

Calvary Christian Day Care Center
Parent-Provider Agreement
Day Care, Before and After School Care

Calvary Christian Day Care Center is registered with the Maryland Child Care Administration. Calvary Christian Day Care hereinafter referred to as "CCDC" or "the center," has met health and safety standards established by the Child Care Administration. CCDC has agreed to operate a day care center in compliance with Maryland State regulations for the protection of your child(ren). CCDC will strive to provide a well-supervised, caring, homelike, but structured environment where your child can grow and develop at his/her own pace. The center will help our child begin their educational life with exposure to the Bible, as well as some basic concepts needed as they enter Kindergarten. CCDC will need your involvement and support.

Your signature(s) and the staff's at CCDC on this agreement mean that we have read, understand, and agree to the following provisions:

I/We, _____
(names)

living at _____
(address) (city, state) (zip) (telephone)

parents of _____
(child(ren)'s name(s))

agree to enroll the above child(ren) in Calvary Christian Day Care Center a ministry of Calvary Baptist Church, 14517 McMullen Highway, Cresaptown, MD 21505, beginning on _____, 20__.

CCDC runs separately from Calvary Christian Academy in its program hours. It is designed to serve you independently and/or in cooperation with CCA if there is need of before or after school day care. The day care operates year round with summer months for ages 2-12 and school months for ages 2-4.

1. HOURS AND FEES:

Your schedule for your child(ren) will be determined at registration and shall be a fixed weekly rate regardless of your child's presence/attendance. If scheduled changes need to be made a two weeks' notice is required. Snacks are included if the child is here at snack time in both the morning and in the afternoon. Lunches may be packed or purchased through Calvary Christian Academy.

Day Care Rates:

Please check one of the following payment options. The weekly fees remain the same even if the child is absent or the center is closed. Payment options may be changed with a two weeks notice to the director and the completion of paperwork.

- _____ Full time 5 days 6:30 am - 5:30 pm = \$378/month
- _____ Full time 4 days 6:30 am - 5:30 pm = \$303/month
- _____ Full time 3 days 6:30 am - 5:30 pm = \$227/month
- _____ Full time 2 days 6:30 am - 5:30 pm = \$151/month

_____ Full time 1 day 6:30 am – 5:30 pm = \$76/month

Morning Half Day is 6:30 -12:00. Afternoon Half Day is 12:00 to 5:30

_____ Half day 3 days morning or afternoon = \$143/month

_____ Half day 2 days morning or afternoon = \$95/month

Drop In Day Care Rates: on a pre-arranged, space available basis.

_____ Drop in 1 day 8:30 am – 5:30 pm = \$20/ day

_____ Drop in 1 half day – morning or afternoon = \$12/day

Before and After School Care:

Please choose one of the payment options. The monthly fee will remain the same even if the child is absent or the school is closed.

_____ Before school care 6:30 – 8:25 am = \$45/month per family

_____ After school care 3:00 – 5:30 pm = \$45/month per family

_____ Before and After school care = \$81/month per family

Drop in care is accepted if child’s paperwork is complete and space is available. Parent must call ahead to ensure space availability.

Registration Fee is \$50.00 for any Day Care usage. Registration fee is non-refundable.

Late Pick Up Fees

If you are late to pick up your child(ren) on a consistent basis, you will be charged a late pick up fee of \$20.00.

You will be charged monthly based on your requested schedule for your child’s attendance. A \$25.00 fee is charged for any returned check. If extenuating circumstances arise in your family, please express these to the director before the due date of your bill.

In no case may scheduled time for an enrolled child be used for another child not enrolled in Calvary Christian Day Care.

2. SNOW DAYS, CANCELLATIONS, AND DELAYS:

In almost all cases, CCDC will be open on scheduled days and on time Monday through Friday 6:30am-5:30pm except for extreme weather conditions and then an announcement will be made on the radio stations WCBC 1270 AM, Oldies 107 FM, WLIC 97.1 and 90.3 FM Grantsville, WTBO 1450 AM, GO 106 FM, WFRB 98.5 & 105.3 AM and Radio Disney 100.5 FM. Just because you hear CCA, this does not mean that the Day Care Center is canceled. Separate announcements will be given for Calvary Christian Academy and Calvary Christian Day Care. On 2 hour delay days, your child will still have the option of buying if lunch is being prepared at CCA.

3. HOLIDAYS:

The center will be closed for Christmas Break and Spring Break along with the following major holidays: Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and the Friday after.

The center may close the day before or the day after the holiday if the holiday falls on a weekend.

*You will be informed of any additional closings that the center does not have scheduled. Days are subject to change and a notice will be issued to the parent(s).

A one-week vacation (when children are absent from Day Care without cost) is available to each family. This must be five consecutive days with advance notice to the CCDC.

4. TRIAL PERIOD:

Your child(ren)'s adjustment is important to all of us. Therefore a 30-day trial period is provided before arrangements for continued care become final. At the end of this period, the parent(s) and day care center's director will discuss how the child(ren) has/have adjusted to the new setting realizing that this varies from child to child. At this time, or during the course of the trial period, either party may terminate care upon immediate notice. Also please read Child Requirements for Admission, included in this package, for an idea of what is considered important for an effective Day Care environment.

Toys and items that are personal belongings of the child(ren) are not permitted in the day care facility. CCDC is not responsible for lost, stolen, or broken items that are brought into the center.

5. TERMINATION AND WITHDRAWAL:

The center reserves the right to remove a child from the facility after two weeks written notice to parent(s), if the center believes that continued care might be detrimental to the child or the program. If the provider gives notice of termination, the parent(s) may remove the child immediately, paying only for that week, and further advanced payments will be refunded. Parents must give at least two-week's written notice before they withdraw their child from the program. Pre-paid fees will not be refunded without this written notice. A simple Withdrawal Form needs to be filled out to give notice of termination of services based on the parents' desires. This form is available at the school office.

6. ILLNESS AND INJURY:

Parents should not bring sick children to the center. If a child arrives at the center with a fever, rash, vomiting, diarrhea, lice, conjunctivitis (pink eye), or other symptoms of an acute or contagious illness, the provider will refuse to admit the child. A child should not be brought to day care if the parent had to give the child medicine to treat symptoms associated with these highly contagious illnesses. A child should be allowed to recover fully after an illness so other children in the group do not risk possible exposure. Upon discovery of the sickness, parents will be notified.

If the child becomes ill or is injured while in the center's care, parents will be notified and must make arrangements to have the child picked up immediately. If a parent cannot be reached, the person designated on the Emergency Information Card will be notified.

7. MEDICATION:

The center will not administer medication, including aspirin, cough drops, decongestant, or other non-prescription drugs, as well as prescription drugs without parent's signed authorization. The original container of prescription or non-prescription medications shall be clearly labeled with the name of the child, the name of the medicine, the dosage and the name and phone number of the child's physician. Provider shall follow the Maryland Regulation 07.04.01.32 when administering medication.

8. FIELD TRIPS:

The provider's regular program includes neighborhood walks, field trips, and other out-of-the-center activities which involve transportation of the children in vehicles owned by the center. The parent(s) hereby grant(s) permission for the child to be taken on such trips and to be transported in the center's vehicle.

9. SUSPENSIONS:

A child may be suspended for a period of one week for not complying with CCDC’s rules. An additional two-week suspension may occur if the behavior continues after the child returns to day care. Payments will continue during the suspension period. Termination from day care will result if parents and CCDC are unable to correct the undesirable behavior.

10. ATTACHMENTS:

All forms given must be completed prior to admission of the child to the center. These forms include:

- Parent-Provider Agreement
- Maryland Health Inventory (completed and signed by parent and physician)
- Lead Addendum (completed by physician)
- Maryland Immunization Record (completed by physician)
- Emergency Card
- Authorization for Medication
- Child Care Administration book (card inside)
- “All About Me” form
- Custody Information (if applicable)

11. REGULATION CHANGES:

MD State Regulations have changed the age of children entering Kindergarten for the 2006-07 school year. We feel we should also qualify our ages so there will be good transition between Day Care education and entrance to Kindergarten. Listed below are the age requirements for the school year.

- PreK3 must be 3 by September 1, 2007
- PreK4 must be 4 by September 1, 2007
- Kindergarten must be 5 by September 30, 2007

I/We have received and read this Agreement and agree to comply with all rules and responsibilities stated herein. I/We understand that all information in this Agreement must be kept up to date. I/We submitted to CCA health and emergency information for our child(ren) and understand that is our responsibility to keep that information up to date.

Mother or Guardian signature

Date

Father or Guardian signature

Date

Diane Ruckert, Director CCDC

Date

Geoff Wheeler, Administrator CCA

Date