

## Contract with OWL Playschool for Childcare

### Formal Agreement:

between \_\_\_\_\_ and **One World Learning Group (OWL) Playschool** for child care within GFDC #32221 at **39 Stanton Circle, New Rochelle, NY 10804.**

Print Child's Name: \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_

OWL Playschool Hours are from 8:00 to 6:00 Monday through Friday. Our Full Day is 8:30-5:30. We can accommodate children needing care from 8:00 to 6:00 Monday – Friday. See Table Below

<b><i>TUITION</i></b>	<b>Full Day Full 5 Day Week 8:30AM-5:30PM Each Extra 30 mins add \$50</b>	<b>Partial Week 3 Day Minimum Each Extra 30 mins add \$25</b>	<b>-School Aged Children (preK-2) needing Care during School Holidays and Summer-</b>
Infant 5 DAYS M-F	500	120 per Day	100 Per Day
Toddler 5 Days M-F	450	100 per Day	
Half Days	3 Half Days	4 Half Days	5 Half Days
Infant	275	325	355
Toddler	250	285	305

**Total Weekly Tuition:** \_\_\_\_\_ **Total Due at Enrollment:** \_\_\_\_\_

\*Monthly tuition *will adjust* according to the number of weeks in each month. Payment is due the first day of each week/month.

**Please initial each provision below**, certifying your understanding and agreement to the financial terms of this contract.

- \_\_\_ A one-time \$250 initiation fee is due at time of enrollment. This non-refundable deposit secures your child's seat in the OWL Playschool and supports our ability to properly staff the school. The Initiation Fee and the first two weeks tuition is due at time of registration, prior to child attending.
- \_\_\_ A Non-refundable Deposit of \$500 is due to secure a seat when OWL is wait-listing children.
- \_\_\_ Yearly renewal Contract is from September 1st to August 31st. \_\_\_ Annual Registration fee is \$150.
- \_\_\_ Vacation deduction of \$100 per year for one week for each child enrolled.
- \_\_\_ Late payments (payments not received on Monday) will incur a \$25 late fee
- \_\_\_ There are No deductions or switching days and hours for a child's absences for whatever reason (illness, vacation, weather, holidays, staff workshops, etc....)

### **Termination Policy**

- \_\_\_ OWL Playschool reserves the right to suspend / terminate care of any child due to payment/behavior issues, and/or conflict between parent /provider. Contracts are written for weekly, monthly and annual terms.
- \_\_\_ At the end of initial two weeks, parents have the option to cancel enrollment.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*-Your signature above certifies that you agree to terms of this contract with OWL Playschool.*

## Additional Information

### 1. Parents/ Guardians; and \*any additional adults permitted to pick up your child/children

Name of Parent / Guardian	Place of Employment	Address	Phone #
*			
*			

### 2. Hours and Days your child will *typically* be in our care:

DAYS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>Time in</u>					
<u>Time out</u>					

If child is going to be absent or late, please call / text in advance. If parent is going to be late picking up child, please call / text in advance.

### 3. Emergency Contacts / Backups

If your child becomes ill during care, you will be asked to pick up your child immediately. If you are not available or cannot be reached, we will contact one of the emergency backups you have listed below. Therefore, your backups should have access to transportation and be in **relatively close proximity** to Stanton Circle. Names of emergency backups:

Name	Relationship to child	Contact number

### 4. Clothing and supplies:

Please bring indoor shoes for children to wear indoors or they will be in socks. Please supply at least one complete set of clothing and the following:

\_\_\_ Disposable diapers    \_\_\_ Bibs    \_\_\_ Liquid Hand soap    \_\_\_ Extra underwear    \_\_\_ Baby wipes  
\_\_\_ Bottle / sippy cup / cup with name clearly written on it    \_\_\_ pak'n play linen    \_\_\_ Pak n play  
\_\_\_ Nap Mat    \_\_\_ Booster Seat    \_\_\_ Other

## 5. Communication: (initial below)

A: \_\_\_\_ We have your permission to document your child's experience and image at OWL Playschool via **Instagram @owlplayschool, Facebook OneWorldLearning** and GooglePlus. Occasionally, pictures recorded will have other children in the pictures.

B: \_\_\_\_ We will provide you and your select family members, with access to **HiMama**, a digital platform that allows for expedient communication via text, pictures and/or video clips with you on a daily basis. Throughout each day, we will document the joy, progress, toileting and food consumption, napping and other news related to your little ones; We may also notate mood and/or behavioral / health concerns and secure those notes in your private electronic HiMama portfolio.

C. \_\_\_\_ You are **required** to share any health issues, concerns (or joy) that your child has experienced while at home when you drop-off your child in the morning each day. This simple check-in is critical to our partnership. Your child cannot be admitted unless s/he has been fever free for the preceding 24 hours before her drop-off.

## 6. Closures and Holidays:

\*\*\*\*Please listen to WFAS 103.9 FM for updates (New Rochelle School District).

**Holidays:** OWL Playschool will close on the following dates:

*Staff Conference	August 29 + 30, 2019
Labor Day	September 2 <sup>nd</sup> , 2019
Columbus Day	October 14 <sup>th</sup> , 2019
*Staff PD Day	Nov 1 (Fri) 2019
<b>Thanksgiving Break</b>	<b>November 21 (wed), &amp; 23(fri), 2019</b>
<b>Christmas</b>	<b>December 23 - 31, 2019</b>
<b>New Year's Day</b>	<b>January 1<sup>st</sup> (Wed), 2020</b>
Martin Luther King Day	January 20 <sup>th</sup> , 2020
Presidents' Day	February 17 <sup>th</sup> , 2020
*Staff PD Day	March 6 <sup>th</sup> , (Fri) 2020
<b>OWL Playschool Spring Break</b>	<b>April 15<sup>th</sup>-April 22<sup>nd</sup>, 2020 (tentatively closed)</b>
Memorial Day	May 25 <sup>th</sup> , 2020
<b>Independence Day Week</b>	<b>July 3 half day (dismissal at 12:30)</b>
<b>School Closed</b>	<b>July 4<sup>th</sup> and 5<sup>th</sup>, 2020</b>

A minimum of two weeks' notice will be given if there are any changes to these dates.

**Please note: Half Days and "short weeks" are NOT discounted.**

## 7. New York State Office of Children and Family Services Regulations can be found at our day care in hard copy and can also be accessed here: [www.ocfs.ny.gov](http://www.ocfs.ny.gov)

## 8. Medication:

OWL Playschool Staff cannot administer medication at this time. If your child requires medication while in childcare, please make proper arrangements to give your child medication. We can apply over the

counter ointments/creams with a signed permission from parents for each OTC ointment/cream.

## 9. Additional Financial Considerations

- Parents can choose to pay monthly (payment is due in advance each Monday or the first day of each month or week). Weekly payment option is also available. Payment is also due the first day of each week.
- Late payments (payments not received on Monday) will incur a \$25 late fee
- Any returned checks will incur an additional \$40 fee.
- If there is a delinquency of payment, your child will not be admitted until payment is made.
- **No deductions or switching days and hours for a child's absences for whatever reason (illness, vacation, weather, holidays, staff PD Days, etc....)**

## 10. OWL Behavior Management (Discipline) Policy

Behavior Management strategies are used to help each child develop the internal self-control and problem-solving skills to manage better as they grow and become adults. We cannot allow children to injure themselves, others or destroy property. The limits we set protect and teach respect for themselves, the rights of others, and our environment. We desire to strengthen each child's own cultural identity, while instilling a respect for others who might be different. We never embarrass or ridicule a child when they misbehave; nor do we allow physical punishment. We use positive tactics that strengthen self-esteem. Most situations can be handled by redirecting the child to another, more appropriate activity.

While OWL Playschool staff is well-prepared and makes every effort to support children throughout their developmental stages, occasionally a child's behavior presents itself in a manner that requires 1:1 attention. This is expected and OWL Playschool will partner with parents to support a child's transition into day care when it does. **When a child requires 1:1 support for extended periods of time or behavior escalates, a parent may be required to return to the school to provide support to his/her child. Ultimately, OWL Playschool aims to provide an optimal experience for all students and reserves the right to determine that the child is not a good fit for the program.**

**For Infants:** (8 months to 24 months)

When Infants are unaware of their physical proximity to others and are reaching out physically and metaphorically to find those boundaries. When their proximity to others is bothersome to others or is too close for safe interaction, they are gently redirected. If an infant becomes possessive of an item and is unwilling to share the item, then the, not the infant, is removed temporarily. Concepts such as sharing and playing nicely are positively and routinely reinforced.

**For Toddlers:** (24 months to 48 months)

If the toddlers are arguing over toys, for example, we will first separate and discuss then re-direct them to another toy or activity. We will use this as a "teachable moment" and express the importance of sharing. If behavior becomes disruptive we will take the child aside and stay with the child until the child calms down. All parent will be notified of any disruptive or aggressive behavior.

**For Preschoolers:** (4 years to K)

If preschoolers are arguing over toys, we will assess the root of the problem and try to teach them the importance of sharing and getting along, using the word community as a core of understanding. If this

does not work, we will separate the children and re-direct them to another toy, game or activity. If the child's behavior becomes disruptive, we will separate and stay with the child until s/he calms down. All parents will be notified of any disruptive or aggressive behavior.

#### **For School-Age students (K-8)**

If children are arguing over toys, games, activities, food, etc, we will speak with the children in a firm, even tone and try to help the children come up with a solution so that everyone can become agreeable. We will emphasize that play and participation in activities necessitates being able to communicate and demonstrate their ability to interact with others positively. If a child's behavior becomes disruptive, we will separate the child/children and stay with them until s/he calms down. All parents will be notified if any disruptive or aggressive behavior.

### **11. OWL Playschool Flexible Daily Schedule**

**8:00 – 9am Gradual arrival for All-Day Students** Gradual arrivals allow families to finish breakfast with less urgency at home and take the time needed with sleepy children. At school, parents make connections with other parents and nurture a happy home-to-school transition for their child.

**9am to 9:30** – Dance Party / Thematic teacher-directed activity.

**9:30- 9:50am Morning Meeting/ Circle Time** Community gathers to select their intentions for the day, determine jobs of service to their classroom communities, discuss the weather and perhaps do yoga stretches and Sun Salutations, share a song or a book.

**10am Snack** Family-style, with Conversations and Connections.

**10:30 – 11:00 Self-Directed Learning and Play (SDLP)**

**11:00-1145am Morning Project Time** Special activities occur on a rotating basis. Based on the Letters of the Week Curriculum, these may also include yoga, music, nature walks, garden tending, cooking, Spanish/Mandarin, painting, "found" art. Toddlers and Infants are typically split so that instructional differentiation is optimized for the kinds of lessons presented to the children.

**11:45am – 12:30 Lunch** The children bring their own lunches or are served by OWL. This is an important time for Conversations and Connections; teachers eat with the children and discuss children's ongoing projects, interests and curiosities. Connections are made across ideas, projects, interests and between friends.

**12:30 – 2:45 pm Quiet / Nap Time** (see activities below)

**12:30pm Chapter Book Time** Children are provided a comfy spot resting/napping. Soft, dreamy music plays to support relaxation. Infants enjoy Chapter Book Time as an entry into resting/napping time.

**1:30 – 2:45 Afternoon Creations** As children end their individual naps or resting time, they wake to a snack and may quietly paint and create or play outside while planning their afternoon Independent Learning activities with their teacher. Art, Music, games, parachute play, gardening, and playing in the outdoor space are frequent choices.

**3 – 4 pm Second Language / Literacy / PBL teaching and learning. Infants and Toddlers are typically split for this activity.**

**4:00-5:00 pm Outdoor Environments & Afternoon Play Time** Indoor and outdoor play time and Music/Dance, Independent Learning/Open-Ended Project/Explorations end our time together,

**12. Remining Documents** to review, complete and sign.

Those that are not linked will be provided in person for your review.

- Incident Report (Review) [OCFS-4436 Incident Report for Child Day Care \(1\).dot](#)
- Sleeping / Napping Arrangements (Complete and Sign)
- Infant Feeding Instructions (Complete and Sign IF APPLICABLE)
- Parent – Provider Transportation Agreement (Review and Sign) [OCFS-6013 Transportation Consent Form-Family and Group Family Day Care \(1\).docx](#)
- Blue Emergency Card (Complete and Sign)
- Child in Care Medical Statement (Doctor Complete and turn submit before admission) [OCFS-LDSS 4433 Child in Care Medical Statement \(1\).dot](#)

**OWL VISION**

*Children are beautiful, powerful, intelligent, creative, unique and full of potential. They are whole human beings and come to us with their own ideas, values and opinions about the world. Children deserve joy, peace and time to develop their own interests and determine their own hypotheses. Children benefit when a high value is placed on free thought, creative intelligence and constructive strategies; much more so than on the direct transmission of knowledge and skills.*

NOTES