



# Norma's Kiddie Preschool

"The Next Best Thing to Home"

Contract for Licensed Family Home Care

License # 073405413

Norma Carlson

Home # (925) 803-1384 Cell # (925) 785-3869

I agree to enroll my child, \_\_\_\_\_

at Norma's Kiddie Preschool beginning on the following date: \_\_\_\_\_.

## Hours

- The facility is open from 7:30am until 5:00pm.
- Care will be provided on the following days (circle below):  
M    T    W    Th    F
- The provider will be informed two weeks in advance of any changes to the schedule.

## Payment

- There is a non-refundable enrollment fee of \$ 175.00.
- **A deposit of 1 week tuition is due prior to attendance.** This deposit is applied towards your child's last week of care. The deposit is \$ \_\_\_\_\_.
- Tuition is billed monthly. Entire tuition is due on the first of the month. If not paid by the 5<sup>th</sup> of the month, a 10% late charge will be assessed. If tuition is not received by the 15<sup>th</sup> of the month, your child's spot may be forfeited. 2 equal payments may be made if pre-arranged with Norma (due by 5<sup>th</sup> and 20<sup>th</sup>).
  - Payment may be made via Venmo, to the username @David-Carlson-160, on the same schedule as cash or check payments.
- Tuition is \$ \_\_\_\_\_ per month. *Tuition rates are subject to change. Notification will be given in advance of tuition rate changes.*
- A fee of \$1 per minute will be charged for pick-up after 5:00pm.
- A \$30 fee will be charged in the event of a returned check. If two checks are returned, payment will therein be due in cash.
- **There will be no credits or refunds for days or partial days missed for ANY reasons.**

Parent/Guardian Initials \_\_\_\_\_



### Vacations

- Payment is still required to reserve your child's space when your family takes a vacation.
- Provider is allowed two weeks paid vacation per year and a Christmas break , reopening shortly after the New Year, (approximately 10-13 days determined by the SRVUSD)
  - The two weeks break down to:
    - One week for Spring Break, as determined by the SRVUSD
    - The week of July 4<sup>th</sup>, plus July 4<sup>th</sup> (6 days of care total). Dates will be provided each year for clarity.

\*\*Regular payment is still required during this time.

Parent/Guardian Initials \_\_\_\_\_

### Holidays

The following Federal PAID holidays will be observed:		
Martin Luther King, Jr. Day	George Washington's Birthday	Memorial Day
Independence Day	Labor Day	Veteran's Day
Thanksgiving (Wednesday, Thursday, & Friday)		

Parent/Guardian Initials \_\_\_\_\_

### Meals

- Morning and afternoon snacks and a nutritious breakfast and lunch will be served each day. Meals and snacks meet the health guidelines of the Childcare Council Food Program.
- If for any reason, you prefer to provide your own meals and snacks, this is welcomed at NKP! We understand that your child may have certain preferences and restrictions.

Parent/Guardian Initials \_\_\_\_\_



### Illness

- Children **MUST** be up to date on all immunizations and be in general good health.
- **It is very important to keep provider up to date on any new immunizations received while in providers care.**
- Child may not be brought to facility if he/she has any of the following illnesses:
  - Fever (100°+)
  - Diarrhea
  - Head Lice
  - Impetigo
  - Vomiting
  - Green Nasal Discharge
  - Ring Worm
  - Conjunctivitis (pink eye)
  - Anything Contagious
- Child is not allowed to return to facility until after **48 hours** have passed symptom-free (without medication such as Tylenol).
- All prescription medications need to be provided by parent with a signed permission slip for provider to administer stating specific instructions.
- If your child needs an EpiPen or EpiPen Jr. to be administered, the parent will provide instructions on how to administer it to the provider. This is considered part of Incidental Medical Services (IMS), in accordance with Health and Safety Code Section 1597.54(h).
- If we call or text you to pick up your child due to illness, you must come within one hour of being notified.

**It is not fair to your child, other children, or provider to be exposed to any known illnesses.**

**Parent/Guardian Initials** \_\_\_\_\_

### Bumps and Scrapes

- If your child falls and gets a scrape, we will do our best to let you know at pick up time. The provider will text one parent/guardian a photo and notification if the child gets a bump or scrape on their face.

**Parent/Guardian Initials** \_\_\_\_\_



### Difficult Goodbyes

- Separation anxiety can make goodbyes tough on the child, parent and provider.
- It is easier to say goodbye **quickly** and give your child a clear indicator that you will be back for them; sneaking out only increases the anxiety they feel. Please limit drop-off and pick-up to 5 minutes or less.
- Please feel free to contact me at any time throughout the day if you would like to check on your child. I will get back to you as soon as possible.

Parent/Guardian Initials \_\_\_\_\_

### Miscellaneous

- Please dress your child in **play clothes only!** Close-toed shoes are preferred. Feel free to leave an extra set of shoes at school.
- Parents will provide extra clothing and a blanket, **labeled**, (blanket is washed daily at the school). NKP is not responsible for lost or damaged items.
- **All articles of your child’s clothing should be labeled with his/her name as it is very difficult to keep track of otherwise.**
- For health and safety reasons, please do **not** bring any items from home aside from the child’s school bag and/or reusable water bottle. Exceptions can be made with notice.
- Parents are responsible for updating emergency contact information, immunization records, etc.
- **Please notify me via email, home phone, or text, by 9:00am, if your child will not be attending daycare for the day.**
- Sunscreen your child every day.
- Please note that NKP’s driveway can be slippery when wet.
- Please leave parent/guardian email addresses as I often communicate this way:

\_\_\_\_\_ @ \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_

**As a courtesy to NKP’s neighbors, please do not use their driveways to make a U-turn or to park in for drop-off or pick-up.**

Parent/Guardian Initials \_\_\_\_\_



### **Unforeseen Circumstances**

- Hours, rates, and other contract terms are subject to change due to unforeseen circumstances including but not limited to wildfires affecting air quality; power shutoffs; and pandemics. Advance notice of changes will be given whenever possible.

**Parent/Guardian Initials** \_\_\_\_\_



### Termination

- Parents will give the provider two weeks written notice if leaving daycare facility. Two weeks fee is **still** required, whether your child comes to daycare or not.
- The provider can terminate the contract at any time without advance notice.
- There will be a **one month** trial period to ensure that this is a good fit for both the provider and the family. Your feedback is important for the provider to ensure we do the best we possibly can for each child.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norma Carlson/Owner

\_\_\_\_\_  
Date

<b>Enrollment Fee</b>	<b>\$ 175.00</b>	
	<b>Date Paid:</b>	<b>Payment Method:</b>
<b>First Month's Tuition</b> <i>Prorated based on start date</i>		
<b>Last Week of Care</b>		
<b>Total</b>		
<b>Check #</b>	<b>Venmo Payment <input type="checkbox"/></b>	
<b>Date Paid</b>	/ / /	
<b>Outstanding Balance</b>	\$ .	
<b>Full Balance Paid</b>	/ / /	

*Please check us out on Instagram and Facebook! Cute pictures of your children's activities*

*@NKPkiddos.*