

Little Daydreamers Learning Center – Mirna Pineda  
103 Seaman avenue  
New York, N.Y. 10034

Thank you for choosing Little Daydreamers Childcare for your child.

As a family childcare providers, our goal is to provide a safe and happy environment for each child that will stimulate their physical, intellectual, social and emotional growth at their own pace. We offer loving care that focus on each child as a unique and wonderful individual and in doing so, builds self-esteem and respect for others.

Child's Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/20\_\_\_

2<sup>nd</sup> Child Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Agreement is entered into on child start date: \_\_\_/\_\_\_/20\_\_\_

**Parent/Guardian**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell # \_\_\_\_\_

Email # \_\_\_\_\_

Employment \_\_\_\_\_

Hours of employment \_\_\_\_\_

Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

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### **RATE/PAYMENT ARRANGEMENTS**

**Rate: \$1950.00 per Month Infant Rate**

**Rate \$1850.00 Per Month Toddler Rate**

**Registration fee: \$100.00**

At **Little Daydreamers** you are paying for a specific slot, **not** per hour per week or per day. We do not prorate.

Drop in rate \$105.00

Prearranged hourly rate \$25.00 per hour

Additional 2<sup>nd</sup> child pick up rate \$5.00 (muskota new school)

**During Inclement weather \$15.00 cash transportation (uber) fee**

**Days/Hours of Care:**

Monday and Friday 7:45am – 6pm

**Hours of Operation:** Normal hours of operation are 7:45 am to 6:00 pm Monday through Friday. Any non-contracted care will be by special arrangement only. There will be an extra charge for this service, unless otherwise discussed.

**Payment Schedule: Fees are payable in advance and are due on or before the 30th of each month. If tuition fee is not received by due date you will incur, a \$10 late fee per day will be applied. One month deposit is required to enroll and \$200.00 reg. fee. Deposit is applicable to the last 2 weeks of care, if there is no outstanding balance the remainder will be refunded. Contract is in effect from September to August.**

**Over-time fee:** A late fee equal to \$2.00 per child shall be made per minute intervals. **No exceptions will be made. Late fees will be strictly enforced.**

**Returned checks:** \$50.00 return check fee

### **HOLIDAYS/CLOSURES**

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

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**Daycare Holidays:** Daycare will be closed **with pay** on holidays listed on our calendar, Last 2 Weeks in Aug and 3 training days.

### **MEDICAL EMERGENCIES**

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us.

We are prepared with emergency caregivers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness, accidents, or other family crises at the daycare.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

### **ILLNESS**

No child will be accepted with a fever, vomiting, diarrhea, runny crusty eyes, or unexplained rash or has had any of these symptoms within the last 24 hours. In cases of colds, sore throats, and the like, a phone call to the daycare is required to decide on acceptance for the day. Children that look ill will be sent home upon arrival. Should the child become ill during his/her day at daycare, parents will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The child will be isolated from the other children and given special attention and comfort until the parents arrive. The child will be accepted back when no longer contagious. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.

### **MEDICATION**

**We are not allowed to administer any medications, only topical over the counter ointments will be allowed. Please arrange any medications to be given to children before or after daycare hours.**

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**PERMISSION TO Photograph and use web-camera access**

All children and staff are under web-cameras throughout the work/daycare day.

Parent Signature \_\_\_\_\_

Permission to photograph for daycare, web-site and Facebook display.

**NO CHILD NAMES ARE EVER POSTED**

Pictures are of group play and never of single child unless used in daycare display. <https://www.facebook.com/LittleDaydreamersLearningCenter/>

Parent Signature:\_\_\_\_\_

I understand that if the Daycare staffs have not met authorized named person(s), a photo ID must be shown before release is made and I must inform the daycare in advance that alternate arrangements for pickup have been planned.

Parent Signature:\_\_\_\_\_

**DAYCARE RULES**

The following rules are reinforced for the safety and well being of everyone. There is no running in the daycare. There is no hitting, pushing, biting, grabbing, kicking, pinching the other children. Obscene language is not allowed. Respectful treatment of other children, teachers and all property, toys, and furniture is expected. No SHOES IN DAYCARE.

**DISCIPLINE**

Our philosophy is that you use discipline to teach a child. We achieve this through love, consistency, and firmness. The children are explained the rules of the daycare frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following developmentally appropriate guidance techniques will be used. These techniques are: Redirection - Time Out - Removal of Privilege - Last Resort - when a child's behavior is continually upsetting or dangerous to us or others, a conference will be called with the parents. If the

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conference does not resolve the behavior, we will have to terminate care.

### **ARRIVAL AND DEPARTURE**

Children are to arrive clean no later than 9:00 a.m. It is normal for children to be hesitant and sometimes even cry when dropping them off. Please be very brief (no more than 5 minutes is sufficient) during drop off times. The longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all you need to do.

Please be very brief at pick up times also. This is a time of testing when two different authority figures are present (the parent and the provider) and all the children will test to see if the rules still apply. It is important that you back up our rules at this time, but if you do not, we will remind your child of inappropriate behaviors being displayed and take action to correct them if needed.

Drop-off and pickup times are not the times to discuss problems.

Parental communication is vital it is the key to a successful childcare arrangement. If there are any problems or concerns please call us.

### **SUPPLIES**

Parents are required to bring a sheet and light blanket for rest time to be kept at the daycare. 2 complete changes of clothing (including socks) in labeled zip-lock bags, appropriate for the weather. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Appropriate hats, mittens, boots must be brought to daycare to be kept here or as requested. **All items need to be labeled** with your child's name. We will not be held responsible for any missing articles that belong to your child if items are not labeled.

### **Monthly supplies**

**Box of facial tissue**

**Hand soap**

**½ Gallon of milk ( for 1 year olds and up)**

### **MEALS**

Breakfast 8:30am

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Lunch 11:45am  
P.M. 2:30pm  
Dinner 4pm

All meals provided are nutritious and well rounded. If your child requires a modified diet, we will need a physician's written instructions.

**NAP/REST TIME 12:15 - 3:00 P.M.**

Each child 3.5 years of age and younger is required to have a rest period. If your child no longer naps, he/she may look at books, but must remain quiet for the other children. We also ask that parents do not pick up their children during this period as it has proven to be very disruptive to the other children. Please call and arrange pick up before or after nap time. **I understand my child will rest on a mat in the large play room during the hours listed. Sign \_\_\_\_\_**

**PRESCHOOL PROGRAM**

We provide a preschool program for children ages 18months & up. Our activities include days of the week, weather, seasons, arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a weekly theme format.

**GENERAL**

- Parents are required to notify us by 9:00 am if their child will not be coming for the day.
- Parents are required to keep us informed of any change in addresses, telephone numbers, and other pertinent information.
- Parents are required to inform us if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- No smoking is allowed on premises.
- The daycare will have a fire drill at least once per month.
- Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.
- **Parents are responsible to read all letters sent home that includes general information on what's happening in the daycare, day's off, and other relative information which you may need to know.**
- Parents are encouraged to call us at any time during the day or evening. At times we will not be able to answer the phone as we are

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busy with the children - please leave a message and we'll call you back as soon as possible.

**SPECIAL CIRCUMSTANCES:**

We do occasionally accept children for drop-in care if we have a space available on any given day. Therefore if you tell us that you will not be bringing your child, there is a chance we will fill your spot for that day and you could potentially lose your day if we do so. Therefore we do require that you give us a minimum of 48 hours notice if you change your mind and want/need to bring your child. **You are still responsible for paying all fees for your contracted days regardless of whether you come or not.** Your 48-hour notice is not only put into place because we may schedule a drop-in on "your" day, but this will give us time to adjust our menus/activities accordingly. 48 hours would give us ample notice to reschedule this activity should you decide to bring your child after all.

**TRIAL PERIOD AND TERMINATION OF SERVICE:**

The first 14 calendar days from child's start date are a probationary period for the provider, child, and parent. This agreement may be terminated at any time during this period. After the probationary period, this agreement may be terminated by either party by giving a **two-week's** written notice if the child or children are to be permanently withdrawn from daycare. We cannot hold a slot through the summer unless tuition is paid for summer months in advance. **THERE WILL BE NO EXEPTIONS.** Daydreamers will also give the Family two-week's notice of intent to cancel this agreement except in cases of family emergency (Provider's) or gross misconduct on the part of the parent or child. Failure to follow the agreement rules in this contract may be cause for immediate termination without notice.

Little Daydreamers will give the Family a **minimum of two-week's notice** of any increase in fees or significant changes to this agreement. Any and all additions/changes to this contract must be initialed by the parent to be valid.

I have read and fully understand this contract. By signing this agreement, I agree to comply with all terms herein.

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Parental Signature: \_\_\_\_\_

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

Parental Signature: \_\_\_\_\_

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

Provider Signature: *Mirna Pineda*

**All Parents are required to make copies of contract and form.**

On occasion we need family references, may we use you? Please circle one: NO / YES

On-site Providers, please list them as authorized pick-up at P.S. 98 and Muscota new school  
P.S.314

Mirna Pineda

**Belgica Lopez** (aftercare provider)

**Jenny Cedeno** ( Main pick-up provider)

Kirsiss Deionico

Yurkenia Gonzalez ( Back-up aftercare provider)

Rosa Perez

Deborah Leiva

**Parent notes or questions to provider:**