Dear Parents

Thank you for choosing Ms. Erin’s Daycare. Enclosed is your copy of my Parent Handbook. It may seem like a lot of information, but this is to let you know what you can expect from me, as your child’s care provider, and in turn to let you know what to expect once your contract is signed. Although we reviewed the handbook during the interview, please read it completely If, at any time you have questions regarding my policies, please don’t hesitate to ask. I want to always have an open line of communication.

Contracts are signed at enrollment, annually and throughout the year. Occasionally changes in policies are necessary. I will notify you in writing of any upcoming changes. Every attempt will be made to give at least a month notice. I look forward to welcoming your child/ren into our childcare/ preschool.

Sincerely,

Erin Moxley

**Ms. Erin’s Daycare**

**410 Westshire Drive**

**Catonsville, MD 21228**

**443.980.8814**

**Mox.Erin@gmail.com**

**Registration # 250024**

Welcome! I am Erin Moxley, owner and operator of Ms. Erin's In-Home Daycare. I love my chosen profession and believe that there is no greater feeling than knowing that you aided in the learning and growth of a child. What I enjoy most is seeing the expression of a child who has just discovered something new and wonderful for the first time. There is nothing better than when they are able to perform a new skill without assistance for the first time.

I have been caring for children for over 15 years; first caring for my own children, then neighbors children and other children in the community. I strive to improve the quality of the services I provide to my clients as a Professional Early Educator by staying current on childcare laws and regulations, advocating for early childhood education, and learning new, exciting, and stimulating teaching methods and activities.

As your partner in caring for your child my inter-actions with you, the parent, is as important as my inter-action is with your child. I encourage parent involvement in the child care setting.

For clarification purposes:

Regarding all statements in this policy book directed to the parent, the word parent shall mean parent or guardian or adult person responsible for the child’s physical and financial well-being.

Infant—any child 24 months or younger

Preschool - any child 25 months to kindergarten

Kindergartner—any child attending kindergarten

Schoolager—any child attending grades 1st or higher

The Provider- Erin Moxley

All policies shall remain in effect as stated herein unless, The Provider gives notice of change of any said policy in writing. The Provider retains the right to enforce these policies at will. Lack of enforcement or a certain policy at any time does not indicate that the particular policy is no longer in effect.

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification please ask. The Provider can change and update this handbook at any time with 30 days notice.

**ENROLLMENT PROCEDURES**

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. NO EXCEPTIONS! Please inform me immediately of any changes. Listed below you will find the list of forms that you need to return to Ms. Erin’s Daycare before your child’s 1st day. All forms are available on Ms. Erin’s Daycare website.

* **Emergency Form**
* **Health Inventory**
* **Medication Administration Authorization**
* **Immunization Certificate**
* **Blood Lead Testing Certificate**
* **Guide to Regulated Care**

**AGES SERVED**

We welcome all children including children with disabilities or special health care needs. The ages of the children that I care for are 6 weeks up though school age. If you reserve a spot for an older child and they don’t attend, you will still be required to pay for the day. Arrangements must be made in advance. If your child has and IEP/IFSP please share the IEP/IFSP with me before enrollment.

**DAYS AND HOURS OF OPERATION**

Ms. Erin’s Daycare is open Monday through Friday 7:00 a.m. to 5:00 p.m. (Unless we have agreed upon different hours) Additional hours are available if discussed and agreed on beforehand.

Ms. Erin’s Daycare is operated out of my home, I ask that you respect my hours and try to avoid being late or to linger after hours. Please arrive before 8:45 a.m. or after 12:30. We go on daily outings and field trips and this drop off schedule helps insure we stay on schedule and can get home in time for lunch and nap time. I charge $20 for every additional 15 minutes you are late to pick up your child at 16 minutes the fee will be $40.  This is payable at the time the child is picked up for the day. My intent is not to increase my income, but to have my opening and closing times respected so I may follow through with my family plans and commitments.

**SIGN-IN SHEET**

Parents will be required to sign-in and sign-out your child on the sheet provided for each child, each morning and evening. This will also include a space for times.

**FEES**

My fee for child care is $\_\_\_\_\_\_\_\_\_per week, whether your child attends or not. You are paying for a contracted spot for your child. I am allotted 2 weeks’ vacation, 5 sick/PTO, and 3 paid professional/development day per calendar year. These are paid days off. Alternate care is your responsibility. Ms. Erin’s follows Baltimore County Public School System (BCPS) closure calendar. Payment is due when BCPS are closed.

Payments are due Monday morning at drop off. A late fee of $10.00 per day will be charged for payment not received by 8:30 am. on Monday. A fee of $30.00 will be charged for any returned checks along with any bank fees. Future payments will then be paid in cash. Children may not attend childcare unless all fees are current. In the event that a court date is necessary for collection; the Parent/Guardian will be responsible for all associated fees. This includes but is not limited to late fees, loss of wages and court costs.

**ENROLLMENT FEE/HOLDING FEE/TAXES**

Before your child is admitted into child care an enrollment fee must be paid which is equal to one-week tuition. To hold an INFANT spot there is a fee of $500.00 per month until the child begins care. The option to hold a spot is only for new infants. In the event your child does not start care by the agreed upon date, your position will be forfeited and your enrollment fee to hold the position becomes non-refundable. A year-end statement of all child care fees paid during the year will be given to you in January of the next year for tax purposes. You may request a receipt at any time.

**PARENT/CAREGIVER COMMUNICATION**

Communication is very important. When I accept a new family into my child care, I like to ensure that we can share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private outside of regular child care hours either by telephone or conference.

Annual conferences will be scheduled during month of child’s birthday as a routine part of your child’s care. However, you may request a conference at any time. I will email you 2 weeks prior to your child’s birthday month to schedule a conference. I publish a monthly newsletter that explains current activities some of the activities curriculum themes, events, my days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

**HOLIDAYS**

Holidays are described as days in which the Daycare is closed but payment is still due. For the most part the holiday schedule follows standard government holidays.

* New Year’s Day
* Martin Luther King Day
* Presidents Day
* Memorial Day
* 4th of July
* Labor Day
* Columbus Day
* Veterans Day
* Thanksgiving (Thursday & Friday)
* Christmas Eve
* Christmas Day
* Day after Christmas

If the holiday falls on a Saturday or Sunday; the preceding Friday or proceeding Monday will be used in observance of the Holiday. Example: Christmas Eve falls on a Saturday and Christmas Day Falls on a Sunday; then we will be closed the Friday before Christmas Eve and the Monday After Christmas Day.

**VACATION, PERSONAL, BEREAVEMENT, JURY DUTY**

The Provider will take 2 weeks paid vacation per calendar year. In the event you want to schedule your vacation for the same time frame, I will give as much advance notice on my vacation time as possible.

I can take up to 5 paid personal days/sick days and 3 professional work days. In the event of a death of an immediate family member The Provider is entitled up to five days off, with pay. Immediate family members are defined as The Provider’s parents, spouse/partner, children, siblings, in-laws, grandparents, nieces and nephews. In the event I am unable to get excused from jury duty, payment is still required.

**TRANSPORTATION**

Your child will be taken on ordinary and customary car trips and on preapproved field trips such as carpooling, school transportation, local shopping, library, parks and other events. Parents will be notified in advance if a trip requires significantly more driving. The parent is giving Erin Moxley permission to transport or walk their child/children and releases Erin Moxley from responsibility in the event of an accident.

**MEDICATION**

If your child is on medication and it must be administered while at child care, the medicine must be in the original container and labeled with the child’s name, doctor, name of medication, dosage and when it is to be taken. I will also have to have a copy of the Medication Administration Authorization form for each medication. Medication will be given at the time or with the meal you specify and a written record kept.

**DIAPERING**

After use, the changing pad is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Hands of the child and care giver are washed thoroughly. Diapers are changed as needed and are checked often. Creams, ointments and powers are not routinely used. A Medication Authorization Form will be needed before creams can be applied. We very rarely have a problem with diaper rash. Most cases occur because of the child having been on certain medications or teething.

**PROPER ATTIRE**

Child’s play is messy work. Your child will be painting, playing outside, in the sandbox, with chalk and other activities. Please do not expect your child’s clothes to remain clean and free from stains. I cannot responsible for your child’s “Cute” clothes getting messy. The children will participate in all activities regardless of their dress.

Ms. Erin provides a light weight coat to wear in the car so car-seat straps fit properly. Please bring a heavy coat, gloves and a hat for outdoor play. Also needed is a spare outfit for emergencies. Please routinely check clothes and shoes for fit assuring your children can run and jump without having to worry about their clothing getting in the way. Please also make sure your children’s clothes fit properly to keep their stomach/back and behind covered.

No open toed shoes, crocs or flip flops. No rainboots, snow boots or cowboy boot.

**ITEMS PROVIDED BY THE PARENT**

* Diapers
* Pull-Ups
* Wipes
* Water Diapers
* Diaper Creams
* Bottles (Only allowed till 1st Birthday)
* Formula
* Baby Food (until on table food)
* Pacifiers (Only allowed till 1st Birthday)
* One complete weather appropriate change of clothing
* Sunscreen with name written on bottle

**LEARNING EXPERENCES AND PLAYTIME**

Attending Ms. Erin’s Daycare should be an enjoyable experience for the child as well as the parent. While at child care your child will be exposed to many kinds of learning experiences including:

**Active play**: running, jumping, climbing, riding, and other use of large muscles.

**Quiet play**: reading, stringing, coloring, etc.

**Cooperative or social play**: games and activities that involve more than one person.

**Solitary play**: drawing, dreaming, or any activity that involves only one person.

**Manipulative play**: putting together puzzles, building with blocks, cutting and pasting, or any activity that involves eye-hand coordination or fine motor skills.

**Creative play**: painting, molding, solving problems, making music, telling stories, or any activity that involves a child’s imagination.

**Dramatic play**: dress-up, make-believe, or any play that involves pretending.

**PRESCHOOL PROGRAM**

Ms. Erin’s Daycare is proud to offer a “Preschool Program” September to June of each year. This program targets children ages 2 to 5 yrs. There are many learning stations in our daycare playroom. There is a housekeeping area, blocks and trucks, puzzles and books, dress-up items and much, much more. Children actively learn while playing. We use Mother Goose Time curriculum. Mother Goose Time is a research-based preschool curriculum that promotes a joy for learning through sensory-based experiences. Ms. Erin includes all children who are of appropriate age or if they show an interest at a younger age.

**BEFORE AND AFTERSCHOOL CARE**

Children who are at least 6 years of age will walk independently to and from the bus stop. I can see the bus stop from my front door and window. I will keep an eye on them while waiting for the bus and walking. Children who are least 6 years old will also be allowed outback or in the basement while the provider is one floor away; after their homework has been completed.

**SUMMER PROGRAM**

Ms. Erin's summer program focuses on an effective summer schedule that is interesting and fun for children 2 to 10 years old. This quality program keeps your children busy with activities to nurture their minds and bodies.

**A TYPICAL DAY AT: MS. ERIN’S DAYCARE**

6:20-8:30 - children arriving, free play and breakfast served to the children who arrive before 7:30.

8:10 – school aged children leave for the bus.

8:45 – 12:00 - group play or outdoor play on our daily outing.

10:25 – hand washing time

10:30 – A.M. snack

12:00 – lunch time

12:45 – bathroom and hand washing time

12:55-2:45 – nap time

3:00 – class time (colors, shapes, numbers, arts & crafts)

3:40-school aged children return from school

3:55 – bathroom and hand washing time

4:00 – P.M. snack

4:30-5:30 – free play and large muscle play while waiting for pick up.

This schedule is typewritten—-it is not set in stone. This is an idea of what we do during the day.

\*Craft time is a one on one activity.

**OPEN DOOR POLICY**

At Ms. Erin’s Daycare, you can always be assured that the door is open to you. Please keep in mind there may be times when it is not convenient for me to run to the phone. (i.e. diaper changing, bottle feeding, etc.) If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail and I will call as soon as I am able. You may also communicate with me via email or text. There may be those times when something comes to you at work that you don’t want to forget to relay to me. If you have an email, please feel free to drop me a line and I will generally reply during rest time. (email: Mox.Erin@gmail.com)

**OUTDOOR ACTIVTIES**

Our outdoor activities include using the playground equipment in the backyard, riding toys and playing organized games. With parent permission, children 6 years and older are allowed to play in the back yard while I am inside on the 1st floor. During the summer most of the day is spent outside. During the winter children will go outside if the temperature is above 32 degrees. If your child is too sick to play outside, he is **too** sick to attend child care. If your child is not appropriately dressed for the weather, you will be required to return with the correct attire. Please be sure your child is prepared to start the day.

**INCLEMENT WEATHER**

We are all aware of how unpredictable Maryland winters can be. I know that weather and driving conditions can cause late pick-ups. These are unavoidable but, please try to remember the hours you are contracted for. Please pay close attention to the weather to help avoid late pick-up. Ms. Erin’s follows BCPS for weather related closers.

**ALCOHOL AND DRUGS**

Alcohol is not allowed to be used in a childcare home during the hours of operation. Parents/guardians are not allowed to pick up children if alcohol or drug use is indicated by behavior or smell. In that event I will not allow the child to leave with the person or persons under the influence and I will call the names listed on your emergency form to come pick up the child. You will then be charged $1 a minute until they arrive if it is after 5:30 p.m. or your designated time.

**DOCTOR APPOINTMENTS**

If you are scheduling a well visit for your child where you know they will get a vaccine, my advice is to schedule them on a Friday afternoon. Children sometimes develop a fever the day following vaccinations and this way you will not have to take additional time off. If you have to schedule a follow up or consult appointment afternoon appointments are best allowing your child to still attend the morning activity.

**ILLNESS AND SICK POLICY**

The health and well-being of all of the children here are the utmost importance. It is for the protection of the children that I must insist on a strict adherence to my Health Policy.

Please read it carefully. If you have any questions or doubts regarding the statements it contains please discuss them with me now. Do not wait until your child is sick to think about what would be best for all concerned. At that point you may be making the decisions based on emotion instead of logic. Even with all our precautions, children do get sick and or hurt.

Due to my concern for all of the children enrolled in my child care there are certain guidelines that I require all my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. This is to ensure that a child does not return to child care when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are a number of immunizations required by law before your child may attend child care.

Upon application for enrollment you will be asked to fill out an immunization record. You will

be informed of any immunizations that will be needed before your child starts child care.

Children with minor illness may attend childcare at the provider’s discretion. It is important to

realize that if your child is unable to participate in the normal routine or needs more care than I can

provide without neglecting the others in my care, your child must stay home. I know we both

agree there are times a child needs to be with the parent for both physical and emotional comfort.

There are also some illnesses that by law exclude the child from attending child care.

Some of those illnesses are but not limited to:

* Infectious Conjunctivitis
* Impetigo
* Infectious Diarrhea
* Chicken Pox
* Scarlet Fever
* Scabies
* Ringworm
* Strep Throat
* Lice
* Hepatitis A

When a child has symptoms, the child should be kept home.

**FEVER**

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. A temperature of 100.0 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to child care until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a high temperature and you administer a fever reducer, this generally only lasts a few hours and I will have to call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

**VOMITING OR UPSET STOMACH**

A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to come immediately to remove your child. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home 24 hours after the last episode.

**DIARRHEA**

When your child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools twice while in daycare or at home this child must remain at

home. The stool can contaminate the child care setting and please use your discretion with this.

If the child has diarrhea that’s not contained or two times in a day you will be called to come pick your child up form child care. Your child must stay home for 24 hours after the last episode of loose stool.

**RUNNING NOSES**

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands and then rub them on other children, toys and surfaces. This is a difficult one to call. Please keep in mind how you would feel if another child’s parent brought their child to care and exposed your healthy child. These cases will be handled on a case by case basis. Your cooperation will be greatly appreciated.

Some of the features that help to insure your child’s health are:

* NO SMOKING ON THE PREMISIES
* We are a non-smoking home
* My health policy is strictly adhered to
* Current immunizations are required
* Good hygiene is stressed at all times
* Every attempt is made to keep toys and play areas sanitized
* Napping is done on individual nap mats
* Food preparation is done in a safe and hygienic manner
* Menu’s follow Federal Nutritional Guidelines
* Hand washing before eating, after diapering, use of toilet outside play, touching body secretions, messy crafts or projects.

**HEALTH AND SAFETY**

If your child becomes ill while at child care, he/she will be isolated from the other children and one parent will be called immediately. If I am unable to contact a parent, I will call the designated emergency contract person on their emergency card. Your child will be unable to remain in child care if ill and I will expect them to be picked up WITHIN the hour. No exceptions—IF a child is not picked up with one hour you will be billed a late fee of $1.00 per minute. If your child is unable to go outside or participate in daily activities, please inform me. Special needs required by one child restricts the activities of all the children. Prolonged requests for special treatment may result in a request to keep the child home until they are able to participate in normal activities. Should your child require a modified diet due to recovery from an illness or injury, please inform me. You may be requested to supply the necessary foods required.

**EMERGENCY**

In case of an EMERGENCY, I will administer necessary first aid. The Baltimore County Police Department or Paramedic Unit will be called (911) and your child will be transported to the hospital. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be covered by the parent or guardian.

**ANTIBIOTICS & SIBLINGS**

If your child is prescribed antibiotics they may return to care 24 hours after the 1st dose of medication and as long as they are fever free for 24 hours. Siblings must stay home if another child in the family is home with something highly contagious such as the stomach virus. This will help keep the spread of germs at a minimum.

**PROVIDER OR PROVIDERS CHILDREN**

If someone in my family has any of the above symptoms I will call as soon as I’m aware of the situation and you may determine whether or not you want your child exposed. I will ask you to make other arrangements if I feel the illness in my family will hinder the quality of care I can give your child. However, an absence by your choice qualifies as your sick day and the fee is still due to The Provider.

**MS. ERIN’S DAYCARE RULES**

Please go over this section with your child so they may also know what is expected of them while at child care. I expect all children (age taken into consideration) to know the rules of the house. These I assume are quite similar to the ones you have in your own home. I don’t intent for these to sound as though I don’t allow the children to play and enjoy themselves, but I feel it is important with the number of children in a child care setting to follow these rules to insure safety and lower maintenance of my home.

No hitting, biting, pushing, kicking etc.

No throwing or intentionally breaking anything

No running, jumping, wrestling in the house

No picking up babies or toddlers

No leaving the house or the yard

**DISCIPLINE**

Discipline helps a child to gain control over his or her behavior. By using re-directive and positive discipline we will help a child learn what to do in difficult situations they may encounter. By fostering an uplifting and positive atmosphere for children we hope to minimize any negative attitudes and need for discipline for the children.

* We will not hit, spank, intimidate, belittle, or use any form of humiliation. No meals/snacks or activities will be withheld from them as a way of punishment.
* We will talk with the child about what they are doing and why they are doing it.
* We will give the children choices- “Zachary either you can share the car nicely with Tony or I can help you both find a new car to play with.”
* We will discuss what would be the best way to handle the situation.
* We will direct them to a different toy or area.
* Only if the above suggestions do not work, then the child will be put in a pre-determined “time-out” area so that they may calm down and we can discuss a better way to handle the situation. A child will only be set in time out for 1 minute times their age but for no more than 5 minutes total.

**SCREEN TIME**

Children under the age 2 will not be allowed to watch any passive TV. Children over the age of 2 are allowed to watch 30 minutes per week of passive TV. We will only watch passive TV on special occasions such as a holiday movie.

Any screen time whether it be TV, IPAD, COMPUTER will be interactive. Interactive technology means educational and age-appropriate technology, including programs, applications (apps), noncommercial television programming, videos, streaming media, and eBooks, that is designed to: facilitate active and creative use of technology and encourage social engagement with other children and adults.

**BIRTHDAYS**

Each child’s birthday is his/her “Special Day.” We will celebrate everyone’s birthday. Parents are responsible to provide cake or treats if desired.

**NAP AND REST-TIME**

I believe in a loving and structured environment. Therefore, nap time for children under age 5 and rest time for children ages 5-7 will be offered each day. Infants and toddlers will be provided naps as their specific schedules require. Please try an avoid picking up and dropping off during nap time.

**FIRE DRILL PROCEDURES**

We have monthly fire drills. The children are instructed to go outside in front of the tree until everyone is outside. If there is a fire the children will be moved to safety and the fire department will be called. During a tornado warning all children will be taken to the basement and they will be provided a blanket to cover with. We will all remain there until it is safe to return to the child care area. We have 2 Emergency Disasters Drills per year.

**TOILET TRAINING**

Children should begin toilet training no sooner than 18 months. Forcing your child to train before he/she is ready can result in bedwetting, frequent accidents, constipation or regression. I believe that most children are ready to begin toilet training around two years of age. Of course, all children are different. While some may be ready at 18 months, others are not ready until 2 years. Some readiness signs to look for are (1) language skills, the ability to say “potty” or some other term which indicated that your child needs to use toilet. (2) An interest in staying dry or clean. (3) Self-help skills, the ability to dress and un-dress themselves. (4) Staying dry for longer periods of time throughout the day. It is not a good idea to dress your child in overalls, pants with difficult fasteners or onesies once potty training starts. This can be frustrating.

Your child's readiness is something we can discuss because consistency between our homes is very important. This is a special time for your child, a sign that he/she is growing up. Toilet training should be a good experience. I believe punishment for an accident is very inappropriate.

**MEALS**

To meet the nutritional needs of your child, I serve well-balanced meals and snacks that meet the guidelines of the Federal Government Food Program. Please provide breakfast for your child BEFORE arriving to daycare. AM Snack is served at 9:30, Lunch is served at 11:30 a.m. and I serve a p.m. snack at 3:15p.m. I believe mealtime should be a pleasant time; therefore, children are always offered food but are not forced to eat it. Children who choose not to eat will not be served food until the next meal or snack.

**PHOTOGRAPHS**

Photographs and Publicity Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Your permission for photographs including your child, to be used without compensation, is part of this agreement.

**CUSTODY ORDERS**

Until custody has been established by a court action, one parent may not limit the other from picking-up a child. I must be notified immediately of any changes in custody orders. Certified custody orders must be given to the provider.

**TRIAL PERIOD AND WITHDRAWAL**

A two-week trial period will be given, upon enrollment, to determine the suitability of the arrangements. If at any time during the two weeks you or I feel the arrangement has not proven positive, then either party can terminate during the trial period. However, if you are happy with the care that your child is receiving we will enter into a permanent contract.

In the event of termination after the probationary period, either party must give THREE weeks notice. Payment is required for those three weeks even if you choose not to bring your child. The Daycare Provider can terminate services without notice if daycare fees become delinquent, if PTO is not remunerated or if the contract is broken.

The Provider can change and update this contract at any time with 30 days notice.

If for any reason, I the provider have to take you to court you are responsible for all legal fees and court cost.

**POLICY-AGREEMENT**

Please carefully read, sign, and return the following form to Erin Moxley:

I have read the Ms. Erin’s Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments.

Tuition\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly\_\_\_\_\_\_ Semi-Monthly\_\_\_\_\_\_ Monthly \_\_\_\_\_\_

Holding Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Schedule\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Thank you for selecting Ms. Erin as your daycare provider.