Syratots, LLC

Jami Freeman

212 Gilbert Ave

Syracuse, NY 13215

315-956-1528 cell

**Contract and Policies**

**Identity Statement**

As your childcare provider I am dedicated to making a difference through exploring your child’s

creativity and nurturing their imagination and growth.

**Mission Statement**

I operate a group family home day care which is committed to providing a positive and

stimulating environment that is warm and inviting for children to develop at their own pace. I’m

offering a daycare that really makes a difference. This is your child’s home away from home for

only a portion of their day and I’ll make it a warm, nurturing, fun and exciting place to be. I will

focus on laughing, learning, play and discovery. Your child will enjoy enhancing their social,

emotional, intellectual, cognitive, and motor skills while building confidence and self-esteem.

**Philosophy**

My philosophy is that children learn through interaction, play and socializing. Children learn

about themselves, others and the world around them through play. Play is a child’s fundamental, natural response to his/her environment. I believe that children should be children and should

enjoy developing and practicing their skills while socializing and playing with others. My

program makes use of many play and learning materials that help the child gain confidence in

their abilities to do and make things. Children will flourish in our positive, welcoming and friendly

environment and be guided by nurturing, giving, caring and positive influential role models.

**Statement of Intent**

It is my intent as your childcare provider to provide a strong social foundation through social

education and interaction. I will provide a balance of teach and learn activities as well as

activities that provide for individual choice, independent work and learning with peers. The

children will be exposed to a variety of educational and constructive games, toys and reading

material to assist in their life skills development. We will ensure that the child/ren engage in fun

physical activity to develop muscle coordination. The children will learn to love books, rhymes,

music, recognize shapes, letters and numbers. The children will learn arts and crafts, with

recognition of colors, textures and various mediums. Through encouragement and care your

child/(ren) will be very happy during his/her time in my care.

**Enrollment**

Enrollment is on a first come first serve basis. I provide care for infants, toddlers, and school age children from twelve months through twelve years. Please be aware that if you receive daycare assistance,child care cannot begin until all the state required paperwork and/or documentation is completed and returned to me to be kept on file. I do not hold spots without payment.

**Scheduling of Care**

Child care is provided ONLY for work and Jobs Plus approved activities. I require copies of your weekly schedule on file in the event that we are audited by DSS. I do not provide care for overtime work, personal appointments, shopping trips, etc. While I understand that parents may be asked or given the opportunity to work outside of their regular schedule, please make outside arrangements for your child to be picked up from care. Please don’t assume because your employer asks you to state late that I am able to provide care. Again, it is your responsibility to make those arrangements. This is a business as well, just like your employer has a business.

While we are a 24 hour facility, we have other obligations and commitments and must stick to our agreed upon hours. There may be times that we can accommodate changes with advanced notice. Please discuss if the need arises.

I allow a 15 minute window for drop offs. If you do not communicate with me about being late, then you risk your spot for the day as I may have an activity planned and may not be here to

provide care for your child, or I may offer the slot to another child in need of care. Please communicate with me when there are any delays.

**Sick Policy**

We are under strict guidelines by OCFS with regards to illnesses due to the COVID 19 Pandemic. Therefore, we DO NOT provide care for children with any symptoms. Please do not bring your child to daycare if they are sick. Home is the best place for them to be. If your child arrives at daycare and they have symptoms, you will be required to make alternate arrangements for your child and they will not be allowed entry into the program.

If your child should become sick during childcare, the parent will be notified and asked to have the child picked up by the parent or emergency contact person. We will do everything possible to ensure that the child is comforted and comfortable. The child will have to rest in isolation from the other children in a comfortable, quiet resting area under close supervision.

Examples that preclude a child from attending are:

• Fever

• Vomiting

• Diarrhea

• Headaches

• Unusual spots or rashes

• Chills

• Runny nose (green or yellow mucus)

• Sore throat

• Coughing

• Aches, sore neck

In the event of some of the above illnesses, your child will not able to be in care until 24 hours

after the symptoms have stopped. I cannot run the risk of being ill and not being able to provide

care for your child and everyone else’s.

I am not a doctor and therefore cannot determine whether an illness is related to COVID or not, therefore I will always be forced to assume that it may be COVID. Your child may be required to stay out of daycare for ten days from the date their symptoms first appeared. While this can be inconvenient, COVID can kill people and we would like to do our best to keep everyone safe, healthy, and alive.

A child with a communicable disease (chicken pox, measles, impetigo, etc) will not be

readmitted into care until the period of contagion has passed or until the child has fully

recovered from his/her illness.

A copy of my health care plan is on file and available for you to view via electronic means.

**Withdrawal**

I require a two week written notice in the event you wish to withdraw your child from the

daycare or two weeks fee in lieu of notice. As a provider, if I have to terminate your child, I will

do my best to give you a two week notice as I know that it can be difficult to find alternate child

care. Because I am dedicated to providing only quality care, and because I care deeply for all

children, there may be times, unfortunately, when the care I provide is not suitable for certain

children or families at which time I will decline from providing that care and terminate this

contract immediately. Reasons I may terminate this contract include but are not limited to:

● \*Failure to pay for child care services.

● \*Repeatedly disregarding the policy of this contract.

● \*Repeated failure to pick up your children at the agreed upon time.

● \*Repeat absences without notice, or repeat late drop off without notice.

**Transportation**

I do not provide transportation. It is your responsibility to make sure your children get to and from daycare each day. In the event that you are unable to pick up your child, it is your responsibility to make sure that your child is picked up. If any child is not picked up within one hour, Child Protective Services will be notified and care will be terminated immediately.

**Food Program**

Nutritious meals will be provided for breakfast and lunch for children one year and older.

Breakfast is served between 7:00-8:00 am daily. If your child comes after this time, please make

sure they have been fed before coming.

AM Snack – is at 10:00am

Lunch is served at 12:00 noon - 1 pm (if needed) daily.

PM Snack - is at 2:30pm

Dinner is served at 5:30pm-6:00pm

**Toilet Training**

Your child must be potty trained before coming to daycare if they are over the age of 2 1⁄2 years

old. Toilet training will be done in a relaxed manner with the cooperation of the parents. If both parents and provider are on the same page about training, the task should be fairly easy. When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, he/she should wear pull-ups/training pants and

clothes that promote their independence. Please NO DIAPERS during training except for nap

time.

In addition, your child must have two complete changes of clothes (don't forget the socks!) The

best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing,

pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to

remove "in a hurry". Do not bring your child in panties or underwear until naptime and

bedtime control has been established.

I have found it is best that you begin toilet training at home during a weekend or vacation. I will

follow through and encourage your child while in my care. When a child is ready, the process

should go pretty quickly. After 2 or more accidents in one day while in my care, your child will

be put back into pull-ups for the remainder of the day. Please keep in mind that the activity level

here can distract your child from responding to an urge to use the potty, more so than at your

home. Therefore, I will continue to use pull-ups until your child can and will announce that

he/she must use the bathroom (not just at home, but here, as well) and can control his/her

bladder and bowels for a few minutes beyond that announcement. This is a special time for your

child, a sign that he/she is growing up. Toilet training should be a good experience.

**Injury**

In the event of a serious accident or illness, 911 will be called and the parent will be contacted immediately. If the

parent is not available, we will notify the emergency contact person provided of the problem.

Parents must fill out a Child Medical Report and an Emergency Medical Care Permission Form,

which will allow me or my staff to seek emergency care for their child.

**Medication**

At this time I am not MAT certified and cannot administer medication. However I am allowed to administer emergency medications such as a nebulizer treatment and epi pen. I am allowed to apply topical ointments such as diaper rash cream, sunscreen, and triple antibiotic ointments.

Should your child need regular doses of medication, it is your responsibility to make

arrangements to administer the medication by either coming to administer it or having a friend or

relative to do so. I will require a written permission form in order to allow a person other that a

parent to administer medication.

**Medical Attention**

In the event of serious or sudden serious illness, the staff will call 911 first, parent second. Always be sure to provide me with accurate up-to-date information. It is the

parent’s responsibility to notify us of any changes in registration information on file. Should an

ambulance be required, any such costs will be the responsibility of the parent or guardian.

Any child who receives a minor cut or bruise will be tended to by first aid certified personnel. A

report of such incidents will be filled out by the attending staff member, and one copy of the

report will go to the parent and the second will be placed in the injured child’s file.

**Signs of Abuse**

As a child care provider, I am a MANDATED REPORTER. I play an important role in the care and protection of the children and have a legal responsibility to report child abuse and neglect. If a child is suspected of being abused or neglected, whether it has occurred at the facility or outside the facility, Child Protective Services will be notified.

**Guidance and Discipline**

I believe that children need guidance, understanding, and a few easy to follow rules in order to

learn appropriate behavior. Stopping the inappropriate behavior before it becomes an issue is

the best form of discipline. It is my policy to help children learn appropriate behavior by

establishing clear limits, explaining those limits in a positive and clear way. These limits or

rules must be fair and consistent. Children will be encouraged to be responsible for their

actions. For example, if a child throws a toy across the floor, the toy would be taken away from

the child and we would discuss why this is being done. I would then ask the child for an

apology for their inappropriate behavior to ensure they understand why the toy was taken away.

Under no circumstances are children subject to corporal punishment, restraint, deprivation or

degrading treatment.

**Emergency Preparedness**

We have a plan in place in case of an emergency or disaster, such as fire, flooding or

earthquakes that may result in the provisions of care for a prolonged period of time. This plan

includes: Storage of necessary supplies (food, water, first aid kit, blankets, flashlights, diapers,

etc). The children will take part in monthly drills so they are familiar with the exits and can feel

confident with the planned evacuations for fire, emergency, and severe weather.

Emergency telephone numbers are present next to the telephone and on the fridge. In case of fire the children will use one of the two emergency exits from the daycare and

will then proceed to the nearest safe place in the neighborhood. The appropriate first aid

and emergency care information for emergency contacts will be taken with us.

If there is a change in this location, parents will be notified.

**Releasing a Child**

Unless I am instructed in writing to do otherwise, I will only release a child to the following

persons:

1) the child’s parent(s)

2) the child’s custodial parent (when applicable)

3) the emergency contact person

4) Any other person to whom the parent, by way of written consent, authorizes me to release

the child.

I will verify identification of the person who has come to pick up the child to ensure we have

that person on record as the approved person authorized by the parent to pick up the child from

daycare. The person may be asked to wait while we verify their status with the parent or

guardian. I will contact the parent immediately if I am uncertain of the person in the event that

identification can’t be provided. For the safety of the child, if the behavior of the person picking

up the child could impose harm to the child such as intoxication or under the influence of drugs,

I will notify another party to pick up the child. While I cannot hold the child, as a mandated

reporter I am obligated to contact the proper authorities such as CPS and the Onondaga County

Sheriff’s Department. I will not release a child to a person who has a custody or court order on

file which restricts the person’s access to the child. For the health and safety of the child, 911 may be notified in the event that the daycare and the

parent or guardian cannot come to an agreement on release.

If a child is not picked up from daycare I will contact all available authorized contact persons,

including emergency contacts, until I locate someone who is able to pick up the child. If a parent

or emergency contact cannot be reached, I will then notify CPS and the Onondaga County

Sheriff’s Department. Please make sure this never has to happen..

**Days of Operations**

We are open 24/7 in most instances.

However, hours of care for your child/ren will be based on your work schedule.

Daycare will be closed on the days listed below. These days are included in your monthly fee

and will not be deducted from the fee. Part time customers who are scheduled for care on any

statutory holiday will pay their standard rate.

•New Year’s Eve & Day

Easter

• Mother’s Day

•Memorial Day

• Father’s Day

•Independence Day

•Labor Day

• Halloween closing at 4pm

•Thanksgiving Day and Black Friday

•Christmas Eve & Day

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**Rates**

Weekly- Under 2 $190, 2-3 $185, 3-5 $180, 6-12 $175

DAILY $40

PART-DAY $30

Hourly Rate $8.00

Daily Rate is for 6-10 hours.

Part Day is from 2-5.99 hours

Hourly Rate applies for 1-2 hours and in addition to anything over 9 hours. These rates are for 30-45 hours.If you need additional care beyond 45 hours due to work, the fee is $8 per hour per child. DSS does not cover this rate and is your responsibility or you may seek alternate care for those additional hours.

Fees include meals, snacks, and arts & craft supplies. In the event that we have a field trip, parents may be asked to contribute to the cost.

Payment for services is required whether your child attends or not. You are paying to hold this spot for your child. I require notification if your child is not able to attend daycare just like your employer requires notification if you cannot come to work. If the child is absent without notice for more than 3 days, I will assume the child will no longer need childcare. Their spot will be forfeited. Any fees paid will be forfeited in lieu of proper notice. Daycare fees including DSS family share fees are due the Friday **BEFORE** the following Monday so that your childcare is paid in advance.

**Vacation Time**

I will notify parents of any vacations at least 2 weeks in advance. I, as the daycare provider, will

be taking a **minimum** of 2 weeks of vacation per year, whether together or apart. If daycare has to close for my vacations, you will not be charged. However, if you take a vacation, you **WILL BE** responsible to pay for that time as I will still be open and holding that slot for your child when he/she returns. If payment is not made for your vacation, child care will not be provided when you return to work.

**Daily Departure**

Parents will be granted a grace period of 5 minutes after their scheduled pick-up time, after

which the following overtime rate applies: **$1 per minute per child** the parent is late. Overtime

fees are to be paid when the parent arrives to pick up their child or upon drop off the next morning, otherwise care will **NOT** be provided.

**Payments and Late Fees**

Payment for child care is due the Friday BEFORE care is to begin for the following week. If

payment is not received a late fee of $5 PER DAY will be assessed unless we have a prior

Arrangement.

If you are contracted for 30 hours or more, and your child’s attendance falls under 30 hours for the week, you are responsible for the additional payment as DSS will no longer cover absences as of 6/1/21.

**Forms of Payment**

I do not take checks or money orders. All payments must be made in cash, paypal, or cashapp.

**Clothing**

Please do not send your child to day care in “party clothes.” Your child may get dirty as some of

our activities will be messy. I will do my best to use smocks or cover up for the

messiest activities but accidents do happen. Please dress your children in durable clothing that

is easy for them to manage in the bathroom and clothing that you don’t mind getting dirty or

stained. It is recommended that you provide a spare set of clothes in case of any accidents as

some of our play can become really messy. I will call you to pick up your child or drop off

clothes if there are no spare clothes and they become wet or dirty. In the winter, I do require that

the child have snow suits, winter boots, hats, and gloves as we will play outside. If your child

doesn’t have these items, all of the children will not be able to go outside.

**Personal Toys & Outside Food**

We have plenty of toys for the children to play with. I will not permit toys from home as I will

not be held responsible should something happen to the toy.

We do not allow outside food and/or beverages unless we are having a party and you volunteer to bring something for everyone to enjoy. It is not fair if a child comes in eating something that the other children cannot have. Please leave it at home.

**Destruction of Property**

If your child deliberately or carelessly ruins, breaks, or destroys my belongings, parents are

responsible to replace the items that have been destroyed. I do understand that accidents

happen, however deliberate destruction of personal or daycare property is not tolerated.

**Photography/Videos of Children**

I take frequent photos and videos of children. I have a Facebook page set up for parents so that

you may see what kinds of activities your child is doing throughout the day. By sending your

child here and signing this contract, you agree to allow me to take pictures of the children and

post them to the private daycare page.

**Pets**

We have a chihuahua named Prince. He is a friendly dog and enjoys being a part of the daycare program.

**Security Cameras**

We have security cameras surrounding the perimeter of the home for added security as well as cameras inside common areas of the home. The cameras inside the home are only for me to view in live mode and do not continuously record.

**Privacy Contract**

All information provided to daycare is confidential. However, by signing this contract, parents

are notified that state and county inspectors on official business can and will review your child’s

file during inspections. This is mandatory during inspections to make sure I am in compliance

with the state regulations.

At no time will I discuss matters of the daycare with anyone other than the parent who is

responsible for payment and the one signing this contract. If you have a DSS daycare case, I

will only discuss policies/issues with you. It is your discretion whether or not you want to share

this information with the other parent, but I am not obligated to do so.

**Behavior Modification**

When children have undesirable behavior, I will do my best to redirect the child and behavior. At

no time will children receive punishment that is physically or verbally abusive while in care. If

there is an ongoing problem or the child is an endangerment to him/herself, other children,

caregivers, or property, parents will be asked to immediately pick up child. If the problem

persists, child may face termination of child care. Termination for behavior issues is at the sole

discretion of the provider. I will do my best to give a notice, but in some instances, termination

will can be immediate.

The first two weeks of child care are on a trial basis. If at the end of the two weeks, I feel it’s not

a good fit, I will terminate. However, there are instances where I will terminate in less than two

weeks if the behavior/issue is extreme.

**Respect for Provider**

I treat each and every parent with dignity and respect. At no time will I tolerate anyone

disrespecting me or my home. If any parent or caregiver speaks to me with vulgar language,

threatens me, degrades me, or does anything that I feel is unprofessional and disrespectful to

Me, my family, or my business, termination will be immediate. The daycare is my business, but it is my home and family first. If you have an issue with child care, please discuss it with me or

schedule a time to meet with me.

I have read this contract and policy in its entirety. I understand and agree to abide by the policies set forth in this contract. I understand that violation of these policies may result in termination of child care services.

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Hours of Contracted Care

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Parent Signature Date

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Provider Signature Date