

# Wee Friends Daycare, LLC

**Kathleen M. Peter, Owner/Operator**

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[www.weefriends.org](http://www.weefriends.org)

## CONTRACT

Beginning on \_\_\_\_\_ 20\_\_, I agree to enroll my child \_\_\_\_\_ in Wee Friends Daycare. Enrollment will end on Sept. 1st (following year) \_\_\_\_\_. I have received and read the Wee Friends Daycare Contract, the Wee Friends Daycare Policy Manual and The Parent's Guide to Regulate Child Care. A copy of all of these documents can be found on our website [www.weefriends.org](http://www.weefriends.org). This is a legal, binding contract and I agree to comply with the rules and responsibilities stated therein. I revoke all other contracts I made with Wee Friends Daycare and I agree to all of the terms and conditions stated in this agreement.

### **(1) DAILY ARRIVAL/DROP OFF TIME/APPROPRIATE DRESS**

Your child's day begins at \_\_\_\_\_ and ends at \_\_\_\_\_. I am requesting care on the following days of the week:

- Monday  Tuesday  Wednesday  Thursday  Friday

Please do not bring your child early without first discussing it with us. If you are late picking up your child, late charges outlined in the ATTENDANCE, RATES & FEES section of the **Wee Friends Daycare Policy Manual** will apply.

Please have your child dressed and ready for play upon arrival. Please do not send your child barefoot. Even on hot days, shoes are needed for health and safety reasons. Weather permitting, we plan to go outside every day.

### **(2) TRIAL PERIOD**

The first fourteen days of care is a trial period. During this time either you or Wee Friends may cancel child care services without notice. After the trial period, a two week notice must be given in writing by the terminating party. If you wish to end our services without the two week's notice, you may do so, but you must pay for the full two weeks in advance. Unused time will be refunded.

### **(3) IMMEDIATE CANCELLATION**

Notwithstanding anything in this Agreement, the Policy Manual, the Swim Waiver, or the Transportation Waiver to the contrary, in the event that Wee Friends Daycare believes that your child poses any threat or harm to the learning, safety, or health of any other child enrolled in Wee Friends Daycare, or your child continually disrupts the learning or other activities engaged in by Wee Friends Daycare, Wee Friends Daycare has the right to terminate this Agreement immediately by giving you written notice. Unused time will not be refunded.

Provider may immediately terminate care for the following or other reasons:

- \* Failure to complete required forms
- \* Lack of parental cooperation
- \* False information given by parent
- \* Unruliness of a child
- \* If a parent fails to abide by these policies, as outlined in the handbook
- \* Child's inability/unwillingness to rest or remain quiet during quiet time
- \* Verbal or physical abuse of any person or property by parent, child, relative or friend.
- \* Serious illness of child or provider
- \* If a parent does not make regular payments
- \* Our inability to meet the child's needs
- \* Excessive crying from the child

#### **(4) ATTENDANCE, RATES AND FEES**

Parents are encouraged to use only the hours scheduled in their signed contract. Any changes must be approved ahead of time by Wee Friends Daycare. If you require care for non-contracted days, please feel free to notify us and we will do our best to accommodate your needs.

**Registration Fee:** Non-refundable **\$35.00 registration fee** for the first child and \$15.00 for any of your other children thereafter.

**Rates for Daycare:** The rate for children aged six and older is \$50 per day. Children ages two to six are \$55 per day. The rate for children under twenty-four months is \$80 per day.

**Ten-Month Care Option:** Parents who do not need daycare service during the summer months (teachers) may have their spot held for their child for a set fee of 10% of normal tuition (see details in policy manual).

The daycare fee is subject to change. Provider will give at least 30 days written notice of any changes. The fee is non-refundable even if your child misses a day or more. Parent must pay for contracted days whether the child is here or not.

Parent is requesting:  Full Time Care  Specific day(s) of the week

Wee Friends, LLC pays for various activity fees, arts and crafts projects, and holiday parties.

#### **(5) PAYMENT AGREEMENT**

Parent or Guardian(s) agrees to pay the sum of \$ \_\_\_\_\_ every week for the care of their child.

Payment for child care will be made in the following manner: cash \_\_\_\_ check \_\_\_\_

By \_\_\_\_\_. (Name of the Person Who Will Pay)

Please make all checks payable to: **Wee Friends Daycare.**

The first payment and registration fee is due the day this contract is ratified. Payment will be due on the Friday prior to the next week's care with no deductions for missed days. Please make payments promptly on Friday.

Payment obligation is based on the hours you agree to use the child care, not the actual hours of attendance. Payment is due if you have agreed to use certain blocks of time whether or not the child actually attends during those hours.

There will be a \$10 per day late fee for any bill not paid on time. A penalty fee of \$35 will be assessed for any returned checks. If more than one check is returned, your account will be placed on a cash only basis. **Please make all checks payable to: Wee Friends Daycare.**

## **(6) FORMS**

Children may be taken from the daycare provider's care **only by the person signed below** or persons indicated on the Emergency Contact Form. If any other special circumstances arise where another individual will pick up your child, we ask that you please call and give verbal permission for the provider to release your child into that person's care.

All forms must be filled out completely and returned **before** your child enters care. All forms are subject to renewal every few months (at Wee Friends Daycare's discretion) and must be kept up to date. The parents agree to sign any revised contracts (or other documents) or cancel enrollment with two weeks notice to Wee Friends Daycare.

### **Required Forms:**

- Signed copy of Wee Friends Daycare Contract (everyone)  
[https://drive.google.com/file/d/19\\_unewJemHQTMeOadoRPsyLB2f1SDwP/view?usp=share\\_link](https://drive.google.com/file/d/19_unewJemHQTMeOadoRPsyLB2f1SDwP/view?usp=share_link)
- Wee Friends Policy Manual (everyone must read)  
[https://drive.google.com/file/d/1PIFTTBwpZ7rqh4rqP5KrsICjyJQZVTJg/view?usp=share\\_link](https://drive.google.com/file/d/1PIFTTBwpZ7rqh4rqP5KrsICjyJQZVTJg/view?usp=share_link)
- Emergency Preparedness Letter to Parents (everyone must read)  
[https://drive.google.com/file/d/1oKrywJL2eYEaO2YRIPA4wK-FLjnmVJrV/view?usp=share\\_link](https://drive.google.com/file/d/1oKrywJL2eYEaO2YRIPA4wK-FLjnmVJrV/view?usp=share_link)
- Sleep Arrangements (everybody) [https://drive.google.com/file/d/1iUJM-vaxMFYvOX6h4QcS-HwbRgYrKx33/view?usp=share\\_link](https://drive.google.com/file/d/1iUJM-vaxMFYvOX6h4QcS-HwbRgYrKx33/view?usp=share_link)
- Swim Waiver (everybody, even though we do not take them swimming since COVID)  
[https://drive.google.com/file/d/19GuhF\\_IJKec9MsGHUyL49n\\_9HaNSMW62/view?usp=share\\_link](https://drive.google.com/file/d/19GuhF_IJKec9MsGHUyL49n_9HaNSMW62/view?usp=share_link)
- Transportation Waiver (off-site permission slip) (everyone)  
[https://drive.google.com/file/d/1XnYtZgjktsTuW1Au7NPOBwCG6BOpuxUU/view?usp=share\\_link](https://drive.google.com/file/d/1XnYtZgjktsTuW1Au7NPOBwCG6BOpuxUU/view?usp=share_link)
- Emergency Contact Card (everybody)  
<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ-1214-emergencyform.pdf>
- A Parent's Guide to Regulated Child Care (everyone must read)  
[https://drive.google.com/file/d/1K\\_k\\_UxiY31urO-Zp9MDQ5d2k1cram9Vq/view?usp=share\\_link](https://drive.google.com/file/d/1K_k_UxiY31urO-Zp9MDQ5d2k1cram9Vq/view?usp=share_link)

- Health Inventory (everybody)  
<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1215-healthinventory.pdf>
- Blood Lead Testing Form (everybody)  
[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmh\\_4620\\_bloodleadtestingcertificate\\_2016.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmh_4620_bloodleadtestingcertificate_2016.pdf)
- Immunization Certificate (everybody)  
[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland\\_immunization\\_certificate\\_form\\_dhmh\\_896\\_-\\_february\\_2014.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland_immunization_certificate_form_dhmh_896_-_february_2014.pdf)
- Medication Administration Form (if needed)  
<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf>
- Allergy and Anaphylaxis form if your child requires an epi pen  
[https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ\\_1216b-medicationincidentreportingform.pdf](https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1216b-medicationincidentreportingform.pdf)
- Asthma Action Plan (if needed)  
<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216a-seizuremedicationadministrationauthorizationform.pdf>
- Medication Administration **AND** Asthma Action Plan (if a child has both):  
<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216a-seizuremedicationadministrationauthorizationform.pdf>

## **(7) FIRST AID / SICK POLICY / MEDICAL**

The parents agree to notify the provider of a child's illness or suspected illness and to make alternate arrangements for care if the child shows any of the symptoms listed on the ILLNESS POLICY / HEALTH DEPARTMENT REGULATIONS subheading of the **Wee Friends Daycare Policy Manual**.

A doctor's note is required to administer any medication including over the counter medicines. A doctor's note is required for any infant being requested by the parent to be placed on his/her stomach during naptime. Compliant with SIDS education, we place all infants on their backs during naptime.

Scratches and scrapes will be treated with soap and water and a Band-Aid (if needed). You will be notified immediately if anything more serious arises. For major emergencies which require the services of an emergency medical team, 911 (emergency medical services) will be called. For minor emergencies, you will be notified and you will transport the child if medical treatment is needed. If circumstances warrant, and you cannot be reached, we will get in touch with your emergency contact.

## **(8) DISCIPLINE**

Your child will be disciplined in a manner appropriate to the situation. This discipline is not abusive and does NOT include corporal punishment. Usual discipline consists of talking [redirection] and cooling down periods, removing the child from the situation and asking the child to take a deep breath (or several) in order to better calm down. If needed, we will have a conference to discuss behavioral problems and ways to solve them. However if such behavioral problems are not solved within what Wee Friends decides is a reasonable time, then Wee Friends Daycare reserves the right to apply Section 3 of this Agreement. Acceptable behavior is encouraged by giving positive verbal rewards.

## **(9) LUNCH AND SNACKS**

Wee Friends Daycare will provide lunch for your child at a cost of \$3.00 per day. Alternatively, parents can provide a lunch for their child. If you choose to pack a lunch for your child, please inform us if the lunch sent with the child needs to be refrigerated. We will provide breakfast until 9:00 am and a morning and afternoon snack for all children over one. Parents must supply all food for children under the age of one. Due to children with severe peanut allergies, nuts and peanut based foods (such as peanut butter) are not permitted. Beverages are available all day.

## **(10) PERSONAL BELONGINGS / TOYS / CLOTHING**

All of your child's clothing should be labeled with his/her name. Wee Friends Daycare is not responsible for lost articles. Children may bring their own security item or blanket to sleep with. Please do not send any toys from home with your child. We have many great toys that we are eager to share. Please send your child with at least one extra change of clothes in case of an accident. Children should wear play clothes and dress according to the weather. If your child is dressed inappropriately he/she may miss out on some outdoor activities. If your child requires a diaper, we ask that parents provide only disposable diapers and baby wipes.

## **(11) HOURS OF OPERATION / HOLIDAYS / VACATION CLOSINGS**

**We will be open for business Monday through Friday from 7:30 am 6:00 pm.** Care is not to exceed 10 1/2 hours a day. You must **sign your child in and out everyday** in the sign in log.

**We will be closed on all Federal Holidays and:**

Good Friday, the Day after Thanksgiving and the Day after Christmas

Weekly fees include all sick days, holidays and vacation time - these are paid days. **Refunds and credits will not be given for days when your child does not attend.**

Our daycare will close for one week each year for vacation in addition to five (5) days of yearly paid personal leave to be taken as needed. Provider will give you at least 30 days notice prior to any scheduled vacation closing. Personal leave days may have somewhat shorter notice as they are usually used for emergencies or on the rare occasion when our approved substitutes are unavailable.

Parents are requested to give two weeks advance notice of scheduled vacation or other leave.

## **(12) EMERGENCY PREPAREDNESS**

With recent world events, we have developed an *emergency plan* that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

**SHELTER IN PLACE** - This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the daycare and the daycare may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.

**EVACUATION TO ANOTHER SITE** - This plan would be put into place in the event that it is not safe for the children to remain at the daycare. In this situation, we have determined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.

1. **Site 1** is two doors down and is the home of our neighbor Dawn Griffin whom we have known for over 15 years. The address is 3205 Wood Avenue, Burtonsville, MD 20866. This site would be used if, for example, a tree fell on our home/daycare or in the event of a fire.
2. **Site 2** is the Marilyn Praisner Library (0.8 miles or 3 minutes away by car). The address is 14910 Old Columbia Pike, Burtonsville, MD 20866. This site would be used if, for example, there was a gas leak or water main leak on our block and we needed to evacuate a few blocks down the road to safety.

In either case, I am able to be reached by phone/text at **240-271-3447** or email at [kmc peter1@hotmail.com](mailto:kmc peter1@hotmail.com).

**METHOD TO CONTACT PARENTS** - In the event of an emergency, parents will be called, a note will be placed on the door, and radio/tv stations will be alerted to provide more specific information if needed. You can also check for information on our website at [www.weefriends.org](http://www.weefriends.org) or call or text my cell at **240-271-3447**. Depending on the distance from our daycare, the children will walk if feasible or be transported to the alternate site.

## **(13) AGREEMENT**

I have read, understand and agree to comply with the terms and conditions set forth in this contract and information in the Wee Friends Policy Manual attachment. I will sign two copies of this contract. The first for my records and the second for Wee Friends Daycare. This Agreement, the Policy Manual, Swim Waiver, and Transportation Waiver constitute the entire Agreement of the parties, and supersedes all prior agreements whether written or oral. You understand that this Agreement is between you and Wee Friends Daycare. All recourse for any claims or cause

of action that you may have arising out of this Agreement is limited to the assets of the Wee Friends Daycare, LLC. Additional fees may be assessed as per the policy manual.

Furthermore, it is agreed that neither Wee Friends Daycare, LLC or any employee or agents of Wee Friends Daycare shall be responsible for any sickness or injury of my child while in the Provider's care including transit.

Furthermore, I give my consent for my child to take part in field trips and/or excursions in the Provider's vehicle if necessary.

Furthermore, Wee Friends Daycare reserves the right to amend this contract. If Wee Friends amends this contract, we will give at least 30 days notice to parents. Parents will have the option to accept the amendment(s) or cancel enrollment with two weeks notice to provider.

Furthermore, I agree to pay the stated fees and to abide by the rules and regulations as contained in this contract.

Furthermore, I agree that in the case of an accident or injury to my child, emergency medical care may be given immediately. I will not hold Wee Friends Daycare, LLC or its employees, officers or agents responsible for any medical bills accumulated from such accident or injury.

Furthermore, I confirm that I have given the Provider a medical insurance form with all accurate information as well as a release note for my child's treatment in case of an emergency in which a doctor's care or hospitalization is necessary.

Furthermore, all disputes, elevated to court, will be handled by a court in Montgomery County, Maryland. The losing party agrees to pay the other party's reasonable attorney and court fees.

Furthermore, I confirm that I have read this contract and policy manual and I understand all the Policies as set forth. I agree to abide by each and every policy as stated. I further acknowledge that all guidelines in this handbook are fully understood.

Furthermore, I agree to give Wee Friends Daycare (at Wee Friends' sole discretion) the unilateral right to cancel this contract at any time, and for any reason.

Furthermore, I agree that I will hold Wee Friends Daycare, its agents and/or its employees harmless if Wee Friends (or Wee Friends management) exercise any of the terms or conditions stated in this Contract or the Policy Manual.

I further agree not to assign this Agreement without the express written consent of Wee Friends Daycare.

Signed :

Provider \_\_\_\_\_

Date \_\_\_\_\_

Mother \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

Father \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Cell \_\_\_\_\_

**\*Please sign above and return to Wee Friends Daycare. Please keep a copy for your records.**

Revised November 25, 2023