



Learn Along Daycare, LLC

AGREEMENT FOR CARE AND POLICIES

Provider/Owner: Jessi Heeding

License No: CF503178

This agreement is entered into by:

Learn Along Daycare, LLC, a daycare providing professional childcare services, henceforth, I, We, Our, Us, Daycare, Learn Along, Provider.

And

Parent Guardian, a person(s) seeking professional childcare services, henceforth, You, Parent/Guardian, Your.

As a professional childcare provider, our goal is to provide your child with a safe environment to learn, grow and explore. To facilitate this arrangement, we have set forth the following policies in this agreement.

Admission to Care:

All required forms must be completed prior to the commencement of care, including: official vaccination records, all intake paperwork . All forms are subject to yearly renewal and must be kept current if anything changes during the year. It is Your responsibility to keep both Your child's and Your information up to date with Learn Along staff.

New Enrollment:

Children who are new to Learn Along Daycare cannot be dropped off for afternoon care. They must attend the morning half of the day 7:45am-12:45pm, or a full day 7:45am-5:30pm. There are no exceptions to this policy.

Payment:

You will receive your invoice monthly through the Email you have provided. If you are not able to access your invoice, please reach out to Learn Along staff as soon as possible so we can resend it. Your payment remittance should always include the **invoice number** for which you are submitting payment. We accept payment in the form of a check, money

order, or cash. Payment is required prior to care. If payment has not been provided prior to care, care will neither commence or continue until your account is paid in full.

Drop Off:

Drop off days/times are different for each child/family. If your child should not attend on a day they are enrolled, or will be dropped off more than a **half hour late**, You should notify the Daycare through a text message or phone call if not discussed prior to the late arrival. Dropping off your child should be brief as brief as possible to prevent undue interruption to the flow of the daycare.

Covid 19

Hi Everyone,

I wanted to share some updated information regarding Covid-19 and updated rules/procedures that will be implemented with guidance from the Oregon Health Authority to ensure everyone's safety while in care. Thanks for being amazing during these uncertain times.

- Face masks will be provided for children 2 and older while in care. They will remove their mask and hang it up in their designated spot for naptime.
- Temperature checks will continue to be done daily and throughout the day. Any child with a fever of over 100 will be separated from the group, and sent home immediately. Siblings in care will be sent home as well as a precaution. Your child will not be admitted back into care until 72 hours **after** symptoms are gone **without the administration of medication; this includes siblings.**
- If any of the following symptoms are observed in your child, they will be sent home: Cough, runny nose, rash, diarrhea, vomiting, body aches/chills, or fatigue.
- If you choose to go on vacation out of the state of Oregon you will be required to have the entire family tested for Covid19, 5 days after you return and have a copy of all negative test results to be admitted back into care.
- At drop off/pickup from daycare, please remain in your vehicle with your children until the person/child in front of you is taken into care. Shoes/coats will be taken off outside and placed in the bin. Please leave carseats outside as well.

Again, thank you all for your understanding. I appreciate all of your help in facilitating these requirements. My hope is by implementing these protocols we'll be able to remain open and continue to provide care safely for all of your children.

NO OUTSIDE FOOD/DRINK OR TOYS/ITEMS (unless approved by Learn Along Daycare Staff) This is for the safety of all children in care.

Unconsolable Child:

If any child in care is **excessively crying or upset for more than an hour** without responding to soothing by Our staff, and is disrupting other children in care, then the parent of that child will be contacted for pick up. If You are unreachable, your backup care provider will be called for pickup of Your child on your ICE form. There will not be a credit on your account if this is to occur.

Authorized Pick Up:

Only those who have been authorized by the parent will be allowed to remove the child from care. If the parent has not notified Learn Along Daycare that he/she will be late for pick up, and We are unable to reach You, We will attempt to contact additional approved contacts (Your backup) for your child. If no one is able to be reached by Learn Along Daycare, Your child(ren) will be referred to local authorities.

Substitute Care Arrangements:

We will notify parents/guardians as early as possible if care cannot be provided on a given day. It will be the parents' responsibility to obtain substitute care on those days if not provided. **Invoices will not be adjusted when substitute care is provided and turned down by parent.**

Clothing and Supplies:

Children are to be neatly groomed and dressed in clean and comfortable clothes when dropped off. The clothes should be weather appropriate for outside activities and play. Socks and shoes should be brought and dropped off with your child.

Potty Training:

Children who are not potty trained must arrive at daycare in correctly sized disposable diapers. While we make every attempt to encourage children to use the restroom, each child has a different time in life when they are ready for this stage in their self-care and development. Learn Along Daycare's definition of being potty trained is as follows: **the child can use the restroom without being told, prompted, or reminded, they can properly clean themselves fully without assistance, they have had no accidents (wetting, or bowel movements) for a full calendar month at home.** We realize every parent's desire to be finished with this stage of development, however, until the above requirements have been satisfied, your child must be outfitted with diapers if they are in care. We do this in consideration of the health of your child, the other children in care, and our staff.

Personal Items:

All of your child's personal items should be labeled with a permanent marker. Please remove diapers/wipes from cardboard box before dropping them off. (Diapers/wipes/water cups should be labeled with the child's name)

Arrival and Departure:

The parent/guardian/authorized adults are required to sign the time/date in and out for each child entering and leaving the daycare.

Visitations:

We have an "open door" policy at Learn Along Daycare. Parents have free access at all times to all areas of the daycare used by children **during the hours/days their child is in care. Please enter quietly if you are arriving during nap time 12:00pm-3:00pm.** The only limitations to this policy are contained in Oregon State Law, which states: 1. During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care. We will allow the Parent/guardian of the child in care-unsupervised access only to their child.

Emergencies:

In the event of an emergency, fire, or natural disaster, We will take immediate steps to ensure your child's safety and will contact you as quickly as possible. Please make sure that you keep Us informed regarding your whereabouts by having up to date contact information on file with Learn Along.

Medical Emergency:

In the event of a medical emergency, We will first call 911, and then the parents will be contacted as soon as possible. If you cannot be reached, the backups listed in your intake paperwork ICE form will be contacted. In the event IMMEDIATE medical attention should be required, we will use Sacred Heart Medical Center at Riverbend located at 3333 Riverbend Drive, Springfield, OR 97477. (541) 222-7300. All accidents and illnesses are recorded on a monthly health and accident report.

Meals/Snacks:

Children are encouraged, but never forced to eat a variety of foods. If your child has a "special"(Vegan,Vegetarian etc.) diet or needs a substitute the parent/guardian is required to provide those items each month. Tuition will not be discounted.

Birthdays/Holidays:

Parents are welcome to prepare special birthday treats for your child's special day. Birthday cakes and cupcakes are acceptable, but We **MUST** be informed prior to bringing so We can adjust Our menu for that day and make sure it is approved with the other parents and safe for children's consumption. This is to insure the provided food is safe for all children in care and there are no possible **food allergies.**

Hand Washing:

Hands will be washed before meals, after bathroom use, and after nose blowing or wiping. Hand sanitizer is readily available for use by children and staff.

Bathroom Use Policy:

Children will not accompany each other to the bathroom. Each child will have his/her own privacy, unless your child needs help from Our staff with wiping or cleaning and hand washing.

Fire Drills:

Practice drills will be conducted a minimum of once a month. Evacuation procedures are posted on the walls next to exits.

Accidents and Injuries:

First aid will be administered to a child needing care. Each accident will be recorded on a report. Parents will be given a copy of this report and provider will keep a copy. Serious accidents will be reported to the Department of Social and Health Services.

Items NOT ALLOWED:

Children under three years old must have cloth hair ties because they are easily seen when pulled out and thrown on the floor. **METAL CLIPS** are **NOT ALLOWED** for safety reasons. **Necklaces** are **NOT ALLOWED** while in care at any age due to strangulation hazards.

Prohibited Punishment:

Corporal punishment or any acts of inflicting physical pain or bodily harm to any child is strictly prohibited by any person at any time on the premises. Corporal punishment includes, but is not limited to shaking, jerking, spanking, slapping, hitting, striking, biting, or kicking the child. Violations will be reported.

Limited Physical Restraint:

In an emergency situation, Learn Along staff competent to use restraint methods may use limited physical restraint when; (1) protecting a person on the premises from physical injury, (2) obtaining possession of a weapon or other dangerous object, or (3) protecting property from serious damage. Any use of physical restraint shall be documented.

Reporting Child Abuse:

Oregon State Law and licensing requirements states that childcare providers are required to report immediately to the police or Child Protective Services any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

Naps/Rest Time:

At least twenty minutes of quiet time is required everyday. Not all children take regular naps after lunch, but the ones that need to nap will be provided their own individual mat or pack-n-play for this period of rest. Children who do not sleep may play quietly.

Discipline and Guidance:

We do not allow children to hit, kick, restrain, or shove other children. Verbal abuse is also not tolerated. We stress that they treat material possessions with respect. There is a difference between playing hard, and using a toy for a purpose for which it was not intended.

If there is a behavior issue that persists, We will inform You so we can decide together what is best for your child and the other children in the daycare.

Occasionally children do not behave in respectful ways. We first remind them of the proper behavior. If the behavior is repeated, "time out" chair or the pack-n-play is used. The amount of time a child sits in "time out" varies according to his/her age. If a child continues to abuse a certain toy, the privilege of playing with that toy may be taken away from him/her for a period of several minutes up to the rest of the day. Children are never punished for lapses in toilet training or for accidents.

Illness:

Sick children are not kept in care. A sick child is one who is **vomiting**, has **diarrhea**, a **fever of 100** degrees or above, **heavy drainage from the eyes, nose or ears**, **lice/nits** or a **contagious disease**. If your child has **any** of these symptoms, please do not bring him/her to the daycare. Your child must be symptom free without fever reducers for at least **24 hours** prior to resuming care. If your child develops any of these symptoms while in care he/she will be separated from the group, and you will be called to pick him/her up within the hour. If requested by Learn Along Daycare, parent/guardian may be required to bring a note from a doctor or medical professional before bringing your child back to childcare.

Illness Reports:

Each illness will be recorded when necessary. Serious illnesses will be reported to the Lane County Health Department.

Medications:

Prescription medication must be provided in original container with the name of the child/doctor on the container. The authorization needs to include the parent's and the child's name, the name of the medication, the dosage, the time(s) it is to be given, and the doctor's name.

Without this documentation medication cannot be administered by Learn Along Daycare for any reason. All non-prescription (over the counter) medications and topical substances (diaper rash cream) must be provided by the parents and supplied in their original containers.

Vacation: In the event that Learn Along Daycare closes for vacation without a provided substitute, you will not be charged for any days that the daycare is closed. We announce vacation at least two weeks or more prior to scheduled vacation.

Learn Along Daycare Holidays:

Memorial Day

Independence Day and Day After If A Week Day

Labor Day

Thanksgiving Day & Friday

Christmas Eve & Day

New Years Eve & Day

If the above holidays fall on a weekend, Saturday or Sunday, it will be observed the following Monday. The daycare is closed on these days, and we do not adjust invoices.

Sick Day(s):

If your child is sick, please follow our illness guidelines. Invoices are not adjusted for sick days. Any days your child is kept home and not in care by your choosing are considered a sick day.

Patron Vacations:

Vacation is defined as one or more weeks of care, Monday through Friday. In the event that you desire to take a vacation, your invoice amount will be adjusted down 50% of its normal rate. If you intend to take a vacation, you must inform the daycare prior to the week of absence. Less than one week of vacation is defined as sick time and does not qualify for invoice adjustment.

Please notify Learn Along staff as soon as you know about any changes in your schedule, or if your child will be absent. This helps us adequately prepare supplies for your child's care including food and arts and crafts.

Learn Along Daycare Hours of Operation:

Monday through Friday, from 7:45 AM to 5:30 PM.

Late Fees/Payments/Termination:

A fee of \$10.00 will be applied to your account due to late pickups for five (5) minute block you arrive past your child's scheduled pickup time.

Payment:

Payment is due on the 1st of every month. If the 1st falls on a weekend, your payment will be due the next business day the daycare is operational. Payment for the entire month of care is due at this time based on your contract of care hours.

There will be a late fee for delinquent tuition payments: \$15 for 2-3 days, \$30 for 3-4 days, \$50 for 7 days. Care will not be provided until tuition is paid.

Returned Checks:

A base charge of \$35 will be assessed for any returned checks and any additional bank fees assessed will be added to your account. Your payment will be considered late and a fee of \$10 per day will be assessed until a replacement payment is provided.

Court Fees:

Should it become necessary to pursue a legal remedy for tuition unpaid, you agree to pay all court and attorney fees for the resolution of owed money to Learn Along Daycare.

TERMINATION OF CARE BY LEARN ALONG:

Learn Along Daycare reserves the right to terminate services immediately without notice for repeated delinquent payment, late pick, or if the Provider feels like it is no longer a good fit for the child. Any money owed to Learn Along at this time will be due the day notice is given.

Termination OF CARE BY PARENT/GUARDIAN:

A (30) calendar-day notice is required for termination of care by Parent/Guardian written or email. Care will be provided to your child for these (30) calendar days. Regardless if You choose to have your child attend care or not, you are responsible for the tuition of these days. There are no refunds granted for this termination period under any circumstance. You, the parent/guardian, understand that in the event of termination from this program by You, You agree to provide a minimum of **(30) calendar day notice** prior to the child(ren)'s last day of attendance. You agree to pay for care during this period whether your child(ren) are provided care or not.

Parent/Information Board:

The board will have updated information for parents when you walk in. Please keep the lines of communication open. If something traumatic has happened in your child's life, tell Us about it, and we can discuss how to best handle it while the child is in care. If something wonderful has happened in your child's life, we want to know that too. These policies may need to be changed. Parents will be given at least two weeks notice of any policy changes, unless the policy is an immediate matter of health or safety, or is necessary to comply with federal, state or local laws. PLEASE NOTE THAT RATE CHANGES ARE NOT THE SAME AS POLICY CHANGES AND DON'T REQUIRE THE SAME NOTICE.

In the event that Learn Along Daycare is forced to CLOSE the daycare for any unforeseen circumstances, a credit will be issued to your account during the next billing cycle.

Partial Invalidity:

You agree that if any portion of this agreement is found to be invalid under the laws of the State of Oregon, the remaining valid portions of the agreement remain in full force.

Right of Jurisdiction:

Both parties agree to conduct any and all legal matters in the State of Oregon, in the county of Lane.

All parties have read all the policy statements contained herein and understand them to the best of their knowledge. By signing this policy contract between Learn Along Daycare and parent/guardian, each party agrees to abide by the written policies outlined above. The provider may terminate the contract without giving notice if the parent/guardian does not make payment when due. The provider may amend the policies by giving the parent/guardian a copy of the new or changed policies at least four weeks before they go into effect.

Both parties, therefore, agree to the terms and conditions set forth above.

Authorized Learn Along Daycare Signature:

Date:

Parent(s) written names:

Date:

Parent(s) Signatures: