which may occur to the above named child during the time of off-site activities as set forth at the beginning of the paragraph.

This consent slip shall cover all activities starting from the signature date

Transportation will be by chartered bus, private car, or walking.

Parent/Guardian: _____

Parent/Guardian's signature _____ **Date** _____