

CONTRACT

This agreement is entered between Rosalia Marques, DBA Jubilee Day Care, located at 2445 Tara Ln South San Francisco, 94080 and...

(Parent)

on the date set forth below and on the terms set forth herein.

(Date)

1. Hours of operation

Jubilee Daycare is open Monday to Friday, from 7:30 am to 5:00 pm.

2. Daily Arrival Departure and Pick up

Parents are responsible for escorting children into and out of Jubilee each day. Our responsibility for each child begins when Parents leave the Daycare and ends when Parents enters the house to pick up their child. Child will leave the daycare only with the People authorized by ther Parents in the *Permission Drop off/ Pickup form*.

It is normal for some children to have anxiety when separating from parents, therefore they may cry when being dropped off. Please be very brief (5 minutes is sufficient) during drop off times; the longer you stay, the harder it gets for a child. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed.

Mother's initials _____

Father's initials _____

3. Trial Period

The first two weeks are considered a trial period. This is designed to ensure your satisfaction, your child’s comfort, and the comfort of other children in the Daycare. During this trial period, either party may terminate this agreement and receive a pro-rated refund.

4. Deposit

A half month deposit is required in advance for each child upon execution of this agreement. Parent may use this deposit as their last half month payment or parent will receive a refund upon termination of this agreement as long as no further payment is due by parent.

5. Payment

Parent agrees to pay Jubilee a monthly fee of \$ _____ per child, in advance.

Payment obligation is based on the hours you agree to use the daycare; not on the hours of the attendance. Payment is due whether or not the child actually attends the agreed hours of daycare.

If the payment day falls on a holiday, payment is expected on the previous day. If you go away on vacation, payment is due **BEFORE** you leave.

Payment may be made by check or cash. There will be a \$35 fee for returned checks. For payments that are late more than 5 days, there will be an extra \$15 fee for each day.

OBS: Fees will be adjusted annually based on inflation report.

Mother’s initials _____ Father’s initials _____

6. Schedule

Parent hereby agrees to the following weekly schedule for their child/ children.

<i>Child name</i>	<i>Days</i>	<i>Monthly fee</i>
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The weekdays set forth above cannot be modified under any circumstance. Parent agrees to pay Jubilee on the first 3 days of every month. If a child will not be at the Daycare on the first 3 days of any month, Parent agrees to deliver the payment to the daycare in advance.

Jubilee Daycare agrees not to deposit any monthly payment checks until the first day of every month.

Jubilee requires two weeks’ notice to change the schedule set forth in this paragraph and also reserves the right to terminate care if the requested new schedule does not work well.

7. Absences

There will be no refunds or adjustments made to your child care fee for any time missed due to illness, holiday or days off. A place has been reserved for each child that cannot be filed on a short-term basis.

If I must be away for any reason, backup care will be provided by one of my substitute providers or assistants that are licensed, fully trained and screened to work at Jubilee Daycare. My substitute provider and / or assistant will be authorized to carry out the terms of this contract.

Mother’s initials _____ Father’s initials _____

8. Termination

A 30 days notice of termination by parent will be required for every child. If no notice is given within that time, the deposit will not be returned.

9. Late Fees

If parent drops off earlier or picks up later than set forth above. Parent will be charged an early/late fee as follows: a late charge of \$5.00 for the first fifteen minutes plus \$3.00 for each additional five minute a child is left at Jubilee prior to or past their contracted time. If overtime is prearranged, the charge will be \$10.00 per hour. Habitual tardiness may result in termination.

10. Holidays

Jubilee will be closed for 3 weeks of vacation (2 weeks in the summer, and 1 week in December plus 1 week recess between the holidays (Christmas and New Year’s Holidays) which coincides with the local school district calendar . The provider may take her vacation days consecutively or not. Parents will receive at least 30 days notice of vacation. Jubilee will also be closed on the following holidays, if they fall on day when your child will normally attend.

Martin Luther King Jr’s Birthday, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving (2 days), Jubilee Day Care will also be closed and paid for the week between Christmas Eve thru New Year’s Day for recess.

Mother’s initials _____

Father’s initials _____

11. Health

If any child becomes ill while at Jubilee, we will notify parent as soon as possible. If a child is running a temperature of 101 or more, is vomiting, has diarrhea or a communicable disease, we ask that parent pick them up as soon as possible. When your child is too ill to attend Jubilee please notify us immediately.

12. Fire and Earthquake Safety

Jubilee Daycare has a written fire evacuation plan and practice a fire drill with children at least once each month. In addition, fire safety curriculum is incorporated occasionally to the program. The Daycare is inspected regularly for fire safety and there is a written earthquake plan.

13. Activities & Curriculum

The main goal of this is to have fun, improve social skills and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music, singing, dancing, dramatic play, yoga and educational toys are just some of the activities. We provide preschool program all year for children 2 – 5 at no additional cost to you. Some of the activities include arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a monthly theme format. Some of the projects will be taken home to share with the family and others will be ones that you can ask about.

Mother’s initials _____

Father’s initials _____

It will not be a rigorous academic program as young children still learn best from participating in and observing the environment around them. Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meals time.

14. Medication

At Jubilee Daycare, medication will only be administered as directed by doctor’s prescription only. We also require a new prescription if your prescription expires; no matter if the illness is the same as the prior week.

No child will be administered medicine without a medication form signed by the parent and the child’s doctor. Due to new regulation, the same rule applies to over the counter medications such as: Tylenol, Motrin, Neosporin ointment. The child’s doctor must authorize any change in the recommended dosage, in writing.

15. Sunscreen permission form

The parent or guardian of the child named below, allows Jubilee DayCare to apply sunscreen of SPF 15 or higher to my child as specified below, when he/she will be engaging in outdoor activities, specially during the months of summer. I understand that sunscreen may be applied to the exposed skin including but not limited to the face, tops of the ears, nose and bare shoulders arms and legs. I have checked and/ or indicated below my choices regarding the type and application of sunscreen.

I will supply sunscreen for my child to be used as directed:

Parent/Guardian signature

Mother’s initials _____ Father’s initials _____

16. General Field trip permission

I give Jubilee Day Care and its personnel permission to take my child for short trips as part of its child care program.

Parent/Guardian signature

17. Image / Voice / Musical Recording Permission

I give permission to the image/ voice/ musical recordings of my child to be used by Jubilee DayCare. I understand these recordings will be used as part of the curriculum and maybe used in marketing material, including but not limited to the Daycare’s website in order to help promote the program.

Mother’s initials _____ Father’s initials _____

I have read, understood and will abide with the Jubilee Daycare Contract.

Parent/Guardian signature

Jubilee Daycare

Date

Parent info

Name

Address

Phone number

Email

Mother's signature

Father's signature

Jubilee Day Care
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