

# Willis Child Care Home ☆☆☆

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 OK State Licensed ❖ DHS & Choctaw Nation Approved ❖ NAFCC Accredited  
 Red Cross CPR Certified ❖ Available 24 Hours ❖ 7 Days a Week (as arranged)



Welcome to our  
Child Care family!

<b>5 Day Weekly Child Care Fee</b>			
Infant - 2 yrs.....			\$133.75
2 yrs - 4 yrs.....			\$113.75
4 yrs - 6 yrs.....			\$113.75
6 yrs - 13 yrs.....			\$85..50
<b>For Each Additional Day Add To Weekly Rate</b>			
	Full -Time (4-8 hrs)	Part-Time (Under 4 hrs)	Additional (exceeding 8 hrs)
Infant - 2 yrs.....	\$26.75	\$19.00	\$5.00 per hour
2 yrs - 4 yrs.....	\$22.75	\$16.00	\$5.00 per hour
4 yrs - 6 yrs.....	\$22.75	\$16.00	\$5.00 per hour
6 yrs - 13 yrs.....	\$17.50	\$12.00	\$5.00 per hour

Due to a limit the State puts on our licensing capacity, in order for your child to maintain his/her full-time (5 days/ week) enrollment position, a Weekly Fee will be required even though the child may not be present all 5 days. For parents that work fewer days but longer than 8 hrs per day, the Weekly Rate will cover up to 40 hrs of care. Any additional care provided will have an additional charge added as listed above.

Part-time (1-3 days/week) will have a daily charge. Full-time or Part-time is determined upon enrollment.

**\*\* Note:** Full-time positions take priority over Part-time. If ever to many children are scheduled to be here at the same time the Part-time children will be asked to make other arrangements for that day.

This document is a statement of policy, and is a binding legal contract when made active by the signature of parent or guardian of any or all children enrolled in the Willis Day Care Home. A ten day notice will be given prior to any policy change. We do reserve the right to make immediate changes when our current policies are being disregarded.

**A ten day notice** will also need to be given for the following: **1) Termination of this agreement by either party, 2) Increase in child care fee, 3) Vacation periods for both parent and care giver.** If there is not a 10 day notice in Day Care termination then there shall be a sum in liquidated damages equal to 10 days of child care fees for each child. If either party hires an attorney or institutes legal action against the breaching party then the successful party shall also be entitled to cost and attorney fees. Such attorney fees and cost to be paid by the unsuccessful party and made a part of any judgment of any court order.

**Weekly Fees are Due** on Friday of each week and is considered Past Due by the following Monday. Our weekly child care fee covers the cost of 0 - 5 (8 hr or less) days, any additional full-time or Part-time days will have an additional fee added. In order to keep an opening for your child, their fee must be paid in full and promptly at the end of each week. Late payments will have an additional charge of \$1.00 for each day payment is past due. Any returned checks will be subject to a \$15.00 Returned Check Fee plus any additional fee the bank may charge.

**CO-Payments** for DHS approved child care is Due at the end of the First week of each Month.

**Scheduled Time Frame** - When enrolling your child/children a specific time frame will be agreed upon. This is the time that your child/children will be cared for at the Willis Day Care Home. An example would be: Parent/Guardian worked or attended school from 8:00 am- 4:00 pm. We would not expect your child to arrive earlier than 7:30 am or be picked up any later than 4:30 pm. {Unless prior arrangements had been made with your child's care giver before their arrival}. If your need for child care changes it is your responsibility (the Parent/Guardian) to notify your child's care giver. **Varying Time Frame** --- If your work hours will vary from week to week you will be required to submit a written weekly schedule of the hours child care will be needed. If there are any changes in your previously submitted schedule, please let us know as soon as possible. This will help cut down any confusion as to when your child will be arriving or leaving.

**An Additional \$5.00 per hr / per Child - Charge** will be added to your child's regular daily child care fee for every hour your child remains in our care past his/her regular pick up time. DHS participants will be required to pay this additional fee as well.

**To avoid these additional charges let us know as soon as possible that you may be late in picking your child up.**

It is the Parent's Responsibility to give notice if your child will be late in arriving, or will not be attending on a regular scheduled day. Failure to comply with this policy may result in being charged an additional Full-time day, even though your child was not present. Disregarding this Policy may cause your child to be dropped from our program with no prior notice given.

**Part-time Care and Drop Ins** are welcome only if arrangements have been made prior to the child's arrival. We may not have an available opening for your child if they are not on a regular attending schedule.

**In accordance with State Law**, you will be required upon admission of your child to submit a statement certifying their immunization record, a listing of any special health needs, and the name of your child's physician. {Your child must have or be in the process of obtaining all immunizations at the medically appropriate times}.

**If your child needs prescription medicine administered**, please sign the medicine chart stating the times and amount to be given to your child. All medicine provided must be clearly labeled with the child's full name and directions for the proper amount and time to be administered.

**Every child will be observed** for symptoms of illness and abuse. Any child showing symptoms of illness will be separated from the group; if his/her appearance warrants, the parents will be notified. **If your child is running a temperature above 100 degrees F., has Diarrhea, or is Throwing up, I would prefer that they stay at home.** If any child shows signs of abuse the Department of Human Services will be notified.

**Parents will need to provide a diaper bag or book bag** for their child(ren) and a clean set of clothes for each child. (one bag per family is preferred) Parents are also responsible for providing diapers and formula for infants and disposable pull-up training pants or diapers that can be easily refastened for toilet training toddlers. **Due to sanitary regulations we cannot allow cloth training pants to be used until toilet training has been successfully mastered by the child. Toilet training is not considered mastered until the child can independently use the bathroom on their own.**

**Your child will only be allowed to leave** with a person whose name is on the file as a person authorized to pick up your child. A written notice or a telephone call from an authorized person (prior to the child being picked up) stating the name of the person to pick up your child will be appreciated. This is strictly for your child's safety and your cooperation is greatly appreciated.

**All children being transported while** in my care will use seat belts in the appropriate type of car seat for each child's weight and age. On the occasions we make a trip to town I will most always leave a note on the front door, telling where we may have gone and an approximate time we will be returning.

**Any day(s) that I am sick** or unable to care for your child/children, I will contact you as early as possible. Although I do have a substitute caregiver, it is a good idea to have an alternate care giver for your child.

**Our Open Door Policy** welcomes a child's family at all times but does not necessarily mean that our doors are unlocked and open to the public.

### **In brief what I expect of you, the Parent/Guardian**

- ✓ Pick up your child promptly, so that my family's needs may also be met.
- ✓ If your child is going to be late or absent, please call in advance.
- ✓ Notify me in case of illness, and keep a sick child at home. For each child's safety and comfort, I cannot care for sick children.
- ✓ Bring your child rested and appropriately dressed for cold or hot weather.
- ✓ Please refrain from sending candy, gum, and toys with your child unless it's a special occasion. (We will not be responsible for lost or broken toys.)
- ✓ Please be prompt with your child care payment so we can promptly meet our household obligations.
- ✓ Most of all, please take an interest in our program and talk with your child about the day's activities.

### **What you can expect of me, your child's caregiver**

- ✓ Lots of tender loving care.
- ✓ Nutritionally balanced meals and snacks.
- ✓ Nonsmoking environment
- ✓ Positive reinforcement with encouragement in all your child does or attempts to do.
- ✓ Large fenced in yard with lots of area to play.
- ✓ Opportunities to play with other children with the security of belonging to a small home group.

### **My background in Child Care and Child Involvement**

- ✓ BS Degree in Elementary Education
- ✓ AA Degree in Child Development
- ✓ Red Cross CPR, and Special Needs Certified
- ✓ Successful Family Child Care Home since 1992
- ✓ Mother of three children
- ✓ Previous care giver for church nursery and preschool Sunday School teacher

Date Of Enrollment \_\_\_\_\_

## Name of Child/Children

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Last	First	MI	Birth date	Time Care Will Be Needed	Daily/Weekly Fee
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Last	First	MI	Birth date	Time Care Will Be Needed	Daily/Weekly Fee
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Last	First	MI	Birth date	Time Care Will Be Needed	Daily/Weekly Fee
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## Parent Information

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Mother's Last Name	First	MI	Birth date	Social Security Number
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Father's Last Name	First	MI	Birth date	Social Security Number
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## Day Care Facility Last Used

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Name of Day Care or Individual Child Care Provider	Address	Telephone
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### This agreement grants permission for all caregivers of the Willis Day Care Home to:

- ✓ Transport my child/children provided that the driver has liability insurance in force and has a valid Oklahoma driver's license.
- ✓ Act in my child's behalf in the event of a medical emergency.
  - ✓ Any expense incurred by any such emergency will be the responsibility of the Parent/Guardian.

This contract may be reviewed and/or renewed at the beginning of each year. We are always open to your suggestions or ideas that may be of help.

I (we) fully understand and agree to the terms of this Parent/Provider agreement.

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Signature of Parent/Guardian

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Date

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Provider's Signature

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Date