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Contractual Agreement – Enrollment Form Between Day Care / Child Care Provider and Parent / Guardian. Including Day Care Policies & Procedures

My Day Care
123 Day Care Road
Sunshine City, Florida, USA 12345
Telephone 123-123-1234

This agreement is between the following parties <ENTER NAME OF DAYCARE>

and _____
(Parent/Guardian)

for the care of _____
(Child's Name)

Child Identification

Child's Name	Sex	Date of Birth
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Parent(s)/Guardian(s) Identification

Name Parent/Guardian	Name Parent/Guardian
Relationship to child	Relationship to child
Address	Address
Phone	Phone
Cellular	Cellular
Pager	Pager
Email	Email
Employer	Employer
Work Telephone	Work Telephone

Hours of Operation

The following table shows the times that our daycare is opened for service.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Opening					
Closing					

Day Care Policies & Procedures

Each day care owner and all staff members are responsible for knowing these rules and regulations and adhering to them at all times.

Training and Education

All our staff members will be 18 years of age or older and have appropriate educational backgrounds and/or experience in looking after children. There is a six month probationary period for all new employees.

All staff members must undergo an orientation period when they are hired. The orientation training will be provided by an experienced individual such as the owner, director, center trainer, etc. The orientation training will include the following.

- A look at their job description.
- Our day care policies and procedures.
- Introductions with the children.
- Discussions regarding special needs of children.
- How to handle disruptive children.
- How to handle medical emergencies.
- How to handle child illnesses.
- Procedures for releasing children to the parents or guardians.
- Procedures on collecting fees from the parents or guardians.
- Reporting requirements on witnessing abuse, neglect of children.
- How to handle parents or guardians concerns.
- Other ...

All staff members will undergo regular performance evaluations and be provided feedback on how to improve in their child care duties. All performance evaluations will be documented for easy reference in the future. All our staff members are required to have a minimum of <ENTER AMOUNT OF HOURS> hours of personal training each year in order to stay abreast of any new developments. This training may be obtained independently by reading materials, videos, personal workshops, courses, etc.

We also provide in-house training through the use of reading materials, videos, guest speakers, etc. Additional training topics include the following.

- Good nutrition.
- Proper hygiene.
- First aid treatment.
- Accident prevention and safety.
- Looking for signs of illness.
- Coping with crying babies.
- Other ...

Staff and Children Health Regulations

We will not accept children that are sick for the fear that the illness may spread to the other children and to our staff members.

If a child becomes sick at our day care center, the parents or guardians will be immediately contacted and if they cannot be contacted we will try to reach the alternative emergency contact numbers provided to us by the parents or guardians. If a medical emergency arises we will contact a medical doctor to have a look at your child and the center will act according to the recommendations given by the medical doctor.

Parents are to provide us with emergency contact numbers, child's medical history and parental consent in providing emergency medical treatment.

If staff members become sick, they will not be permitted to come to work and care for the children.

Medication

If our day care is to give or apply any medication to a child, the parent or guardian will need to fill out a Medical Permission and Instructions Form. An interruption in medication will require a new permission form. The form will contain the following information, date to begin medication, date to stop medication, dosage, time the medication is to be given and storage of medication and any other important information that's required in the administration of medicine to the child. A medication log will also be maintained.

All medication will be administered by a trained and designated staff member. The caregiver will be trained to do the following in order to secure the well being of the child.

- Verify medication before administering to child.
- Make certain that child is properly identified.
- Proper documentation of administering of the medication.

The day care owner or director will report any adverse reactions or errors that may have occurred and immediately seek medical treatment if necessary and immediately contact the parent or guardian.

All medications will be secured and will be out of reach from children. All medication should have the following.

- In the original pharmacy container.
- Have the original label.
- Include child's name and instructions for administration.

Children Supervision

We ensure that all children are adequately supervised by maintaining a reasonable ratio of child to caregiver ratio. Children will be monitored at all times during the course of the day including play time and nap time.