

MUSTARD SEEDS ACADEMY – DAYCARE CONTRACT AGREEMENT

Revised April 2024

Directions:

- Read this entire document.
- Complete page 6 and return the form to Mustard Seeds Academy.
- Keep pages 1-5 for your records.

ABOUT US

- We are located in Rainbow City (Etowah County).
- We are a licensed provider by the State of Alabama Department of Human Resources.
- All teachers are trained in basic first aid and infant/child CPR.
- ***We do not discriminate in admissions based on race, creed, color, religion, sex, or national origin.***

REGISTRATION FEE

A registration fee guarantees a placement for a specified date and age of the child. This fee is non-refundable should alternate arrangements be made by you.

ADMISSIONS

When we meet to consider your child joining our Mustard Seeds family, we will share details with you regarding daily schedules, methods of discipline, and plans for naps and meals. We will also take you for a tour or schedule a tour of our facility before your child attends. We ask that your child(ren) be with you during this time so that they will start to become familiar with us. Feel free to ask any questions you may have during this time.

We recognize that not every child will fit comfortably into our childcare family. For this reason, every new child begins a two-week trial basis. During these two weeks, the parents or the provider are allowed to give a one-day notice to terminate care based on not being a “good match” for each other.

After the trial period, a two-week notice is required for either party to terminate care unless immediate dismissal due to extreme situations (biting, scratching, etc.). By signing a contract agreement, you agree to give two weeks’ notice before terminating care or pay the two-week fee to terminate immediately. You may give more than a two-week notice and your child will be guaranteed a spot until the date of termination. Children may be dismissed immediately.

VACCINATIONS

You must provide an up-to-date vaccination record for your child before your child may attend Mustard Seeds Academy.

HOURS OF SERVICE

- Our business hours are 7:00 am to 5:30 pm.
- Due to state regulations, do not enter the building before 7:00 am.
- Do not drop your child off later than 9:00 am due to morning schedules unless prior arrangements have been made with us.
- If you have a wellness check-up or dental appointment, please notify us ahead of time so we can plan accordingly for the day.

SMOKING

As provided in the licensing Rule, smoking is prohibited on Mustard Seeds property. Do not smoke or extinguish cigarettes in the yard or driveway.

FEES (see attached rate sheet)

A fee of \$30.00 will be assessed on each check not honored by a bank.

If paying **WEEKLY**:

- Your payment is due EVERY Monday to cover the upcoming week.
- A late charge of \$10.00 will be assessed for fees not paid on time.
- If fees are not paid in full after the second week, a \$5.00 per day fee will be added and the child(ren) may not return until the balance is paid in full.

If paying **MONTHLY**:

- Your payment is due at the beginning of each month.
- A late charge will be assessed after the first week and each week thereafter.

CHILDCARE ASSISTANCE SERVICES

Families on assistance programs are required to follow the payment policy described above.

- The parent is responsible for swiping their child in and out DAILY in addition to scanning the child in with Brightwheel.
- Make sure to stand by while the machine processes.
- If it declines, there will be a reason listed at the bottom – follow the steps to correct or ask for help.
- If we do not receive payment due to not being swiped in and out, or due to excessive absences, the parent will be responsible for the full tuition payment for that week.
- Office staff members are available to help when needed.

BRIGHTWHEEL

Brightwheel App is designed as a hands-free method of signing your child in and out of the center. At the time of registration, you will need to follow the text instructions for downloading and setting up your child in the application. **Do not skip any of the information requested** when completing the process.

- Fill out all personal information regarding your child and address.
- Any family members you list will be able to see messages and receive texts from the application.
- If you do not wish for anyone you list to see messages, list them under approved or emergency contacts.
- If you have issues scanning your child in or out, see someone in the front office for assistance.
- A \$5.00 inconvenience fee may be charged if you do not check your child in using the application and you will be asked to return and check the child in as required by the State of Alabama.

LATE PICK UP

An overtime charge of \$1.00 per minute (per child) will be assessed beginning at 5:30 pm.

- This fee is to be paid at the time of pickup.
- If not paid at pick up, an additional fee of \$10.00 will be added to the amount.
- In the event this becomes habitual, or we feel that late pickup is being abused, we have the right to terminate your child(ren) immediately.

PAID HOLIDAYS

The following holidays are considered paid, contracted holidays:

New Year's Day • Good Friday • Memorial Day • July 4th • Labor Day • Veteran's Day • Thanksgiving Day and the following day • Christmas Eve and Christmas Day. When a holiday falls on a weekend, we will take either the Friday before or the Monday after as the paid holiday. A calendar will be sent out at the beginning of the school year and will be posted on our website. A calendar is also available at drop-off locations. Reminders will also be sent out on the Brightwheel App of upcoming closures.

RECORDS

We are required by Etowah County DHR to have certain written information and permissions on file to care for your child. We will provide all required forms. The forms must be completed completely and returned on or before the first day of care. It is the responsibility of the parents to notify us if any of the information on the forms changes. This information regarding your family is kept private except for any reporting we are required to provide to the licensing agent. Alabama Law as mandatory reporters also requires us to report any suspected cases of child abuse to Social Services. This includes suspected physical abuse, emotional abuse, sexual abuse, as well as neglect.

DISCIPLINE

We use positive discipline techniques such as making clear expectations, reminders, and redirection before resorting to time-outs and taking privileges away. Physical or emotional punishments will not be used. You will be informed if a problem persists. If your child is a continual disturbance or has difficulty following rules and we cannot find a solution, your child will be asked to leave.

MEALS

Your child will be enrolled in the Childcare Food Program. This is a federally funded program and ensures that your child will be served nutritionally balanced meals. A monthly menu is sent home at the beginning of each month and can also be found on our website. Meals may change unexpectedly due to food deliveries or other unforeseen reasons.

Meals are served at the following times:

- Breakfast – 8:30 am
- Lunch – 11:30 am
- Snack – 2:30 pm
- Children under 2 years of age will receive whole milk
- Children aged two and older will receive 1% milk and water or 100% juice
- **If your child has a milk allergy, we are required by the state to have a medical statement from your doctor to keep in your child's file. In this instance, we can provide soy or almond milk.**

Children will be expected to eat what is served for each meal. If they dislike an item, they will be encouraged to taste it, but no alternatives will be served. Children who choose not to eat a meal or snack will need to wait until the next scheduled time. If you see your child will have a problem with something on the menu, parents are encouraged to send a lunch and/or snack with food that has already been prepared. If your child will be arriving after a mealtime has begun, but you would like your child to eat with us, prior notice is required. If a child arrives after mealtime, it is the parent's responsibility to make sure your child has eaten before arrival. Bringing outside food from restaurants/fast food is prohibited as it causes hard feelings from the rest of the children. **If your child has any food allergies, we must have written documentation. If your child needs to be on a special diet, please send those items with them to ensure we have the items on hand.**

TOILET TRAINING

This is something to be discussed between the teacher and parent since consistency will be so important. Dressing your child in outfits such as one-piece outfits, overalls, or pants with difficult snaps will cause frustration. We ask you to consider this when dressing your child during the potty-training process. Be sure to provide extra outfits in case of accidents. We also request you provide snap pull-ups (snaps on the side), so we do not have to undress with every change.

PERSONAL ITEMS

You will be notified when your child is running low or out of any of these items. If you continue not to provide what is requested, we have the right to refuse care until appropriate items have been supplied.

You will need to provide the following items:

- A change of weather-appropriate clothing, labeled with your child's name to be used in case of accidents.
- Closed-toe shoes should be worn daily. While open-toe shoes, flip flops, sandals, etc. are cute, closed-toe shoes will protect your child while in the classroom and on the playground.
- Bottles are to be sent in a bottle bag or a throw-away bag.
- Older children are asked to use clear backpacks.
- Diapers and wipes for children who are not potty trained
- Nap mat with pillow and blanket attached. These can be purchased online. Sleeping bags are not allowed.

State regulations we must follow:

- Do not allow for Diaper Bags
- Require bottles, cups, and water bottles to be labeled with the child's name

TOYS FROM HOME

Please do not let your child(ren) bring their toys from home. When a new toy comes into daycare and all the children want a turn with that toy, it is extremely hard to share with all the other children no matter how good a child is at sharing. The teacher may, at times, have a show-and-share day when it is accepted, but you will be notified in advance.

FIRE AND STORM DRILLS

A fire and escape plan has been drawn and is posted by the entrance of each room. Fire and storm drills are discussed monthly, and drills are practiced quarterly to teach the children how to deal with an emergency. A copy of our Evacuation and Weather Emergency Plan is included in the admission packet.

TRANSPORTING

We will not, under any circumstances, transport your child in a vehicle. We do not have proper child restraints and do not have the Child Passenger Safety Training required by Etowah County to transport children.

VACATIONS

Mustard Seeds allows two free weeks per school year. One week must occur between August through December and one week between January and July. You must notify office staff of each week of intended vacation before it can be credited. Your child is not allowed to attend during the vacation week. Other than the two designated free weeks, you are required to pay your normal fee for your child's absent days whether it is vacation time or sick days. These weeks are not retroactive and are not just a given.

ACCIDENTS

If a child is injured at school, an accident report will be noted in the Brightwheel App. We will administer band-aids, and general first-aid, and provide loving care for minor injuries. If it is an accident that requires medical attention, an incident report will be filed with the State and the parents will be notified. If we are unable to reach either parent, we will reach out to emergency contacts. If we cannot contact anyone and we believe the child needs immediate attention, the child will be taken to the nearest hospital where the director or assistant director will stay until the parents arrive. The office staff will continue to call both parents until they are reached. If an emergency vehicle is required, the cost is the responsibility of the parents.

SICK CHILD POLICY

We will notify you if your child becomes ill during the day. This includes but is not limited to a fever higher than 100.5 degrees or more, vomiting, diarrhea, and rashes other than diaper rash or heat rash. If we are worried about the child passing their condition on to the other children or the child would be more comfortable at home resting, we will notify you. You are required to arrange pickup for your child within 30 minutes of us notifying you. Do not bring your child to daycare if they have suffered from any of the above symptoms within the past 24 hours. **If your child has been exposed or diagnosed with any contagious diseases, notify us within 24 hours so we may notify the other parents.**

MEDICATION POLICY

- If your child needs temporary medication administered to them, a medication form must be completed and must accompany the medication when turned into the front office.
- Medication requiring DAILY administration requires documentation on official letterhead from the doctor stating the name of the medication, the dosage amount, and times to be given.

SCRATCHING POLICY

Parents will be held responsible for seeing that their child's fingernails are always properly groomed. Long fingernails on small children can be very harmful and could permanently scar or damage the face or eyes of themselves or other children. Children who are noticed to have long fingernails will be sent to the office, and parents will be notified to come cut his/her nails. Accidents happen, but for children who scratch deliberately, there will be the following consequences.

- First offense, a warning will be given, and parents will be notified
- Second offense, the child will be sent home for the day
- Third offense, the child will be suspended for 3 days with no reduction in fee
- If the child continues, the child will be dismissed from the program.

BITING POLICY

We recognize that biting is not abnormal in the sense that 1 in 10 toddlers go through this phase. However, it is a disturbing and potentially harmful behavior. The teachers will attempt to prevent occurrences from taking place and it will be discouraged from the beginning.

- Parents will be notified each time a child bites.
- If a second incident occurs within a week, the staff will shadow the child to determine the cause.
- If a third incident occurs within two weeks, the parents will be required to have a formal meeting with the Director/Assistant Director/Staff to develop a plan to try and eliminate this habit.
- If the biting persists, it may be necessary to follow the steps of the scratching policy above which could lead to the termination of the child's enrollment in our facility.

GRIEVANCE POLICY

If you are unsatisfied with our services or policies, please feel free to communicate these concerns with the office staff at any time so that we can address any concerns you may have.

MUSTARD SEEDS ACADEMY DAYCARE CONTRACT

This daycare contract is being made between Mustard Seeds Academy and the parent(s)/guardian(s)

for the care of (child) _____

Date childcare is to begin _____ for the contracted days/hours of _____

Daycare Fee is \$ _____ per week.

Parent(s)/Guardian(s) Information

Address of primary Parent(s)/Guardian(s): _____

Email address for daycare-related correspondence: _____

(1) Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Date of Birth: _____ Driver License #: _____ SS#: _____

(2) Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Date of Birth: _____ Driver License #: _____ SS#: _____

(3) Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Date of Birth: _____ Driver License #: _____ SS#: _____

(4) Name: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Date of Birth: _____ Driver License #: _____ SS#: _____

I/We acknowledge receipt of and have read the information and policies listed in the Mustard Seeds Academy Daycare Contract Agreement and agree to abide.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Provider Signature _____ Date _____