



Grow With Us Daycare Center

DAYCARE CONTRACT

1827 Niagara St.
Buffalo NY 14207
(716)877-2775



SCHEDULE

Grow With Us (GWU) is open Monday through Friday from 6:00am to 6:00pm. Grow With Us is closed weekends and on the following holidays:

- | | | |
|-------------------|-------------------------|----------------|
| -New Year's Day | -Labor Day | -Christmas Day |
| -Memorial Day | -Thanksgiving Day | |
| -Independence Day | -Day After Thanksgiving | |

Grow With Us will not charge you for the days we are closed, or for days we close due to inclement weather or unforeseen circumstance.

PRESCHOOL DAY CARE PROGRAM

GWU daycare program provides up to 12 hours of care per day at a charge based on the number of hours attended per day, as specified in the current fee schedule and shown in your contract. GWU offers a half-day program for those children needing less than six hours of care per day.

VARIABLE SCHEDULING

If you wish to have GWU care for your child based on a schedule that might change from week to week or month to month, this must be arranged on an individual basis when the contract is finalized. Thereafter, you must prepare a schedule for each such child and hand it to the program director or supervisor in charge every week or monthly if necessary, along with an advance payment for that month.

If you wish to make a permanent change to your child's contracted schedule, or establish a more flexible or occasional schedule, you must let us know two weeks in advance of the week you wish the change to take effect.

If you wish to add an occasional day or days to the contracted schedule, you must make this request to the program director or supervisor in charge no later than noon on the Thursday of the week prior in which the change is requested. GWU makes every reasonable effort to accommodate your needs.

If your child is ill and unable to attend GWU on one or more of your previously scheduled days, you remain responsible for the normal daily charges for those days.

You may not simply switch to another day in place of the sick day. If you need to make a last minute change for a day that is not contractually scheduled, you must notify GWU as soon as possible

ITEM LABELING

You must clearly label all book bags, clothing and other items with your child's name. GWU is not responsible for any articles which do not have your child's name on them. Any unlabeled item will be placed in the lost and found bin.

SUNSCREEN

If you wish GWU to apply sunscreen to your child during the summer months, you must have a completed "*Permission to Administer*" form. If your child needs to use a specific sunscreen due to allergies or preference, you must supply the sunscreen that you wish GWU to use on your child.

TELEPHONE CALLS

Please try to limit your calls to GWU as much as possible during the day. Our staff is dedicated to caring for your child as well as the children of others. Each minute on the telephone takes time away from a child. The welfare of your child is our primary concern; if a problem develops during the day, you will be contacted immediately.

FEE INCREASES

Although GWU makes every attempt to avoid it, it is sometimes necessary for us to raise our fees during the contract year. These notices will be sent at least 30 days before the fee increase is scheduled to take place. Should you wish to remove your child from GWU before the new fees take effect, this will be considered a normal end to your contracted period and your security deposit will be applied towards the last week's care.

PAYMENTS

We encourage parents to make payments at the end or beginning of each week, any balance unpaid beyond 2-3 weeks will be subject to a payment penalty amounting to ten percent (10%) of the amount owed.

EARLY OR LATE ARRIVAL

GWU must be notified of any change in scheduled arrivals as early as possible. Every effort will be made to accommodate these changes. Children will not be accepted past 10am if not previously agreed upon with the director or a supervisor.

MEALS SNACKS NUTRITION

Meals will be provided for all children enrolled at no extra charge. A copy of the menu will be available for parent viewing. Seasonal meals will be provided (i.e. Thanksgiving turkey, etc.) Breakfast is served until 9:00AM, lunch at 11:30 AM and afternoon snack is at 3:00PM. Breakfast is put away and no longer served after 9:30am.

LATE PICK UP AND OVER TIME

You are responsible for picking up your child at or before the contracted time. Previously approved and scheduled overtime will be charged for late pick-ups at a fixed rate each hour or any part of an hour starting five minutes past your child's scheduled pick-up time. Unscheduled overtime will also be charged at a fixed rate for each 30 minute period or any part of a 30 minute period beginning five minutes after your child's scheduled pick-up time up to GWU's closing time, and at a higher rate for each 15 minute period thereafter.

PICK-UP AND DROP OFF PROCEDURES

Only adults over 18 years of age, that are listed on your child's pick-up list and have valid government ID may pick-up your child. If changes need to be made to the pick-up list, they must be done in writing in advance of pick-up. We will not accept phone calls at the time of pick-up as permission to release the child(ren). If there are any court ordered visitation schedules or restraining orders, we must have copies of these on file. GWU staff does not assist in bringing children into or out of the center, and children must be walked to the door. We do not allow children to be dropped off on the street, an adult must accompany them to the door and wait until they have fully entered the building.

BEHAVIOR POLICY AGREEMENT

At GROW WITH US DAYCARE, we strive to create a safe, nurturing, and positive environment for all children. This behavior policy outlines our expectations and procedures to ensure that all children and staff feel safe, respected and valued.

EXPECTATIONS FOR CHILDREN

- Respect for Others:** Children are expected to treat their peers, teachers, and staff with kindness.
- Safe Hands and Feet:** Hitting, biting, kicking, spitting, swearing, or any aggressive behavior is not allowed.
- Listening and Following Directions:** Children should follow their teachers' instructions to ensure a safe and organized environment.
- Sharing and Taking Turns:** We encourage cooperation and positive social interactions.
- Using Words to Express Feelings:** Children are encouraged to use their words to communicate needs and emotions.

PARENT RESPONSIBILITIES

- Support Positive Behavior:** Reinforce the daycare's expectations at home and encourage appropriate behavior. This includes adherence to all terms, conditions, and policies set forth by Grow With Us Daycare.
- Communicate Openly:** Inform staff of any changes at home that may affect a child's behavior, be available for discussion, and regularly check the parent board for any changes and updates to policies. The most recent policies will always be posted on the parent board directly next to the front door.
- Address Behavioral Concerns Promptly:** Work collaboratively with teachers to address ongoing behavioral issues.
- Respectful Communication:** Maintain respectful communication with staff and other families at all times. The use of profanity, aggressive language, or threatening behavior is strictly prohibited anywhere on the daycare premises and over the phone.
- Professional Conduct:** If you need to communicate with daycare staff you MUST call the center. Contacting employees personal numbers is not professional, ethical, or in any way allowed. For the health and comfort of children and staff, parents/caregivers must refrain from arriving at the daycare with strong odors of cigarette smoke, marijuana, or under the influence of substances.

BEHAVIOR MANAGEMENT APPROACH

Our approach to behavior management is positive and developmentally appropriate.

WE USE:

- Redirection to guide children toward appropriate behaviors.
- Positive Reinforcement to encourage good choices.
- Modeling and Teaching conflict resolution and emotional regulation skills.

If a child exhibits persistent challenging behaviors such as scratching, throwing, biting, hitting, and/or spitting. These actions pose a safety concern to other children and staff members. We are committed to working with your family to support your child's development but must also protect the well-being of all individuals in our care.

WE WILL TAKE THE FOLLOWING STEPS:

- Verbal Reminder & Redirection (Observe and document the behavior)
- One-on-One Guidance with a Teachers
- Parent Communication & Collaboration (we will communicate regularly with you about incidents)
- Behavior Support Plan (Implement positive behavior support the best we can)
- Temporary Suspension or Dismissal (sent home and suspension the next day)
- Termination of Daycare Services.





Please keep your child at home if they are experiencing any of these symptoms:

- A temperature over 100.1 degrees in the past 24 hours
- A cold with temperature, sneezing, or frequent nasal drainage
- Diarrhea, Vomiting, Greenish-yellow nasal discharge or eye drainage
- A rash that you cannot identify and has not been evaluated by a pediatrician
- If your child has started antibiotics they cannot return to daycare until a full 24 hours after their first dose
- Persistent coughing or trouble breathing.
- Sore throat or difficulty swallowing.

If your child had been sent home, they **CANNOT** return to daycare until they are **SYMPTOM FREE** for **at least 24 hours!** This means you **CANNOT** bring them the following day.

If you are unreachable or unable to pick up your child, we will continue down the contact list. Your child must be picked up within one hour of attempted contact, if not corrective action will be taken.

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CONTRACT

Date: _____.

This is an agreement between *Grow With Us Daycare Center* (hereafter referred to as "GWU") and _____ (hereafter referred to as "you" or "your") where by GWU will provide daily care for _____ (hereafter referred to as "your child") according to the times, charges, policies, terms and conditions specified in the indicated attachment as well as any amendments and notes indicated on the reversed side.

Beginning Date: _____.

Your Child's Schedule:

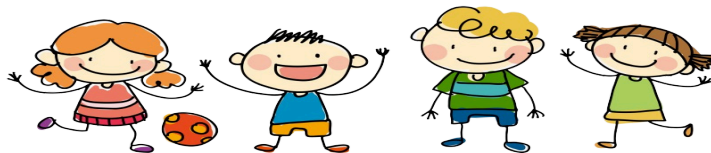
<u>Weekday</u>	<u>Arrival Time</u>	<u>Departure Time</u>	<u>Charge \$\$</u>
<u>Monday</u>			
<u>Tuesday</u>			
<u>Wednesday</u>			
<u>Thursday</u>			
<u>Friday</u>			

Total Weekly Charge:(Due on the first day of care each week)

Registration Fee:(\$25) Due when the contract is signed. _____

Parent's Signature

GWU Authorized Signature



REGISTRATION APPLICATION

This form must be completed for each child requesting enrollment in our childcare program. Please print neatly and provide all the requested information. Please attach a check to cover the appropriate registration fee when you submit this application.

Child Information:

Last Name	First Name	Middle Initial
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Address

City	State	Zip
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Sex: Male:____ Female:_____.	Date of Birth	Child has personal Medical insurance? Yes / No
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Account Information(person financially responsible for payment to GWU)

Name:	
Address:	
Phone Number:	Work Phone:



Parent/ Guardian No.1: (With whom the child resides)

Name:	Relationship to child:
Address: (During hours of daycare)	
Phone Number:	Work Number:

Parent/ Guardian No.2

Name:	Relationship To Child:
Address: (During hours of daycare)	
Phone Number:	Work Number:

I consent to the enrollment of he child/ren listed above at GWU and have been advised of the policies regarding the services and fees provided by GWU and the New York State Department of Social Services regulations under which it operates.

Parent's Name

Parent's Signature

The following is GWU use only.

Disposition:	Fee Paid \$	Accepted By:

Grow With Us Daycare

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Guardian Authorization

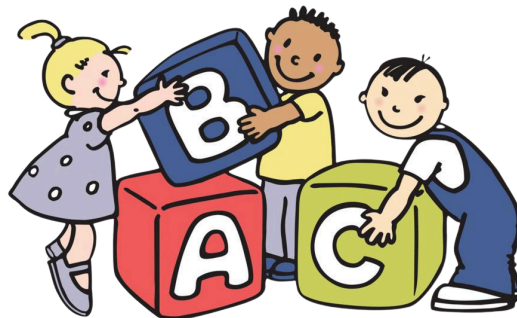
To whom it may concern: In the event of an emergency where I cannot be contacted, the staff at Grow With Us Daycare Center may have my authorization to act as Guardian to my child/children.

Full Name of Child/children (please print)

Parent's Name (please print)

Parent's Signature and Date

Parent's Telephone Number



Pick-Up Authorization

The Following persons are granted permission to pick-up my child/children from Grow With Us Daycare Center at any time.

Name of Child/Children to be picked up (please print)

Authorized Person's Full Name

Address

Phone Number

Authorized Person's Full Name

Address

Phone Number

Authorized Person's Full Name

Address

Phone Number

This Policy will be strictly enforced. GWU will require picture identification before allowing your child to leave the premises.

Parent Signature

Date

GWU Authorized Signature

Napping/Sleeping Agreement

Parent/Guardian Name: _____

Child(ren) Name(s): _____

Sleeping Agreements: Infants will be placed on their backs in the cribs or pack and play. Toddlers and Preschoolers will nap on cots.

Questions Or Concerns: _____

Parent Guardian Signature

Date



Video Agreement



We are using a digital camera monitoring system at Grow With Us Daycare (1827 Niagara Street). Your children's care, safety and security are our main concern. This addition will aid in your child's development.

Thank You,
Grow With Us Daycare

Parent's Signature: _____

GWU Staff



By signing below, I acknowledge that I have received, read, and agree to abide by the Behavior and Sick Policies of GROW WITH US DAYCARE. I understand that disruptive, disrespectful, or inappropriate behavior, or failure to adhere to the Sick policy from children and/or caregivers may result in a warning, suspension of privileges, or in serious cases termination of services at staff discretion. We reserve the right to refuse services for any reason. These terms and policies are subject to change.

Parent/Guardian Name: _____

Child's (children's) Name: _____

Parent/Guardian Signature: _____ Date: _____

Staff: _____

Please Bring:

- **At least one FULL change of clothes, including a sweater, shirt, pants, underwear, socks, sneakers:** If your child is potty training please bring multiple changes of clothes, as many pants, socks, and underwear as possible! Children need appropriate clothing. If they have an accident and do not have another set of pants, we will call you to drop off clothes.
- **Diapers, wipes, and diaper rash cream:** We do not supply these items. If your child is repeatedly unprepared, we will charge at the rate of \$1 per diaper, or \$1 per change for wipes. We have Vaseline on hand that we will use if your child has a rash. If you would like us to use your preferred diaper rash cream, you must supply it and sign a permission form.
- **A blanket for nap time:** This blanket will remain at the center, and will be washed at minimum once a week, more often if soiled or if the child becomes ill. Please keep the size of the blanket in consideration when selecting it, if it is too large and protrudes from or does not fit into the designated storage areas, we will ask that you replace it.
- **Bottles, sippy cups, pacifiers, water bottles:** If your child still uses a bottle, sippy cup, or pacifiers please include at least two of these items to remain at the daycare. If your child no longer uses these items, please provide a water bottle to remain at the daycare, we keep water bottles/cups accessible at all times.

Please DO NOT Bring:

- **Toys:** If a child comes in with items from home, the items will be placed in the child's cubby before they enter the room.
- **Candy:** Please refrain from sending your child with any candy, hard candy, lollipops, or gum. We will have to immediately take these items as they are choking hazards.

WE ARE NOT RESPONSIBLE FOR ANY UNLABELED ITEMS