

TOLSTOY FDC

Contract

The following contract is made between:

_____	_____	
Parent phone	Home phone	Work or cell

Home Address

Email Address

Referred to as Parent in this contract

and

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

Phone: 301-365-3763

For the care of:

Child's Name	Date of Birth

With an agreed upon start date of ___/___/19_ to ___/___/

Full days _____

Half days _____

• 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 (Rates vary for number of weeks of

attendance. Half-day attendance depends on space availability. See Current Rate Schedule for breakdown of costs)

Payment shall be due either on the first day of the month in one monthly payment or can be divided into two installments (two payments per month, first day of month and middle of month)

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. We respectfully ask that parents abide by this policy. If arrangements are made in advance between Parent and Provider, the child will be accepted for overtime hours at the rate of \$15 per hour. If the Parent has not confirmed with the Provider that he/she will be arriving after 6 p.m., the rate will be \$1 per minute.

• **HALF-DAY ATTENDANCE**

Half-day attendance (8 a.m. to 1:30 p.m.) is dependent entirely on space availability as family day care regulations allow only 8 children per day. Full-time children take precedence over half-day children. Children who are accepted on half-day attendance follow the same rules as full-time children as specified in this contract for holidays, sicknesses, closings and delays as well as for other absences and termination. Sickness and other absences may be made up on another day if arrangements are made and space is available.

Half-day attendance follows the same 10-day per year vacation waiver policy as full-day attendance. (see below). Parents who plan to take more time off in the summer, etc., must make arrangements in advance. For extended summer holidays, arrangements must be made well in advance, preferably two months.

• **HOLIDAYS, SICKNESS 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:

New Year's Day – 12/31/18 and 1/1/2019,
Russian Orthodox Christmas Holiday - 1/7/19
Martin Luther King Day - 1/21/19
President's Day - 2/18/19
Russian Orthodox Good Friday - 4/26/19
Memorial Day - 5/27/19
Independence Day - 7/4/19
Columbus Day - 10/14/19
Veteran's Day - 11/11/19
Thanksgiving - 11/28 and 11/29
Christmas holiday observance - 12/24/ 19 and 12/25/19
New Years Day - January 1, 2020

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 Daycare is open all year round for your convenience. We are closed an extra day at Christmas if Christmas Eve falls close to the weekend in order to allow staff to enjoy the holidays. We also observe the Russian Orthodox Christmas and Good Friday. 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.
5. Two weeks (10 days) vacation per year of contract signed will be waived and deducted from the monthly payment.

• **SUBSTITUTES**

Anya Yedgarian and Elizaveta Vasilkova 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 9:00 a.m. -9:30 a.m.

___ A.M. Snack 11:00 a.m.

___ Lunch 1:00 p.m.

___ P.M. Snack 4:15 p.m.

• **REST TIME ARRANGMENTS**

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 PROVIDE**

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.

We kindly request that parents try to keep their sick child home as colds spread very quickly from one child to the other and can affect our teachers as well. This is a common courtesy to our home daycare facility. It will also help us create a healthy environment to serve your children in the best possible way.

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 the Provider 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.

• **FIRE AND EMERGENCY PREPAREDNESS PLAN**

Fire drills are conducted on a monthly basis to prepare staff and children in case of fire and other emergencies. A fire evacuation plan approved by Montgomery County's Fire Marshall is located in each room of the daycare facility.

Our Emergency Preparedness Plan developed to keep children safe and protected from harm in case of any possible emergency situations, evacuations etc. while in our daycare, will be distributed to all Parents.

• **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 ARRANGMENTS.**

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 Provider that person's name and the staff will check the person's ID when he/she arrives to pick up the child.

•LIABILITY

The Parent absolves the daycare staff, teachers, substitutes, volunteers and Tolstoy 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 the limits of reasonable care for children in custody of daycare staff and subject to daycare staff's clear instructions.

•TERMINATIONS

Childcare maybe 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 us 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 into 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 or Face Book page or in advertising for the facility. We will always respect the privacy of your child. No last names of children will ever be listed anywhere.

Parent's signature _____ **Date** _____