

**It Takes A Village Family Day Care
Contractual agreement**

4167 – Opal Street Oakland , CA 94609 (510)6016640

****PLEASE READ CAREFULLY THE FOLLOWING RULES AND PROVISIONS BEFORE SIGNING AND INITIALING ALL SECTIONS INDICATED WITH “INI”.**

Private Care Payment Procedures and Stipulations:

Each payment must be received by the end of the first week of services. If payment is not received by this time your child will not be allowed to return until payment in full is received. No exceptions. ___ INI

For drop-ins, payment is due the day of drop-in. ___ INI

Payment obligations are based on actual hours of attendance by your child. ___ INI

If and when necessary, the daycare provider can change the day care fee. A one (1) month notice will be given to the parent(s). ___ INI

Government Assisted Care Payment Procedures and Stipulations

If services for your child/children are being paid for via a government assisted program, your child/children will not be allowed to attend the day care until your program worker has contacted It Takes A Village Family Daycare and has verified your child’s eligibility either verbally or via written documentation indicating the child/children and hours of care. ___ INI

In case of verbal verification of eligibility, it is the responsibility of the parent to ensure that written verification is given to the day care within five (5) business days of the confirmed start date indicated by the government agency. ___ INI

All paperwork for processing of payments is the responsibility of the parent(s) to be submitted in a timely fashion in accordance to the provision of the child(s) attendance. If this process is not completed, the child will not be able to attend day care services until fulfillment of this process by the parent(s).

All contracts with the government programs must be renewed prior to their date of expiration and the day care must be notified regarding the time allotted for the new contract. If the contracts are not renewed prior to the expiration, the It Takes A Village Day care will assume that the parent no longer requires the services and the agreement for care will be automatically terminated. ___ INI

If parent(s) choose to continue to use the services provided by this establishment after the expired date of the government contract, the parent(s) must assume full financial responsibility for the services. Payment for the required time and guidelines indicated in the section entitled “**Private Care Payment Procedures**” must be adhered to. ___ INI

Child Care Holidays:

Martine Luther King’s Birthday	Veterans Day
Presidents Day	Thanksgiving and the day after
Memorial Day	Christmas Day and the day after
July 4 th	News Years Day and the day after
Labor Day	Family Vacation 1 wk in the summer (facility will provide 2 mos.notice)

* notice of all holiday and vacation days will be posted and conveyed to parents.

Stipulations for Terminations:

Parent(s) must give day care a 30 day notice to terminate the child care agreement.

All children enter the day care on a trial basis of 3 weeks at most to ensure proper adjustment. If adjustment is not made, then parent(s) or provider reserves the right to terminate the agreement.

Provisions by Parent(s) and/or Provider:

The provider must be informed in advance if the parent(s) requires additional time. There will be a charge for after 6:15 PM. Whether your child is being paid for via private or via government assisted program, the parent(s) shall be held financially responsible for the specific additional time. ___ INI

IF THE CHILD REMAINS IN THE DAYCARE AFTER 6 PM WITHOUT NOTIFICATION, THE PARENTS WILL BE CHARGED AN ADDITIONAL AMOUNT OF \$10 EVERY 30 MINUTES PER CHILD. ___ INI

If the child has a special diet the meals must be provided for and prepared by the

parent(s).

The parent(s) must bring an additional change of clothing.

CHILDREN ARE NOT PERMITTED TO BRING easy to swallow objects to the child care. (i.e. coins, beads, hair accessories, or any other objects which fit into child's mouth). TOYS (personal) will not be allowed in the child care since the day care provides all play toys.

THE DAY CARE IS NOT LIABLE for any loss of child's personal items (i.e. jewelry, money, special toys, electronic gaming equipment, etc.). ___ INI

The child must be brought inside the child care and signed in on the time sheet.

If the child is to be picked up by someone other than the parent(s) the provider must be notified IN ADVANCE and ID will be required and photocopied. ___ INI

Children are not allowed to bring medicines on their persons. All medication must be handed to the provider with written instructions of when they must be administered. ___ INI

Any seemingly contagious conditions or infection such as flu, rashes, pimples, bumps, or any other illness that the child may have, must be contained within the home of the parent(s). THE PARENTS MUST BRING A DOCTORS CLEARANCE BEFORE THE CHILD WILL BE ALLOWED BACK INTO THE CHILD CARE. ___ INI

Children must be kept home for at least the first 24 hours if the child has a temperature.

If the child has been injured (fall, etc.) in any way, the parent(s) must notify the provider either before or at the time of arrival to the day care facility. ___ INI

THE FOLLOWING FORMS MUST RETURNED TO THE PROVIDER SIGNED AND PROPERLY FILLED OUT BEFORE THE CHILD CAN ENTER THE DAY CARE.

- CHILD HEALTH AND MEDICAL INFORMATION
- IMMUNIZATION RECORD
- IT TAKES A VILLAGE CONTRACT
- EMERGENCY INFORMATION

ALL FORMS ARE SUBJECTED TO YEARLY RENEWAL AND MUST BE KEPT UP TO DATE WITH THE EXCEPTIONS OF ADDRESS AND PHONE NUMBER CHANGES AND IMMUNIZATION RECORDS IN WHICH A COPY MUST BE GIVEN TO THE PROVIDER EACH TIME THE CHILD RECIEVES A NEW IMMUNIZATION.

I/we do hereby agree to allow It Takes A Village Family Daycare to provide for the needs of my child/children during the hours of _____to_____ and do agree to pay the required fee for the above mentioned services. I also agree to comply with the terms documented in this contractual agreement.

Parent Signature: _____Date_____

Additional Parent Signature: _____Date_____

Provider Signature: _____Date_____

IT TAKES A VILLAGE FAMILY DAY CARE PROVISIONS

Age Groups...

It Takes A Village provides care for children beginning from infants to 10 years of age.

Cost of Care...

Services are provided either by the hour (\$10 up to 4 hours) by the day (\$52) or by the week (\$255). All ages are the same rate.

Hours of Service...

Mon – Fri 6:30am – 6:00pm

Meals...

It Takes A Village provides breakfast, lunch and snack for the children. Parents who choose to provide meals for their own children, will need to prepare it and bring it to the facility when they drop off their child.

Quality Care...

It Takes A Village takes to heart every child and focuses on socialization skills and activities that encourage interactive play fundamental to their growth, nurturing, and well being. As the owner of this facility I can ensure a quality care for each child. I have 21 years teaching experience including 5+ years working with children with learning and developmental disabilities.

IT TAKES A VILLAGE

It Takes A Village –Schedule

7:30-8 am	Breakfast
8-9 am	Curious George
9-10 am	Literacy Building
10-11 am	Free Time (Outside)
11am-12 pm	Inside Play/ Lunch Prep
12-12:45 pm	Lunch
12:45-1 pm	Nap Prep
1-3 pm	Nap Time
3-3:45 pm	Snack Time
3:45-4:45 pm	Outside Play
4:45-5pm	Transitioning
5-6 pm	Parents Arrival

Socialization and Literacy Activities

Colors and Shapes
Writing and Building Confidence
Through Socialization
Alphabets and Numbers
Beginning Phonics
Story Time
Painting and Collages
Sharing Time and Taking Turns
Object Referencing

IT TAKES A VILLAGE

Menu

BREAKFAST

Mondays	Cheerios with a banana
Tuesdays	Scrambled eggs w/wheat toast
Wednesday	Whole-wheat bagel w/jelly or cream cheese
Thursday	Yogurt w/granola
Friday	Oatmeal w/brown sugar and cinnamon

LUNCH

Monday	Baked Chicken, Sweet Peas, Fruit and Sugar Free Juice
Tuesday	Meatless Spaghetti, Carrots, Salad and Water
Wednesday	Grilled Cheese, Sweet Peas, Apple Sauce and Water
Thursday	Chicken Noodle Soup, Carrots, Fruit and Water
Friday	Macaroni and Cheese, Apple Sauce, Squash and Sugar Free Juice

SNACK

Monday	Cheese and Crackers, Sugar Free Juice
Tuesday	Fruit, Water
Wednesday	Crackers, Water
Thursday	Fruit and Water
Friday	Crackers and Juice