

**Child Care Contract**

**for**

**Favors Family  
Child Care**

**Table of Contents**

Cover Sheet.....1

Table of Contents.....2

About Me/Provider information.....3

Hours of Operation/Qualifications.....3

Philosophy/Enrollment.....4

Payments/bounced checks.....4

Drop-off/Pickups.....4

Absences/Holidays/Closings/Vacation/Termination.....5

Safety and Emergency.....6

Behavior and Discipline.....6

Meals/Snacks/Toilet training.....7

Illness/Medications/Damages.....8

Emergency Disaster Preparedness.....9

Curriculum.....10

Daily schedule/Jury Duty/ Acceptance of Contract.....11/12

**About Me**

Let me introduce myself! My name is Nikki Favors. I am a stay-at-home mom with two children, Nyjah, 14 years old and Floyd III, 12 years old. I have a Bachelor of Science in Human Development focusing on child and

adolescent development. Raising children has been the most important yet challenging season of my life, yet the most rewarding time of my life.

I know the feeling and concern of having to work outside the home and depend on someone else to care for your most treasured gift in life. I can assure you that your child will receive the best care possible. If you are a parent seeking quality yet affordable child care services, please read and consider this contract for your needs.

### **Provider Information**

Nikki Favors  
900 Logwood Road, Capitol Heights, MD 20743  
301.324.6599 (home)  
301.404.0875 (cell)  
[Nikki.favors37@gmail.com](mailto:Nikki.favors37@gmail.com) (email)  
License #151410 (vouchers accepted)  
Since: 9/26/2007  
Hours of operation: 6:30 a.m. - 5:30 p.m./Infants 6 wks thru 5 years old

### **Qualifications**

Bachelor of Science in Human Development  
First Aid/CPR Certified  
SIDS Training and Continued Yearly Infant and Toddler Training  
Emergency Disaster Preparedness/Administering Medication

4

### **Philosophy**

To provide a warm, safe and healthy environment for infants, toddlers and older children to learn, explore and grow at their own pace physically, socially, cognitively and spiritually while adding fun and laughter to each day.

### **Enrollment**

To ensure your child begins care in a timely manner, please complete the

following: FFCC contract, health inventory form, completed and signed by both parent and child's doctor, along with a copy of most recent immunization record, signed consumer pamphlet, emergency form, photo/web release, medication form (if needed) and travel consent. There is a \$50 (non-refundable) registration fee to enroll your child for care.

### **Payments/bounced checks**

Payments for the week will be due on the first day of the week (Monday) to cover services for that week. Payments can be made by cash or checks. There is a \$5 per day fee for late payments. If you do not plan on bringing your child in for care at the start of the week, please make arrangements to have someone bring payment in for you that day or pay early for that week to avoid paying costly fees. Returned check fees are \$50. If two checks are returned, only cash will be accepted in the future.

### **Drop off and Pick ups**

If a child is dropped off after a meal is served it is the parents' responsibility to feed your child before drop off. Please do not bring your food to the home, as I have already served the meal and have cleaned up. Your child will not be fed until the regularly scheduled snack/meal is served. The close of business is 5:30 p.m. and a late fee of \$1.00 for each minute late will be charged for late pick-ups. Late pick-up fees are due immediately. Late payment fees must be paid by drop off the following day or services will not be rendered until charges are paid in full. If you know you will be late, please have a substitute pick-up your child to avoid costly fees.

5

### **Absences**

If a child is absent due to illness or for any other reason weekly payments are still due and no refunds will be made as the provider will reserve the child's place in the home for child care services.

### **Holidays/Closings**

New Years Eve, day and day after, MLK Jr. Holiday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day,

Thanksgiving eve, day and day after, Christmas eve, day and day after. These will all be paid days off, thank you.

Should the provider need to close business on a day other than a holiday, parents will be given a two week notice, if possible, to allow parents to make other child care arrangements.

Every year, your provider will take 20 days to be used as personal time off. Parents will be given advanced notice. Parents will not be charged for half (1/2) of the provider's personal time off. **Two (2) weeks vacation and three (3) sick days are paid to the provider. Sick days are NOT included in the 20 personal days off.** It is strongly suggested that you have back-up care in place for all closings.

### **Termination**

Both provider and parent have the right to withdraw a child from care at any time, for any reason, however, as a courtesy both should give a two week notice prior to canceling services. Except in unique circumstances or situations/breach in contract, the provider has the right to terminate immediately. In this event, a refund will be given for any money paid in advance minus any outstanding charges.

6

### **Safety and Emergency**

Providing a safe environment is a necessity when operating a child care business within the home. The home is equipped with working smoke alarms on both levels of the house, a carbon monoxide detector, and a fire extinguisher. A "fire escape plan of action" is posted on the front door and a "911" sticker is placed on the telephone for reference. Monthly fire drills will occur using the smoke detector to keep everyone alert so chaos can be avoided in the event of a real emergency. In addition, both provider and substitute are first aid and CRP trained.

## Behavior and Discipline

It is important for rules, boundaries, and expectations to be established and followed in order to keep children safe. While it is a given that children will misbehave, it is the child care providers job to ensure the safety and well being of those children in the home. Misbehaving children will be given two warnings before being sent to "time out". Time out will be based on the child's age. One minute for each year old. During this time, your child will be separated from the other children for a short time to calm down and regroup before returning to the group and/or limiting participation in activities. Should behavioral problems continue to persist over-time, the provider will meet with the parents to determine the next course of action.

7

## Meals/Snacks

**USDA** approved meals and snacks are provided daily with all costs included in weekly rate. **CACFP** (food program) makes 2-3 yearly home visits to ensure healthy meals/snacks are being provided as a participant of this program.

### Sample meals and snacks:

**Infants 6 weeks old thru 4 months:** Receive infant formula and/or parent supplied breast milk.

**Infants 4 months old through 11 months:** Receive infant formula, infant cereal, 100% juice and jarred foods.

**Milk:** (whole 1-2 years old ) (1% or fat-free over 2 years of age)

**Ages 12 months through 5 years:**

**Breakfast:** Pancakes, fruit cocktail and milk.

**Lunch:** Turkey burgers, bun, peaches, green beans, milk.

**Snack:** Graham crackers and berries.

### **Toilet training**

The provider will only assist in toilet training. If there is no consistency at home, the provider will not continue the process. Training should first begin at home, over the weekend or sooner, so that the provider can reinforce the behavior during the day. The provider will introduce the toilet when the child is two (2) years of age and appears developmentally ready. I use the 15 minute timer method when helping children learn to use the toilet/potty. During this learning process, only underwear, panties, plastic covers will be worn throughout the day. Pull-ups or pampers will be worn during nap time and field trips until fully trained to use the toilet.

**8**

### **Illnesses**

The provider will not accept children into the home who are contagiously sick. If your child is ill, parents should make other arrangements for the care of their child. In the case of vomiting/diarrhea, please allow 24 hours to pass without vomiting before bringing your child in for care. When the child is no longer contagious and has a note from his/her doctor stating a good bill of health and is healthy enough to resume normal activities including, play with other children, will they be accepted back into the home. Should your child become ill at daycare, a parent will be called to have the child picked up immediately after contact with made with guardian and/or emergency contact person. This policy protects the health and well being of all the people in the home and enables the provider to provide the best possible environment for the children.

Common colds. A child with continuous/constant coughing, sneezing, and running nose will be sent home. The child can return for care when coughing, sneezing, and running nose is at a minimum.

### **Medication**

Provider will not administer any medication without parent and/or doctor's signed authorization. For both prescription and over-the-counter medications, parents must provide a written prescription signed and dated by physician. The prescription must show child's name, name of medication, the dosage, when it is to be administered, physicians name and phone number and expire date.

### **Damages**

Parents will be expected to pay for any broken/damaged items within the home or on the property of the home if caused by your child due to negligence.

9

### **Emergency Disaster Preparedness**

As natural emergencies occur, the provider has prepared a plan of action to ensure the safety of all children and adults in the home.

I have implemented the following strategies/procedures to improve the programs ability to handle emergency situations at the child care site:

1. Remain calm.
2. Be prepared: disaster kit (first-aid, flashlight, cell phone, radio, etc.), parent emergency contact information, and sign in/out sheet.
3. Monitor "Watches & Warnings" from Radio stations & Television news channels such as: WMAL-630 AM--WPGC-95.5 FM.
4. Closing main gas valve, turning off utilities at main panel; if needed.

Should a natural disaster (severe weather, tornadoes, hurricanes, high winds, snow & ice storms & floods, electrical outages, gas outages, fires & exposures to hazards materials) occur parents/guardians will be contacted immediately. Parents will have 30 minutes to pick-up their child or late fees will be incurred. Should a natural disaster occur before daycare opens, please follow Federal Government delays and closings. The provider will be

paid for these closings.

Should the provider need to evacuate the home due to an emergency situation. The **evacuation site** is as follows:

**John H Bayne Elementary School**  
**7010 Walker Mill Road**  
**Capitol Heights, MD 20743**  
**Phone: 301.499.7**

10

### Curriculum

Favors Family Child Care seeks to get children ready and prepared for kindergarten. We use various tools/workbooks/websites to accomplish the very important task at hand...EDUCATION.

**Infants and children thru the age of five** learn through everyday play. The learning tools made available but not limited to are as follows: shapes, blocks, books, puzzles, crayons, paint, textured toys, music and movement, educational/interactive videos, dramatic play, arts and crafts, lacing, felt, water play, indoor and outdoor play, etc. School age children learn through everyday/imaginative play.

**Children 2 - 5 years old** will learn to identify/recognize alphabets, numbers, colors, shapes, animals, and phonics for proper reading skills and handwriting to prepare them for kindergarten.

**Infants 6 weeks old thru 2 years of age** participate mainly through hands on learning, singing, and arts portion of the curriculum. Two year olds are encouraged and introduced to learning their alphabets, numbers, colors, shapes, animals and coloring along with the older children.

## FFCC DAILY SCHEDULE

6:00 AM -Arrivals/free-play/learning video

8:00 AM -Hands-on activities

9:00AM -Snack/potty

9:45 AM -Curriculum/outdoor play

11:45 AM -Lunch/potty/nap

3:00PM - meal/music/dance/free-play

4:30PM -Clean-up/learning video/outdoor play

5:30 PM -Dismissal

Food program visits: Am snack 9-9:15 Lunch 11:45-12:15 Dinner 3:00-3:30

### Jury Duty

If provider is called to serve this will be a paid day off as jury duty is mandatory. Failure to comply could result in strict penalties, which may include being fined or jailed for contempt of court.



