

**Childcare Handbook for care provided by Rhonda Strycharz at
Rhonda's Romper Room Family Child Care**

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This handbook is part of the contract between

_____,
Parents'/Guardians' names

("Parents", "Guardian", "Family", "You", "We"), and Rhonda R. Strycharz, ("Provider", "I"). By signing this handbook and the contract, we are agreeing to the terms in this handbook and contract. This is a legal and binding document. Should we not follow terms of the contract, we understand that legal action can be taken by the Provider. **All documents must be signed and dated by both parents / guardians.**

HOURS OF OPERATION: Monday - Friday. 7:00 a.m.- 5:00 p.m.

PAID HOLIDAYS, VACATION TIME, AND PERSONAL DAYS:

Provider is closed on: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after, and Christmas Day through New Year's Day.

Provider is closed and paid for 1 additional week of vacation and 5 personal / sick days each year. Parents will be notified in writing when additional vacation week will be taken. Vacation pay is required prior to vacation.

Half days paid: Provider will close at 12:00 p.m. on the following days and be paid for a full day: Christmas Eve and New Year's Eve

If any holidays or half days fall on a weekend, parents will be notified which week day (Monday or Friday) the holiday will be taken on.

TUITION PAYMENTS: FAMILY VACATION DAYS/SICK DAYS, RETAINER, OTHER FEES:

Checks payable to Rhonda Strycharz

Each family, that is enrolled and pays for child care 12 months each year is allowed 1 of their regularly scheduled weeks off at no charge. Also, a second week is allowed at half the regular weekly fee and can be used for vacation days or sick days. 1 month notice is required for vacation time. Payment for vacation time is due prior to vacation days. All other days are paid for at the regular weekly rate.

Upon signing the contract, a **retainer of 2 weeks tuition** is required to hold the spot. Retainer will be used towards the final 2 weeks of care after the 2 week trial period, provided parents give 1 month written notice. If notice is not given, retainer is non-refundable. Also, retainer may be used for any other unpaid fees (see "OTHER FEES" pg. 2). If this occurs, repayment of retainer is expected within one week of notification. Upon signing the contract, days are not negotiable. Days cannot vary week to week or month to month, unless full time pay is given.

RATES:

Infants, Toddlers, Pre-schoolers, and summer school agers per week: 5 days:\$160,
4 days:\$145, 3 days:\$130. **Drop in care:**\$8 per hour

Kindergarteners per week: \$135, additional \$5 / day for no school days.

School Age Children: \$12 / day or \$50 / week, additional fees: for half days is \$4 or \$6, and for no school days is \$15 You must let me know if your child will not be here for no school and / or early release days to avoid the above increased payment rates.

Morning Pre-schoolers: 9 a.m.-11:30 a.m. \$12 / day or \$50 / week Must sign Preschool contract

Teacher Contract: \$160 / week, \$80 / week, in summer if I am unable to fill the spot.

Parent/Guardian signature & date

1.

OTHER FEES:

Late Pick up Fees:** \$10/each 10 minute interval late picking up child. Extra hours can be provided at the rate of \$4 per half hour and are arranged at least one hour in advance, if I am available.

Late Check Fees:** \$10/day each day late, including weekends. **Checks are due by 5 p.m. Tuesday each week.** If parents are consistently late or late more than twice in one month, parents will be required to make tuition payments on the Fridays **BEFORE** care is to begin.

Returned Check Fees:** If a check is returned for insufficient funds or any other reason, family will be charged \$25, any fees charged by my bank due to the bounced check, and also all late fees incurred due to having no payment from the original date the payment was due. Family will be required to pay in cash until further notice.

Debt collection fees:** Family agrees to pay all costs associated with the collection of any unpaid debt from the parent to the provider.

Broken items fees:** If child breaks an item in my home or on my property, you are responsible for paying to replace the broken item.

(**All above fees are subject to the \$10 / day late fee. Payments of all fees are due within 24 hours of occurrence.)

PICK UP AND DROP OFF ROUTINES:

CHILDREN ARE REQUIRED TO BE SIGNED IN AND OUT DAILY. If your child will be **more than 20 minutes late for a drop off**, a phone call is required. If I do not receive a phone call, the spot can be given to a drop in care child with your daily payment still expected. Children should be dropped off in a clean state, including body, clothing, diaper, etc. The person dropping off is responsible for this prior to leaving the child in my care. If a child is being **picked up by someone not on the emergency list**, a note is preferred, but a phone call will be acceptable. If a child is going to be **picked up early**, they must be picked up by 1 p.m. or after 3 p.m. to avoid naptime interruptions. Also, if a child is getting dropped off, they must be here by 1 p.m. or after 3 p.m. for the same reason. **Late pick up fees begin at 5:15 p.m.**, at the rate of \$10 / each 10 minute interval. All pick ups after hours are to be made upstairs. **Child care closes at 5:00.** All families are given an extra 15 minutes for pickup and departure by 5:15. Please plan on being here for pickup by 5:00 to avoid unwanted late fees.

HEALTH POLICIES, MEDICATIONS, AND EMERGENCY PROCEDURES:

Health Policies and medication policies are at back of contract.

When your child becomes ill or injured in child care, you will be contacted and expected to have your child picked up within one hour of being notified. If your child is hurt or becomes ill enough to require medical attention. 911 will be called first. I will then make calls beginning with a parent/guardian. If they cannot be reached, I will call the emergency contacts listed on the child's enrollment form. The hospital used is Charlotte Hungerford Hospital, in Torrington, unless otherwise notified in writing by the parents/guardian. I will have a back-up provider come to my home to call all other parents/guardians to come pick up their children. You are expected to be at my home within one hour of receiving the phone call. The back-up person is not to be used for child care in my home. If you or someone is not at my home to pick up your child within the hour, the police will be called. PROVIDER is not responsible for any medical bills that arise during child's attendance at childcare or at any other time will provider be responsible for any medical bills incurred.

Parent/Guardian signature & date

TERMINATION POLICY:

Termination of this contract requires 1 MONTH WRITTEN NOTICE from either party involved (family or provider). There is a two calendar weeks trial period upon signing of the contract for both parties. Either may terminate the contract in writing during or at the end of the two calendar weeks period.

Termination is effective immediately and at any time, if the child or family is causing physical, emotional, or mental harm to anyone or anything in the Provider's home or child care setting.

SUPPLIES TO BRING /ALLOWED FROM HOME:

- **All children are required to have 2 changes of weather appropriate clothing here at all times!**
- **INFANTS:** Diapers, bottles, formula (when I purchase food or you do not want the offered brand)
- Beach towel, water bottle, sunscreen, bathing suit OR boots, hat, gloves, snowpants.
- Pillow, blanket, small toy for naptime. Toys/Items brought from home are allowed at daycare for naptime and at designated "Show and Share" times. I am not responsible for lost, damaged, or stolen unrequired property brought from home.
- Should your child run out of diapers, a fee of \$1/diaper will be charged. Provider will supply diapers at a charge of \$10/week. Wipes are supplied by Provider.

MEALS SERVED:

breakfast, a.m. snack, lunch, p.m. snack, and supper (see daily schedule for times)

I receive money from a federally funded food program. All paperwork must be filled out in a timely manner and done properly before child begins childcare.

Food from home is not permitted, except in cases of medical reasons. **Gum and candy are not allowed in child care.** Snacks may be brought in to be shared by everyone. Supper papers must be signed monthly. If paperwork is not filled out in timely manner or signed on time, you will be charged for all meals I will not receive reimbursement for at the rate of .50c-\$2, depending on meals served.

PAPERWORK REQUIRED:

YEARLY: contract, updated medical history, food program form, emergency medical form, and any medication forms required for administration. If child's forms expire, the child will not be allowed back into childcare until all forms are updated properly. Parents/Guardians are responsible to have forms updated immediately when there are changes to the information provided during the year. **Should you receive a letter or any paperwork from me that requires a signature, please read, sign, and return a copy of the letter to me by the next scheduled child care day.**

POTTY TRAINING:

I will actively participate in potty training after we discuss when and how potty training will begin. I will only potty train when the child and family are ready and prepared to do so. I do use a reward system while training. (small candies &/or stickers). Children are **NOT** permitted to wear the following: overalls, pants that are too loose fitting and /or fall down or too tight, and belts when potty training or newly potty trained. The goal is for the child to be self sufficient when potty training.

NAP TIME:

All children have 2 hours each afternoon to nap or have quiet time. I supply a cot or crib & sheets. Children can nap in the mornings as well. Children nap downstairs. For older children that do not nap, they will be allowed to watch age appropriate movies or television shows, read books, color, or do a quiet activity upstairs. Also there will be one on one time to work on age appropriate activities.

Parent/Guardian signature and date

OUTDOOR PLAY:

Weather permitting, we get outside each morning and each afternoon for at least half an hour each time. WEATHER APPROPRIATE CLOTHING IS A MUST!! The only times we do not go outdoors is when there is thunder and lightening, heavy rain, or it is too cold or very windy.

INDOOR ACTIVITIES: (Preschool)

Circle Time: colors, shapes, letters, numbers, calendar, weather, and our craft, which is based on our weekly theme. Also, there is reading, singing, movement activities (both large and small motor), science, math, social studies, and free play. Daily, children have the opportunity to: paint, color with different mediums, stamp, glue, cut, use clay, etc.

PARENT'S NIGHT OUT:

Each month I offer a Parent's Night Out. The fee for this care is \$20 per child for early sign up, \$25 per child for late sign up. I will post a sign up sheet monthly. Payments are due at sign up to reserve your spot. A second dinner will be provided. Children will do a project and watch a movie as well. Hours are 5:00 - 9:30 p.m. If there are openings, friends of daycare families are welcome to attend, providing appropriate paperwork is filled out prior to drop off time. (Minimum of 3 children, maximum of 9 children) Extra hours are available for \$5 each half hour.

EXTENDED HOURS OF CHILD CARE:

On select days, I offer extended hours for daycare. Rates vary depending on time offered. Parents must sign up or notify me and prepay at the beginning of each week if they plan to utilize the time. Payment is expected with that weeks tuition for late nights, not on a night by night basis. If you do not sign up at the beginning of each week, rates will be higher. If you do not sign up before hand and I do not hear from you, you will be charged the late pick up fees listed on page 2. **DO NOT ASSUME I KNOW YOU ARE USING THE LATE NIGHT AVAILABLE!** See monthly calendar for dates and times. Beginning of week sign up rates: until 6:30:\$12, until 5:45:\$6, until 5:30:\$3. Rates increase by \$2 each night with no beginning of week sign up.

Parent/Guardian signature and date

DAILY SCHEDULE

7:00 A.M. OPEN

7:15 BREAKFAST FOR SCHOOL AGE CHILDREN

7:45 BUS STOP

8:00 - 9:00 FREE TIME, EDUCATIONAL TV, arrival of preschoolers

9:00 - 9:30 CIRCLE TIME

9:30 A.M. SNACK

10:00 - 11:15 PRESCHOOL ACTIVITIES FOLLOWED BY FREE PLAY

11:15 - 11:55 OUTSIDE

(11:30 - 11:50 BUS STOP FOR KINDERGARTEN PICK UP)

12:00 LUNCH

1:00 - 3:00 REST TIME / QUIET TIME

(2:05 P.M. SNACK)

3:30 - 3:50 BUS STOP OFR SCHOOL AGE PICK UP

4:10 SUPPER

4:30 - 5:00 HOMEWORK & FREE PLAY

5:00 - 5:15 CLOSE AND PICK UP

FOR YOUR INFORMATION

ABOUT ME AND MY HOME:

I have my bachelor's degree in elementary education. I have been a home daycare provider since June 2000. Prior to opening, I was a nanny for 8 years with 2 different families, and worked in a large center before that for 2 years. I am CPR and first aid certified, insured, and licensed by the state of Connecticut. I am a member of the local child care organization, Northwest C.A.R.E. I have been a member since 2001 and attend meetings monthly. I have been continuing my learning about childcare by attending classes and workshops and by doing in home workshops, pertaining to different aspects of my profession.

Outside of childcare, I am actively involved in the school PTO, help out with Fire Department activities, and am an avid Wolf Pack hockey fan. I enjoy reading, listening to music, and doing things with my family.

I have a non-smoking household. We have several family and daycare pets. All animals are to be treated kindly and respected. **Shoes are NOT to be worn upstairs or in the daycare area. Shoes are only permitted in the downstairs hallway where there are throw rugs.** Very limited television viewing. Foul language is not permitted in my home when daycare children are present. We practice fire drills monthly.

This is my chosen profession. I expect to be treated with respect and have all of my policies followed. I, in turn, will treat you and your child with the same respect.

MY CHILD CARE PHILOSOPHY:

Children learn better when they know they are safe, loved, respected, heard, and having fun. This is the type of atmosphere I try to maintain in my family childcare. All children are a part of my, and one another's, extended families. I believe that children learn through play. I encourage a lot of free play and having the children interact with one another. We do some "paperwork", but I like having the children create through different forms of art materials. I encourage the "process not the product" when it comes to crafts. As long as the children are enjoying themselves, it is worth doing. I also love music. I feel children should be exposed to all different types of music and cultures. We dance, sing, and move everyday to music. We even make our own music! We also read. READ, READ, READ!!! A very important skill for kindergarten readiness. Though we move around a lot here, I also encourage children to sit and listen. They need to learn to sit quietly while listening to a story or someone speak. As I stated at the beginning, safety, love, respect, and fun are the main components at Rhonda's Romper Room Family Childcare.

CONTRACT FOR TEACHERS

****This contract is NOT for latch key children, but for children in kindergartener and younger.****

A school calendar for the school in which the parent/guardian is teaching is required along with hours teachers are expected to be in the school.

Weekly tuition is \$160 per week.

This contract is for child care provided for teacher to travel to and to be at work only, NOT for personal errand time. If extra time is needed, the fee is \$4 per half hour.

Children are to remain home on any days that the teacher parent/guardian is not at work, due to school closing, holiday, personal day, illness, or any other reason. Also, if teacher parent/guardian leaves work early, child should be picked up from childcare accordingly. (For example, if school closes 2 hours early, children should be picked up 2 hours early.) Contracted weekly payment is still expected.

Payments for childcare closings, holidays, vacation days, personal days, sick days, etc., during the school year, are required to maintain childcare opening. This contract is in effect from the first day of school for New Hartford, CT. schools and remains in effect until the last day of school in New Hartford, CT.

"Summer vacation" begins the day after school is finished for the school year until the day before school begins for the following school year. All summer dates are based on the New Hartford, CT school calendar, unless I am unable to fill your child's childcare spot for the summer.

If I am unable to fill the childcare spot(s) for the summer, you will be required to pay \$80 per week per spot to guarantee spot(s) for the following school year. You will be allowed to bring your child(ren) for care 1 day a week with this payment. Additional care can be obtained for \$8 per hour or \$45 per day.

By signing this agreement, you are agreeing to the terms for the optional contract outlined above as well as all policies outlined in the handbook. This is a legal and binding contract.

Parent/Guardian signature and date

This contract is accepted on this date _____
by Rhonda R. Strycharz, Child Care Provider.

Rhonda R. Strycharz, Provider

CHILDCARE CONTRACT
FOR CARE PROVIDED BY RHONDA STRYCHARZ
AT RHONDA'S ROMPER ROOM FAMILY CHILD CARE
36 CARLSON DRIVE, NEW HARTFORD, CT.

By signing the handbook and this contract, We are agreeing to abide by the policies set forth in both the handbook and contract. We have received and read the handbook and understand all policies. We were given a chance to ask any questions and were given clear, understandable answers to our questions. This is a legal and binding contract. All documents must be signed by both parents / guardians.

I/We _____ agree to
pay _____
Parents'/Guardians' Names

Rhonda Strycharz \$ _____ per week for child care. In the event that extra time is needed (hours beyond those contracted for no school days, early release days, summer vacation, extra days of care, etc.), we understand that the weekly rate will increase, as outlined in the handbook. We understand that these hours are our contracted hours for the year, as outlined in the handbook, and cannot vary week to week or month to month.

Our weekly schedule will be as follows:

MONDAY: _____ TO _____

TUESDAY: _____ TO _____

WEDNESDAY: _____ TO _____

THURSDAY: _____ TO _____

FRIDAY: _____ TO _____

Parent/Guardian signature and date

FOR DAYCARE USE ONLY

This contract has been accepted on this date

by _____
Rhonda R. Strycharz

CHILDCARE TEACHERS CONTRACT
FOR CARE PROVIDED BY RHONDA STRYCHARZ
AT RHONDA'S ROMPER ROOM FAMILY CHILD CARE
36 CARLSON DRIVE, NEW HARTFORD, CT.

By signing the handbook and this contract, We are agreeing to abide by the policies set forth in both the handbook and the Teacher's contract. We have received and read the handbook and understand all policies. We were given a chance to ask any questions and were given clear, understandable answers to our questions. This is a legal and binding contract.

I/We _____ agree to
pay

Parents'/Guardians' Names

Rhonda Strycharz \$160 per week for child care. In the event that extra time is needed beyond travel and work time, we understand that the rate is \$4 per each half hour as outlined in the Teacher's contract. We understand that these hours are for the school year only. We agree to pay \$80 per week per childcare spot in the summer if Provider is unable to fill the daycare spot(s).

Our weekly schedule will be as follows include travel time to and from work:

MONDAY: drop off time _____ arrive at work _____ leave work _____ pick up time

TUESDAY: drop off time _____ arrive at work _____ leave work _____ pick up time

WEDNESDAY: drop off time _____ arrive at work _____ leave work _____ pick up time

THURSDAY: drop off time _____ arrive at work _____ leave work _____ pick up time

FRIDAY: drop off time _____ arrive at work _____ leave work _____ pick up time

Parent/Guardian signature and date

FOR DAYCARE USE ONLY

This contract has been accepted on this date

by _____
Rhonda R. Strycharz