

Little People Playtime Preschool and Day Care

Agreement Page



The following agreements is made between _____ and **Little People**
Parent/Guardian names
Playtime for their child/children _____ Preschool/Day Care Program.
Child(ren) names

LATE PICKUP AGREEMENT

I/we agree to pick up our child(ren) at the end of his/her scheduled time with every day that he/she is in attendance.

If I/we fail to pick up my child/children by the scheduled time, I/ we understand that a **late fee of \$10 per quarter hour** (or portion thereof) will begin to accrue.

If I/we fail, without notice, to pick up my/our child/children at the scheduled pick up time, or arrange for someone else to pick them up, Little People Playtime will make three attempts to contact the parents/parents. If we are unable to contact a parent we will contact the emergency person(s) listed on your child/children's emergency form to advise them that your child/children remains in our care without notice from you. If, for any reason, there is no telephone service Little People Playtime will contact the police to request assistance in contacting a parent or emergency contact person.

Little People Playtime agrees to keep my/our child/children for one hour after the stated pickup time, with late fees accruing, before contacting the local police and/or the Child Abuse Hotline, if contact cannot be made with a parent/guardian or emergency contact person.

Little People Playtime will continue normal responsibilities for the child's protection and well-being. We agree not to discuss your tardiness in arriving with your child/children beyond reassuring them that you or someone they know will be there soon to pick them up.

DISCIPLINE AND GUIDANCE POLICY AGREEMENT

Age-appropriate planned activities by the staff can effectively alleviate most disruptive behavior. Staff carefully monitors all activities and intervenes in potentially volatile situations by redirecting children to a new activity.

Details of any negative behavior exhibited during the day will not be communicated at pickup from preschool class or at the end of the Day Care day. Instead any negative behavior will be discussed with parents (not care givers) in person privately in a conference; by phone; or email. **Parents, please contact the staff directly about your child's day rather than at pick up time when there are other patrons present.**

Children are well supervised and encouraged to share, to take turns, to put toys away, to clean up after themselves, to follow rules of good behavior, and to use acceptable language. They are taught about safety, care of property, good health habits, and consideration of others.

Together with the Staff the children in each room (2 years and older) compile a list of classroom rules specific to their program. These rules are posted and a copy sent home to parents.

OVER PLEASE

Rules are always enforced in a positive and professional way. The Staff strives to be consistent, firm, and fair. If a behavior situation occurs, redirecting the child to another activity will be tried before separating the child from the group –one minute per year of age—over the age of 2 years.

For consistent and outstanding behavior difficulties, parents will be notified of a necessary conference to discuss the situation and what measures need to be taken to modify the child’s behavior.

Dismissal from a program will occur only when parents, child and staff working together cannot resolve the situation.

INJURY/ILLNESS AGREEMENT

What happens if my child is injured?

Any major medical emergency (life threatening)

1st call: 911

2nd call: Parent for notification and details

Any minor medical need (non- life threatening) ex. scrape, bump, skinned knee.

Injury cleaned, covered, ice pack applied if necessary.

CONTACT INFORMATION AGREEMENT

Parent/Guardian agrees to advise Little People Playtime immediately of any changes regarding their personal contact information, to include address and phone numbers, for home, work, and cell phones. Parent/Guardian also agree to provide immediate notice to Little People Playtime of any changes in emergency contacts or contingency people.

Parent/ Guardian _____ Date _____

Little People Staff: _____ Date _____