

Sun, Stars & Moon Daycare  
 510 Curtis Street, Watertown, NY 13601  
 Phone # 315-779-9296  
 # © 778-8630

[www.sunstarsmoondaycare.com](http://www.sunstarsmoondaycare.com)

### *Agreement Contract*

The following is an agreement between \_\_\_\_\_ (Parent's name) and Sun, Stars & Moon Daycare for childcare to be provided for  
 1<sup>st</sup> child's name \_\_\_\_\_ Child's age \_\_\_\_\_ DOB \_\_\_\_\_  
 2<sup>nd</sup> Child's name \_\_\_\_\_ Child's age \_\_\_\_\_ DOB \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone Number \_\_\_\_\_  
 Mother's Work Number \_\_\_\_\_ Social Security# \_\_\_\_\_  
 Father's Work Number \_\_\_\_\_ Social Security# \_\_\_\_\_

Childcare will be provided: If schedule varies it's due on Friday by 4:00pm

Days	Time in	Time out
Monday		5:30
Tuesday		5:30
Wednesday		5:30
Thursday		5:30
Friday		No later than 5:30

Total number of hours per week \_\_\_\_\_ (rate) \_\_\_\_\_ 1<sup>st</sup> child  
 The cost of care will be \$ \_\_\_\_\_  
 Payments will be made \_\_\_\_\_ monthly \_\_\_\_\_ weekly

Total number of hours per week \_\_\_\_\_ (rate) \_\_\_\_\_ 2<sup>nd</sup> child  
 The cost of care will be \$ \_\_\_\_\_  
 Payments will be made \_\_\_\_\_ monthly \_\_\_\_\_ weekly \_\_\_\_\_ DISC

★ Two week deposit \$ \_\_\_\_\_ plus the first week of tuition is due on the Friday by 4:00pm and before the first day of attendance during the first week of care.

★ \$100.00 to (hold only) a slot weekly for up to 2 week before a child starts. NO longer!

- ★ Deposit is used to pay for the last two weeks of attendance at daycare. This fee is based on child's weekly rate by age X 2.
- ★ 20% discount on the oldest child (1 only) and must be full time.
- ★ Failure to give two-week notice on Fridays to start on the following Monday will forfeits your deposit, and must start Monday & end on a Friday.
- ★ Payments are to be made monthly or weekly.
- ★ Weekly payments are due the Friday by 4pm before the scheduled day of the new week.
- ★ Monthly payments are due the first scheduled Monday of the month
- ★ If your child's account becomes 4 days past due, your child is not permitted to return until payment is receive with a \$10.00 late fee per 4 days
- ★ A \$35.00 fee will be applied for all returned checks
- ★ DSS families are given ½ hr travel time to work and ½ hr. travel time home from work in addition to working schedule. This means if you work 8 hrs your child is only permitted to be in daycare 9 hrs. each day. All fee Assistances or subsidy's will be credited to your account ONLY! No refunds. Any fee's not covered by Department of social services are the parents responsibility.

Ask about Rates for 30 and less hours and on oldest full time Sibling DISCOUNT when you pay on time only. Daycare is only for when your at work ONLY .!!!! **When Parents or other siblings are sick there children are most likely to get it to so please be kind and think of other children keep your child home this is a must.**

**RATES for over 30 hours starting January 1<sup>st</sup> 2010.**

Age	Weekly 30+ hrs	Daily 6-8	Part-time 3-5	Addition al Hours	Misc.
6 weeks to 2years 11 months	\$173.00	\$40.00	\$27.00	\$6.00	Hourly is for under 3 hours
3 to 5	\$156.20	\$34.00	\$23.00	\$6.00	Hourly is for under 3 hours
School Age 6 & up full week	\$150.00 during vacations, school closings	\$34.00	\$23.00	\$5.50	Before & after care only \$50.00 for 10 hours minimum wky

1. The provider will be notified an hour before arrival time if the child is not coming for the day. Parents must have there own back up daycare for closings & sick days.
2. The provider will be notified before pick up time if the parent will be late in picking up their child. A late charge of \$20.00 will be applied if not

**notified.** The difference in fee for the week will be applied to the following week if the child unexpectedly needs to stay later than contracted hours.

3. The provider will be paid for **ALL** sick, extreme weather, holidays, and vacation days. We also are Closed on all **FEDERAL** holidays and some early closings before the holidays see the list, **WE CLOSE** for all **Weather Alerts** and **Travel Advisories due to weather BEING UNSAFE TO TRAVEL** you will have a 1 hour notice to pick up your child when we leave a message or call you. Thanks for understanding we are looking out for your child's safety.
4. The following people are allowed to pick up the child at the provider's home. A picture ID will be required from the person picking up your child. If ID is not presented your child will not be released.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

5. Emergency Telephone Numbers

(In addition to parents work number)

Neighbors or Friend \_\_\_\_\_

Child's Doctor \_\_\_\_\_

Other Important Numbers:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

CAN OTHER PARENT PICK UP CHILD? YES OR NO

DO YOU HAVE LEGAL CUSTODY OF SAID CHILD? YES OR NO

IF SO WE NEED A COPY ON FILE,

Person to contact other than a parent in case of an emergency:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

6. Nature Walks around the block

I, \_\_\_\_\_ (Parent's Name) hereby authorize Sun, Stars & Moon to walk my son/daughter \_\_\_\_\_ (Child's Name) to and/or from Sun, Stars & Moon Daycare around block for nature walks. **In the event of an unforeseen accident, I will not hold Sun, Stars & Moon Daycare and its employees liable.**

7. In the event that this contract needs to be terminated by Sun, Stars & Moon Daycare based on the best interest of the child and the other children in the daycare a two week written notice will be provided. Terminations of enrollment may be the result of:

★ Non-payment of weekly tuition for 4 days includes weekends

★ Abuse of children, staff or property

- ★ Disruptive or dangerous behavior
- ★ Daycare's inability to meet the child's needs
- ★ Violation of Sun, Stars & Moon policies

\*\*\*Parents will be responsible for any legal or collection fees\*\*\*  
\*\*\*incurred in setting delinquent accounts.\*\*\*

8. This agreement can be changed or terminated by either party with two weeks written notice. All 2-week notices are due on Fridays before the week starts. . If written notice is not provided on the Friday before notice starts on Monday the parent will forfeit the two weeks deposit fee.

9. All meals and snack will be USDA and healthy. If parents bring any snacks please bring ONLY healthy snacks to be shared with all 12-14children even during the Holidays.

I have read this agreement carefully and fully understand the policies of this daycare, I agree to all of the above.

\_\_\_\_\_  
Signature of Parent s            (both)

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

# Napping Agreement Form

New York state regulations (NYCRR sections 416.7: 417.7: 416.8: 417.8) require that sleeping and napping arrangements must be made in writing between the parent and the provider. These arrangements include: The area of the home where the child will nap; whether the child will nap on a cot, mat, or crib; and how the napping child will be supervised.

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NAPS:

My child may nap in (initial all that you allow):

daycare room     other area

My child may nap on (initial all that you allow):

cot     crib     other

I hereby give permission for my child(ren) to nap in a room where an awake adult is NOT present IF the provider physically checks on my child\*(ren) every 15 minutes and ALL doors between the provider and my child(ren) are open. If children are over night or during sleep hours parent give permission for provider to sleep and use a baby monitor in room where children will sleep in living room area on cots.

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Parent Signature

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Date

**How to determine if your child will be permitted to attend daycare:**

1. **No temperature greater than 99 for Infants and 100 degrees under arm for child** -is unable to return back to daycare until fever free and Tylenol Motrin free for 24 hrs. Plus 24 after the start of prescription medications.
2. **Vomiting-** the child must be able to keep food/liquid down for 24 hrs. before returning to daycare
3. **Diarrhea- (two loose stools)** and your child will need to be sent home and can not return until 24 hours free from loose stools
4. **Skin rashes-** under no condition will you be allowed into daycare with a Raw rash must be cleared and u need a doctors note saying it is ok and being treated. Or any bumps /rash on body must be checked can't be contagious in order to return.
5. **Pink eye 48 hours after treatment has started and no leaking from the eyes at all.**
6. **Head lice-** If you are identified as having head lice you are not permitted back to daycare until you have a doctor's note stating that you are nit and lice free.
7. **Uncontrollable coughing**
8. **Severe mucous Example :or continuous runny nose for 5 days**
9. **Flu like symptoms**
10. **Cold sores get a Dr note**
11. **Coxsackie**
12. **Uncontrollable crying for 30 minutes and no colic babies**
13. **Bronchitis or any upper respiratory symptoms NO DAYCARE UNTILL ALL GONE WITH A DR NOTE SAYING ITS GONE!!!!!!!**
14. **Urinary track infection**
15. **Gastro intestinal disease**
16. **Chicken pox**
17. **Strep throat** – you must be on the antibiotic 24 hrs and no fever before you are able to return to daycare 1 full day out of daycare
18. **Measles**
19. **Tuberculosis**
20. **Scabies**
21. **Impetigo**
22. **Hepatitis A**

Your child will need a doctor's from the child's pediatric doctor, Note before turning to the daycare for the above conditions, stating the child is CLEARED and what they were checked for! The daycare has the right to send your child home if your child is displaying signs of (being ill or uncomfortable). Without a statement from their doctor your child will not be allowed to return to daycare stating they are (CLEARED and able to FOLLOW PROGRAM). READ PLEASE!!!!!!!

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**When Parents or other siblings are sick there children are most likely to get it to so please be kind and think of other children keep your child home or keep them together this is a must.**

I give  
Permission to use Sunscreen,  
rash cream, lotion, diaper  
cream, and all over the counter  
topical creams

My child \_\_\_\_\_ may have sunscreen applied to exposed skin areas before going outside on warm sunny days in afternoon . If more is need when we are going outside in the afternoon.

I will provide a sunscreen with protection factor (SPF) of 15 or more (without PABA is recommended). Paba gives some children rashes.

I will mark my child's name on his/her sunscreen PLASTIC container with a permanent marker. Parent will apply SUNCREEN on their child before arrival in morning.....We will follow all state and federal guildline's when applying all creams.

**Signature of Parent/ Guardian:** \_\_\_\_\_

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

MY CHILD'S DAILY SCHEDULE FROM WAKE UP TO  
BED TIME, AND DISLIKES AND LIKES.