

CHILD NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_



### DAYCARE CONTRACT

This Daycare Contract (Contract”) is made effective as of \_\_\_\_\_, by

And between the following parties:

“Provider”:

Stay-&-Play Childcare, Inc.

[www.snplaydaycare.com](http://www.snplaydaycare.com)

812-725-5464 Sierra Young (Director)

\_AND\_

Parent(s) or Legal Guardian(s) (“Parent”):

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_

Other Telephone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ Cell \_\_\_\_\_

To provide childcare for:

Child's Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

The undersigned Parent(s) hereby gives Stay-&-Play Childcare, Inc. permission to care for the above child in accordance with this Contract. In consideration of the mutual agreements and covenants contained in this Contract, the parties agree to the following:

1. **CONTRACTED HOURS.** The Provider shall provide childcare services and the Parent(s) shall pay for such services as follows:

**P.M. CARE Rock Creek Elementary School**

Monday-Friday 3:00-6:00pm \_\_\_\_\_ \$60 per week

**P.M. CARE Rock Creek Middle School**

Monday-Friday 3:00-6:00pm \_\_\_\_\_ \$55 per week

Optional provided at Silver Creek Elementary School

School Breaks M-F 6:30am-6:00pm \_\_\_\_\_ \$125 per week

Summer Care M-F 6:30am- 6:00pm \_\_\_\_\_ \$125 per week

includes field trip and summer supplies

This schedule shall be in effect unless terminated within two weeks of enrollment day by one of the parties in accordance with this Contract.

The Parent(s) shall pay childcare fees based on the above schedule at the rates specified below. Childcare fees will not be adjusted for late arrivals, early pickup, or missed days, except as provided in this Contract.

2. **FEES FOR FULL-TIME CHILDCARE.** Childcare fees for "Full-Time" Pre-Scheduled childcare are based on which program you are attending. See fee chart. Childcare fees are due and payable regardless of the child(ren)'s attendance. No part-time care available.
3. **TIMING AND METHODS OF PAYMENT.** The Parent(s) shall pay childcare fees with one of the below options. Please initial which option you would like to pay by.

\_\_\_\_\_ I will pay with a check or money order the last Friday of every month for the following months' care in full. (There will be no weekly fees collected at the centers if you are paying by check or money order you must pay for a month in advance. You must leave this check by 6pm the last Thursday of every month.)

\_\_\_\_\_ I will pay weekly using direct deposit out of my checking or saving account. (This option will come out of your account weekly for the fees due after you have submitted a paper to be put on auto pay; you will not have to do anything else to have weekly fees paid.)

\_\_\_\_\_ I will pay weekly using the Venmo app. (This is an option for anyone who does not want to use auto pay but wants to pay weekly you are responsible to send the payment over before 8am Friday mornings. If you fail to do so you will be required to switch to weekly auto pay or monthly check or money order payment) The account for Venmo payment is @StayN-Play.

\_\_\_\_\_ I will pay bi-weekly using pay pal. I will also pay any fees that are due. (You will receive an invoice every other week for this. You will be responsible to pay before 8am Friday morning)

If banks are closed on Friday – payments will be due on Wednesday and deposited into our bank account on Thursday instead of Friday. **No Cash Payments** In addition, if fees are not paid in full and on time, the Parent(s) agrees to pay a \$50.00 per day late fee. If fees are not paid by Friday, the child(ren) will not attend the facility until payment is received in full and will be dismissed immediately. **Strictly enforced.**

The Parent(s) agrees to pay a \$35.00 fee for all payments returned unpaid and will be required to switch to Pay Pal or Venmo.

**AUTOPAY** is a payment that **cannot be stopped or reversed** due to insufficient funds or any other reasons-such as a change in account number or banks. Auto pay is submitted on Friday before the Friday it is due. The only way to stop auto pay is with a two-week written notice. It does take 1-2 weeks to set a new customer up in our system. Until you have been notified that your auto pay is approved you will need to pay with another option.

If any payment obligation under this Contract is not paid when due, the Parent(s) agrees to pay all costs of collection, including reasonable attorney fees, whether a lawsuit is commenced as part of the collection process.

If you have any questions regarding payments, please contact Sierra Young

Phone: 812-725-5464 Email: sdpsnp@yahoo.com

- 4. Nonrefundable REGISTRATION FEE.** The Parent(s) shall pay \$35.00 per family as an initial registration fee when this Contract is signed. The registration fee is a nonrefundable fee when this Contract is signed. The registration fee is nonrefundable and is not applied to any childcare fees.
- 5. OVERTIME FEES.** All children must be picked up by 6pm. If you are late, you will be charged **\$10.00 per every 5 minutes per child**. If you are late more than 3 times your child will be dismissed immediately. You must have 3 local contract numbers on your policy agreement. This is whom we will contact if you fail to pick up your child.

If you fail to pick up your child and we cannot reach you or your contact within a reasonable time we will have to contact the Child Protection Service and the local police department will then become responsible for your child until you are located.

6. **TRIAL PERIOD AND TERMINATION OF CHILD CARE.** The first 2 weeks of enrollment in Stay-&-Play Childcare, Inc. is considered a "trial period." Childcare may be terminated by either the Provider or parent during this trial period without advance notice. After the trial period has passed, childcare may be terminated by the Provider or the Parent(s) but will be required to provide 2 weeks advance written notice. The Parent(s) agrees to pay the regular scheduled fees for the 2 weeks or portion of such 2 weeks immediately after such notice during which the Provider had no notice of such termination. If you fail to pay the two weeks' notice your child will not be able to return without paying the two weeks in advance, along with a new enrollment fee and one week paid in advance

Stay-&-Play Childcare, Inc. retains the right to terminate this Contract without notice for the following reasons:

- The Child(ren)'s behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
- A Parent's behavior is threatening or abusive to the other children or providers at the care facility.
- Childcare fees are 1 day or more delinquent.
- The child(ren) is absent for 1 day or more without reasonable explanation, a phone call or payment from the Parent(s).
- Refusing to uphold company policy and state regulations.

All terminations of this type can be made effective immediately.

7. **MEDICAL TREATMENT:** If the child becomes ill, Stay-&-Play Childcare, Inc. will first try to reach the Parent(s). If the Parent(s) cannot be reached, Stay-&-Play Childcare, Inc.

may contact the child's physician:

Name of Physician: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Dentist: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I \_\_\_\_\_ agree and give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately or as soon as possible should I be away from the phone numbers given with this application.

Hospital Preference: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Name of Policyholder: \_\_\_\_\_

In case of medical emergency, Stay-&Play Childcare, Inc. shall obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The Parent(s) agrees to pay all cost and expenses incurred in connection with any medical care provided to the child, including the cost of transportation

**8. SICK CHILD POLICY.** If the child exhibits any of the symptoms listed below, the child shall not attend the child care facility until the symptoms are no longer exhibited or unless the Parents(s) has obtained a statement from the child's doctor stating that the child is not contagious. The final decision as to whether a child will be admitted to childcare facility will be made at the sole discretion of the Provider.

- a. Fever of 100 degrees F
- b. Persistent diarrhea
- c. Irregular breathing
- d. Unusual rashes
- e. Vomiting
- f. Yellowish color to the skin
- g. Discharge from eyes or ears
- h. Lice
- i. Communicable diseases
- j. Cough
- k. Any symptoms of COVID19 -Will require a Doctor excuse to return. If tested positive a 14-day quarantine will be required and doctor excuse to return.

If the child exhibits any of these symptoms while present at the childcare facility, the Parent(s) will be notified and shall immediately remove the child. The child may be isolated from the other children at the childcare facility until the Parent(s) arrives.

Stay-&Play Childcare, Inc. agrees to notify the Parent(s) of any contagious diseases about which the Provider has knowledge that the child may have been exposed to the whole at the childcare facility.

The Parent(s) agrees to inform Stay-&Play Childcare, Inc. of any illness or problem of the child that might affect other children at the childcare facility.

The Parent(s) shall be responsible to arrange for alternate care if the child is unable to attend as provided in this Contract. Childcare fees will not be adjusted for the days a sick child does not attend the childcare facility.

If your child were to have an allergic reaction, we have Benadryl. We will give the correct amount that you have said.

\_\_\_\_\_ Yes, you can give my child Benadryl Dosage \_\_\_\_\_

\_\_\_\_\_ No, you cannot give my child Benadryl

### **Restroom Issues**

Due to liability issues and working with children who are school aged, the staff at Stay-&-Play is not allowed to help children in the restroom. If your child has an accident before getting to the restroom, we will contact the parent to come and get the child and take them home to clean them up. They can come back to the center, but if it is a recurring situation and they have a 2<sup>nd</sup>, 3<sup>rd</sup>, etc. accident on the same day you will be called again. (Or you can come and clean them up at school).

- 9. ITEMS SUPPLIED BY PARENT(S).** The parent(s) shall provide the following items to Stay-&-Play Childcare, Inc. for the benefit of the children **during first 2 weeks of school** Stay-&-Play Childcare, Inc.: Kleenex, crayons, glue sticks, pack of playdoh, markers, bag of candy, pack of construction paper, pack of copy paper, hand sanitizer, disinfect wipes, disinfect spray (SEND CHANGE OF CLOTHING IN YOUR CHILD'S BACKPACK) and on the 1<sup>st</sup> day of each month please send 1 bag of candy.  
Our supply needs change every year so we will send home a new list at the beginning of every school year.

\_\_\_\_\_  
In addition, Stay-&-Play Childcare Inc. may request that the Parent(s) supply a specific item for the benefit of the children from time to time.

- 10. PARENTS PROVIDE SNACK AND LUNCH:** Stay-&-Play Childcare, Inc. does not provide meals or snacks to children. Parents will need to send a snack and drink for after school care. During any all-day care provided at Silver Creek from 6:30am- 6pm (Fall, Christmas, Spring, & Summer Breaks) parents will need to send a sack lunch, two snacks, and a drink. **WE DO NOT HAVE FOOD AT THE DAYCARE.** We will need information on any food allergies. For Birthday celebrations food must be store bought.
- 11. SUBSTITUTE CHILD CARE.** If Stay-&-Play Childcare, Inc. is temporarily unable to provide childcare services due to reasons beyond its reasonable control. Stay-&-Play Childcare, Inc. may, but has no obligation to, arrange for a substitute childcare provider with qualifications like the Provider's. Stay-&-Play Childcare, Inc. will use its best efforts to provide the Parents with reasonable advance notice of the need for such substitute care. The Provider will provide the Parent(s) with a list of substitutes childcare providers upon request.

**12. HOLIDAYS/VACATIONS.** Stay-&-Play Childcare, Inc. will not provide childcare on any federal holiday. The childcare fees will be adjusted for these federal during which Stay-&-Play Childcare, Inc. facility is closed.

**We will be closed on the following holidays:** no charge for the following legal holidays

Labor Day, Thanksgiving Day, Christmas Day and Christmas Eve, and New Year Day, 4<sup>th</sup> of July, and Memorial Day.

We will be open during Christmas Break (except days mentioned above), Fall Break, Spring Break, and summer break. **Care for those times are optional if your child does not need care you will not be charged.** If you do attend, fees will be \$125 per wk. Summer fee is \$125 per week

The Parent(s) is responsible for arranging for alternate childcare for closings when the Provider is attending training classes and for emergency closings due to severe weather. The childcare fees will be reduced proportionately for the days during which Stay-&-Play Childcare, Inc.'s facility is closed.

**Bad Weather days and Early Release**

**On Early release days we will close at 3:30pm** and there will be no additional charge. All centers will be open for early release until 3:30pm. **We will not be open on snow delays. If care is needed, we are open at the Silver Creek center at 7am on a Snow day.** Please watch the local news channel FOX 41 for closing of the center watch for "Stay-&-Play Silver Creek" We will close if the weather is bad. **If the weather continues to get worse throughout the day, you will be contacted to pick up early.**

**13. WITHDRAW.** To withdraw from the program, you must give a 14-day notice and pay for the last 14 days. If you decide to withdraw you must give notice on Thursday, the day fees are due for it to count that week otherwise that week fees will not count. If no notice is given you will be charged a \$50.00 late fee for every day not paid. You will not be able to bring your child back to Stay-&-Play until the bill is paid in full. Anyone who withdraws their child two week prior to any breaks will have to wait eight weeks to return to the program if space is still available.

**14. MODIFICATION OF TERMS.** Stay-&-Play Childcare, Inc. shall be entitled to change any of the terms in this Contract, including fees, by providing the Parent(s) with 2 –week advance written notice of such changes.

**15. DAMAGE TO PROPERTY.** Children are expected to treat all property located at the facility with respect, including toys and furniture. The Parent(s) agrees to pay for the accidental or willful destruction of any property located at the facility, whether owned by Stay-&-Play Childcare, Inc. or any other person, at the replacement cost, if such destruction was, in the sole opinion of Stay-&-Play Childcare, Inc., caused by the child. **NO TOYS TO BE BROUGHT FROM HOME.** We are not responsible for any personal items brought from home or damage done to clothing due to playing / crafts at the center.

- 16. DISCIPLINE.** Stay-&-Play Childcare, Inc. uses a positive disciplinary approach with children. Caregivers communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions to resolve conflicts, and communicate with children at eye level and talking to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's records. Restraining a child will only be used if a child is out of control to the point that they could harm themselves, others or trying to leave the premises. The technique used would be wrap arms around the child's waist and arms and hold them until they calm down. Parents will be contacted immediately if this happens in the classroom. If a child does take off from the premise 911 will be called
- 17. PARENT COMMUNICATION.** Parent – teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always for on-going communication and parents are always welcome to observe our program.
- 18. CALLING IF ABSENT.** Anyone who fails to report their child as being absent by 2:00pm will be contacted. If this becomes an issue you will be required to sign a release form – Releasing Stay-&-Play Inc. from responsibility for your child and their whereabouts.
- 19. FIELD TRIPS AND EXCURSIONS.** I give my permission for my child to participate in field trips or other excursions off the premises.

In the event of a field trip, or such activity, I give my permission for my child to be transported by the childcare center in a state-licensed school bus. All field trips will be announced in advance and another permission slip will need to be signed by parents. Field trips will be additional fees depending on the trip. Field trips are only for summer program.

State Regulation #37 requires all parents to sign a consent form stating that your child is allowed to participate in Extracurricular Activities (such as gym time, going outside, crafts, bookmobile, guest speaker's ext....) at our Center. If your child participates in school activities such as basketball, etc.... You will need to send a permission slip for them to attend. We are not responsible to get your child to and from the extracurricular school activities after school-this is your responsibility.

- 20. POLICY ON RELEASE OF A CHILD TO AN INTOXICATED OR IMPAIRED PERSON.** No child will be released to anyone suspected of using drugs or alcohol-if the person insists on taking the child – we notify the local police department upon your departure.

**No firearms, alcohol, tobacco, illegal drugs or substances and any unauthorized potential toxic substance on the premises!**

- 21. AUTHORIZATION FOR CHILD'S RELEASE.** Children will be released only to a parent or person named by the parent on the authorization list-who has proper identification. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents must sign the child in and out by name and time of arrival and departure.
- 22. HEALTH EXAMINATION.** A health examination including immunizations is required for each child within 12 months prior to admission to the childcare center or within one



month after admission on the forms provided. Child Care center services must be terminated if a health form is not returned within the above stated time period.

- 23. LIMITED SCHOOL YEAR SPACE AVAILABLE.** Stay & Play is now to the point where our classrooms are full during the school year and we no longer can guarantee a spot for anyone who does not attend during the summer. We have new enrollment every year and can only take 25-30 children per room. The customers who attend during our summer program and all year will have a spot during the school year. **Ratio 1:20**

### Hours of Operation and Fees

#### Rock Creek Elementary School

After school care 2:55pm- 6:00 pm \$60.00

10% discount for more than 1 child

#### Rock Creek Middle School

After school care 2:55pm-6:00pm \$55.00

10% discount for more than 1 child

Summer care: 6:45a.m.-6:00 p.m. 125.00 per child

—

#### Fall, Christmas, Spring Break

Fall, Christmas, and spring is 6:30am-6:00pm is \$125.00 a week at Silver Creek center. Full Time care only. No regular school hours. For example: You cannot pay \$65.00 and bring them from 3:00pm-6:00pm.

#### **Field trip fee-summer program: ALL SUMMER CARE PROVIDED AT SILVER CREEK ELEMENTARY**

Additional fees may be charged during the summer for field trips-all children must pay field trips. We will do 5 fields trips per summer break

Fees due rather they attend, or not-cost of the bus driver and trip expense is divided equally with total enrollment.

### THE CHILDREN ARE NOT ALLOWED TO HAVE CELL PHONES IN THE CENTER

#### PAYMENTS

DON'T FORGET if you do not pay by 6pm on Thursday (payment for week before service)

You will be charged a \$50.00 late fee. If payment is not made with the late fee included

On Friday, your child will be dismissed immediately from the center.

#### No Vacation Time:

- SNP will not allow vacation time during the school year or the

Summer break. If SNP is closed, you will not be charged. If we are open, you will be charged fees.

- Fees will still be due every week by 6pm on Thursdays. Any fee not paid by 6pm will get a \$50 late fee per day until paid. If not paid by the Friday with the late fee service will be discontinued.
- No CASH accepted for any reason at SNP.

**Withdraw Procedures: 2 Week notice required**

A two-week notice must be given to withdraw from our program. All children are expected to pay for services until the last day of school unless a withdrawal notice is given.

If you withdraw two weeks before the last week of school, two weeks before Fall, Spring, or Christmas break (or any breaks) to avoid paying the weekly holiday fee you will be required to Wait 90 days to return for service.

Example: withdraw last week of school being June 2 – you can no return until Sept 2 (90 days)

**PARENT SIGN:** \_\_\_\_\_

## STAY-&-PLAY DAILY INSTRUCTIONS

### MEDICATIONS – must have a doctor's prescription on it!

Daily: Time \_\_\_\_\_ Dosage: \_\_\_\_\_

With Meals: Dosage \_\_\_\_\_

### IN AN EMERGENCY

Call 911 or: \_\_\_\_\_ Phone#: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone#: \_\_\_\_\_

### ADDITIONAL INFORMATION

## STAY-&-PLAY CHILD'S HISTORY RECORD

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DATE OF ENROLLMENT \_\_\_\_\_ GRADE \_\_\_\_\_ SCHOOL \_\_\_\_\_

DESCRIBE YOUR CHILD BRIEFLY (physical, personality, abilities) \_\_\_\_\_

\_\_\_\_\_

### HEALTH INFORMATION:

INSURANCE COMPANY: \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ NAME OF SUBSCRIBER \_\_\_\_\_

ANY MEDICAL PROBLEMS: \_\_\_\_\_

\_\_\_\_\_

LEARNING DISABILITIES: \_\_\_\_\_

TAKING ANY MEDICATION: \_\_\_\_\_

DATE OF LAST TETANUS SHOT \_\_\_\_\_

DO WE HAVE A COPY OF IMMUNIZATION: YES OR NO?

LIST OF ALLERGIES: \_\_\_\_\_

FOOD ALLERGIES: \_\_\_\_\_

### SOCIAL RELATIONSHIPS

EXPERIENCES PLAYING WITH OTHER CHILDREN \_\_\_\_\_

\_\_\_\_\_

BY NATURE, IS YOUR CHILD: FRIENDLY \_\_\_\_\_ AGGRESSIVE \_\_\_\_\_

SHY \_\_\_\_\_ WITHDRAWN \_\_\_\_\_ OUTGOING \_\_\_\_\_

HOW DOES YOUR CHILD GET ALONG WITH OTHER CHILDREN? \_\_\_\_\_

\_\_\_\_\_

WHAT METHODS DO YOU USE WHEN YOUR CHILD MISBEHAVES? \_\_\_\_\_

WHAT FRIGHTENS YOUR CHILD? \_\_\_\_\_

WHAT IS YOUR CHILD'S FAVORITE ACTIVITIES? \_\_\_\_\_

HAS YOUR CHILD ATTENDED DAYCARE OR PRESCHOOL BEFORE? \_\_\_\_\_ IF SO, WHERE \_\_\_\_\_

REASON FOR LEAVING DAYCARE OR PRESCHOOL? \_\_\_\_\_

PHONE NUMBER OF DAYCARE \_\_\_\_\_

DOES YOUR CHILD HAVE SIBLINGS \_\_\_\_\_ AGE OF SIBLINGS \_\_\_\_\_

- Fees increase because we are not a non-profit organization, therefore our operation cost is quite a bit more than a non-profit organization.
- Every year we collect a onetime fee of \$15 per child the last week of November to help cover Staff Christmas bonus and new items and toys for each daycare
- PayPal if there is 5 weeks your PayPal payment will be for 2 weeks the first payment and 3 weeks the second payment
- Parents if you enrolled your child (and not together as a couple) it is your responsibility to make sure that the other parent knows pickup arrangements and payment arrangements. We will call one or the other in any emergency or if one is unavailable when we need you. Our staff does not get involved in situations involving parents who are not together unless we have a court order.
- Non-Refundable enrollment fee is now \$35 per family.
- Late fee for nonpayment on Thursday is \$50 per day. If this happens two times you will be required to switch to autopay or PayPal

I have read and understand these changes

Parent sign \_\_\_\_\_

Date \_\_\_\_\_

### **STAFF CHRISTMAS BONUS FUNDRAISER**

Stay & Play, Inc. collects one time a year an extra \$15 per child fee to help pay for

Christmas bonus and dinner for the staff at Stay & Play. I found that it is much easier to do this trying to do a fundraiser and sell items or do raffle tickets during this time of the year.

This fee will be added to your weekly fee the first week of December and is greatly appreciated.

Any extra money left will be used for the children's Christmas at SNP.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Pets & Special guest**

On Occasion Stay-&-Play Inc. will have special guests who will bring in animals into the program. We ask that any parent who does not want their child to participate to sign this form. Also, if any allergies are present, we will need to know this as well.

Allergies:

\_\_\_\_\_  
\_\_\_\_\_

Yes My Child can participate: \_\_\_\_\_

No My Child may not participate: \_\_\_\_\_

Also, any **parent or special guest** that brings an animal into the daycare accepts full legal Responsibility for anything the animal does.

Yes, I accept full responsibility for my animal / animals at Stay & Play Childcare. \_\_\_\_\_

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

Special Guest Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

**Photo Release for Stay-&-Play Facebook or Stay & Play Inc. Website.**

**Yes, my child may have their photo taken and put on Facebook and or Stay & Play web**

**No my child may not have their photo taken and put on Facebook and or Stay & Play Inc. Website:**

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

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing this Contract, the undersigned represents that the undersigned has Understood and agreed to the term and conditions of this Contract, Breach of this Contract in any way by the Parents(s) may result in immediate termination of a child-care services.**

By: \_\_\_\_\_

LEAD TEACHER

Date

Parent sign \_\_\_\_\_ date \_\_\_\_\_

### **EMERGENCY CONTACT LIST**

CHILD: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Bus: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Phone: Mom \_\_\_\_\_ Dad \_\_\_\_\_

Work Phone: Mom \_\_\_\_\_ Dad \_\_\_\_\_

Cell Phone: Mom \_\_\_\_\_ Dad \_\_\_\_\_

#### **FIRST CONTACT: not parents**

NAME: \_\_\_\_\_ RELATIONSHIP TO CHILD \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

If you do not pick your child up by 6pm- you need to call your contact people early enough for them to pick up your child. If no one shows up by 6pm we will begin to call 1<sup>st</sup> & 2<sup>nd</sup> contact numbers and then the list below. You will still be charged a late fee based on the time the pick-up person arrives.

#### **AUTHORIZED TO PICK UP YOUR CHILD:**

You can list as many people as you want, if a name is not on this list; your child cannot be released to an individual under any circumstance: Please include name, relationship, address, and phone number.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

CHILD 1<sup>ST</sup> DAY AT STAY N PLAY will be \_\_\_\_\_

•

## Stay N Play Reopen Plan COVID19

We have been open all summer following CDC and FSSA childcare guidelines since April 4, 2020. We rented a facility since the school closed us down March 20, 2020. We do plan to return to the school when school starts as this is a much-needed service for many working families.

We will need to return to the schools on opening day.

Basically, we will follow the procedures below which we have been following since April 4, 2020

1. We will continue to monitor the health of those attending through observation.

2. With the afterschool program the child will be released directly from school to us so we would assume they are fine if they attended school

3. Morning care (where offered) the staff will take temperature upon arrival and parents will not come into the facility - just to the door for drop off.

4. Afternoon pickup - parents will do the same and not enter the facility but sign the child out at the door.

5. The setup of centers will allow extra space to play together with only 2 per center.

6. Snack table children will be social distancing with space between each and we will do two snack times to have less kids together to eat

7. Sanitation station will have hand sanitizers, Lysol wipes and spray

8. Tables will be wiped before children arrive and throughout the day

9. Toys will be cleaned daily with Lysol spray.

10. No child will be allowed to attend who has a cough, fever or exposure to Covid19 without Dr excuse.

11. The classrooms will be cleaned daily before we close.

12. We will also follow the guidelines posted on Silver Creek elementary facebook page and website. **NO PARENTS ALLOWED IN BUILDING FOR ANY REASON**

13. We will not use the playground equipment but will take children out when possible to play outside games.

14. We will not be in the cafeteria at Silver Creek or Primary and will have new rooms to use with restrooms and exterior entrances close by. Silver Creek grades 2nd-3rd room 318 Door N 4th-6th Room 213 Door B. Siblings will be in same room

15. You must call the cell phone 5 minutes prior to arrival so we can have your child ready for pick up.

16. Staff will be required to wear mask when unable to maintain 6ft distance between others. (Not gloves)

17. It is highly recommended for children to wear mask, but not mandatory

Our staff went through a mandatory training meeting to provide a safe environment during COVID19 when we reopened in April based on FSSA Childcare Resources and CDC guidelines. Staff was always required to wear a mask and gloves as needed. We will provide additional training as needed to follow all guidelines

If you have any other questions, feel free to call us. Keep in mind that daycares are "essential businesses" in Indiana and we will do our best to stay open as needed.

I, \_\_\_\_\_ have read and agree to the above guidelines for COVID19, failure to follow will result in immediate dismissal of child and service. I understand that my child could be exposed to or get diagnosed COVID19 while attending the daycare and will not hold the SNP responsible if this happens. The daycare will inform parents of any exposure and will dismiss any child exposed for 14 days. If my child is diagnosed with COVID19 I will report this to Stay & Play immediately.

Parents sign \_\_\_\_\_ ---date \_\_\_\_\_