

Welcome to the Stack ABC

I am delighted that you have chosen Stack ABC to care for your child! I am absolutely committed to the safety, health, and well-being of your child. My vision includes a very special trust that binds us together with you and your family. Your thoughts, concerns, ideas, and involvement are essential to a wonderful, fulfilling experience!

Enrollment Process

To register your child for the 2011-2012 school year, please do the following:

1. Complete an Enrollment Form legibly and its entirety.
2. Bring the Enrollment Form with your \$15 Registration and 1st week tuition Fee to:

Stack ABC at 18046 Singing Pine Circle, Gaithersburg, MD 20886

If you need additional forms or applications, please call 301.926.1401 or visit My website www.Stackabc.com.

I am always available to answer any questions you may have!
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Thanks for Choosing Stack ABC!

Stack ABC's

Parent – Provider Contract

The following Contract is between :

Mother/Guardian Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Employer Name: _____

Employer Address: _____

Email Address: _____

Father/Guardian Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Employer Name: _____

Employer Address: _____

Email Address: _____

Child Name: _____ Date of Birth _____

A 10% Sibling discount is available for any family with more than one child enrolled in Stackabc. This discount will be applied to the oldest child enrolled.

2nd Child Name: _____ Date of Birth _____

Method of Contract: Full Time () Part Time () Per Day ()

Provider's Name: Quanna Stackhouse Reg. Number: 152559

Address: 18046 Singing Pine Cir. Montgomery Village, MD 20886

Phone: 301.926.1401 Cell Phone: 301.442.8248

E-mail: qtyler@stackabc.com Web: www.stackabc.com

Mother or Father _____

Provider: _____

Contract Date: _____

Infants

Children between the ages of 6 weeks – 2 years

Monday-Friday at \$162.50 wk

Monday-Friday at \$175.00 wk

Early Preschool

Children between the ages of 3 years – 4 years

Monday-Friday at \$137.50 wk

Before/After Care

Children between the ages of 4 years and up

Monday-Friday at \$112.50 wk

Monday-Friday at \$87.50 wk

Before Care Only

Monday-Friday at \$70.00 wk

After Care Only

Monday-Friday at \$80.00 wk

Drop In Monday-Friday at \$10.00 per hour

Saturday Care at \$12.00 per hour

3 Days per week

Infants-2yrs at \$100.00 wk

3yrs-4yrs at \$95.50 wk

5yrs-up at \$80.00 wk

Before Care at \$65.00 wk

After Care at \$70.00 wk

Parent Copy

Philosophy

- My philosophy is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school.



Daily Routine

- 06:30AM TO 08:30AM Arrival of children
- 08:30AM TO 09:00AM Breakfast
- 09:00AM TO .. 09:30AM Bottle and diaper change (Babies)
- 09:00AM .. TO .. 09:30AM Free play
- 09:30AM .. TO .. 10:00AM Circle time (reading story book - music - songs)
- 1 0:00AM .. TO .. 1 0:45AM Learning activities (based in pre-kinder books)
- 10:45AM .. TO .. 11:00AM Getting ready for lunch time
- 11:00AM .. TO .. 11:45AM Lunch
- 11:45AM .. TO .. 12:00AM Getting ready for nap.
- 12:00 M .. TO .. 12:30PM Bottle and diaper change (Babies)
- 12:00PM .. TO .. 14:30PM Nap
- 14:30PM .. TO .. 15:00PM Psychometric activities (play time depending in the time of the year will be inside or outside of the daycare)
- 15:00PM TO 15:30PM Bottle and diaper change (Babies)
- 15:00PM TO 15:30PM Free play
- 15:30PM TO 15:45pm Snack
- 15:45PM TO 16:30PM Psychometric activities inside of the daycare (dancing -singing-painting - drawing -etc)
- 16:30PM TO 17:00PM Free play (inside 0 outside of the daycare)
- 17:00PM TO 17:30PM Snack
- 17:30PM TO 17:45PM Bottle an diaper change (Babies)
- 17:30PM TO 17:45PM Free play
- 17:45PM TO 18:00PM Getting ready to go home

Hours of Operation Monday-Friday 6:30am-6:00pm

Regular Hours of Care

- The child care hours for the child covered by this contract will be from ____ am / pm to ____ am / pm, ____ days of the week. Late drop-offs do not allow for late pick-ups. **Early drop-off fee and late pickup fee will reflect on this time.**

Standard Rates and Payment Policies

- All payments are due on the 1st of every month if the 1st falls on a weekend payments are due the Friday before.
- **Monthly Rate is base on a 4 week period, if there's 5 weeks in the month you will be charged for an additional week.**
- If you choose to pay weekly or bi-weekly payment are due on Monday.
- If you choose Saturday care money is due day of service.
- Any payment made after the 5th of the month is late and there is a \$10 late payment fee. Parents that receive voucher are responsible for paying their portion on time.
- If payment are not made I will not provide service for your child. **Full payments are required regardless of whether or not your child attends.**
- There will be a \$35 charge for all returned checks plus any additional charges incurred to myself and/or by the bank. Parents who's checks are return will be required to pay by cash or money order in the future.

Registration Fees/Deposit

- The client will pay a registration fee of \$15 & 1st week tuition upon signing the contract.

Trial Period:

- Child care will begin on _____. The client will pay \$_____ per week. The first two weeks in child care will be a trial period. During this time, either the client or the provider may end the contract immediately, without written notice. The client will only pay for those days of care received.

Termination after the Trial Period

- The client must give a two-week written notice to end this contract. Payment is due for the notice period whether or not the child is brought to the provider for care during that time.
- The provider may terminate this contract at will.
- The provider reserves the right to immediately terminate this contract without notice if the client does not make each payment in full when due.

Medical Information:

- Health forms and immunizations records must be provided. Immunizations must be kept current. The law provides that day care providers are not allowed to give any type of medication to children without written instruction signed by the parent.

Discipline

- Behavior and discipline guidelines are established so that the children know what is expected of them to ensure consistency of treatment.

Meals

- Infant formula/food shall be provided by the parents. Provider will provide breakfast, lunch and snacks

Holidays (MLK Day - Independence Day - Labor Day - Thanksgiving –Day after Thanksgiving Christmas Day – Day after Christmas - New Years - Memorial Day)

- The child care program will be closed on the following days each year:
- The client do have to pay for holidays listed above.

Care will not be provided, but payment is due, on the following holidays when they occur on a day the child(ren) is/are regularly scheduled for care:

Provider Sick/Personal Days

- The client will pay for the sick / personal days taken by the provider.
- The client is responsible for arranging backup care for the provider's sick / personal days.
- The provider may take up to 5 days each calendar year as paid professional development days.

Early Drop-off and Late Pickup Fees

- The client will pay an additional fee of \$1 per minute if the child is dropped off earlier or picked up later than the time stipulated in this contract.
- All fees for early drop-off and late pickup are due at the end of that day of care.

Allowance

- The client will be allowed to pick up the child later than the scheduled time 5 times per year. After that, there will be a fee of \$2 per minute when the child is picked up late.

Provider Vacations

- The provider will take 1 week of vacation per calendar year.
- The client will pay the regular fee for the provider's vacation days.

Client Vacations

- The client may take up to 5 days unpaid vacation days from the program. If proper notice is given of 2 weeks. **After the 5day there will be a charge of \$50 each week to secure spot.**
- The client may not carry over vacation time from one child care year to another.

Child Sick Days and Absences

- The client must notify the provider before the scheduled starting time whenever a child will not be coming to care due to illness or any other reason. If the client does not provide advance notice, the client will pay for the missed day(s) of care, regardless of any other terms in this contract. Failure to comply with the program's illness policies may result in the termination of this contract.

Child Sick Days and Absences

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Rest Time

- Each child will be expected to take a rest period during the day. Mats will be provided for rest time. Parents are responsible for providing a pillow, blanket etc. which should be label with child's name, for infants please no pillows. I will wash the bedding each week for the child. Parents must also provide diapers.

Supplies

- Please bring a complete change of clothes for you child/children. This includes clothes to accommodates different types of weather. Kindly label all your child(ren) clothes, dress your child in easy to remove play clothes. This make diapering and potty training easier for you child(ren) and for me. This does relate, of course to the older children who are able to deal with buttons and zippers, etc. themselves.

Communication

(The exchange of thoughts, messages, or information)

- Communication is the key to my success as a child care provider, and to the well be of your child(ren). If there is ANYTHING that your concerned about, please let me know. If there are any changes in the child's home life, it may be necessary to mention them so that I can understand any behavioral changes which may take place.

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Address: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Employer Name: _____

Employer Address: _____

Email Address: _____

Father/Guardian Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Employer Name: _____

Employer Address: _____

Email Address: _____

Child Name: _____ Date of Birth _____

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Method of Contract: Full Time () Part Time () Per Day ()

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Phone: 301.926.1401 Cell Phone: 301.442.8248

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Provider: _____

Contract Date: _____

Provider Copy

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Monday-Friday at \$175.00 wk

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Monday-Friday at \$137.50 wk

Before/After Care

Children between the ages of 4 years and up

Monday-Friday at \$112.50 wk

Monday-Friday at \$87.50 wk

Before Care Only

Monday-Friday at \$70.00 wk

After Care Only

Monday-Friday at \$80.00 wk

Monday-Friday at \$10.00 per hour

Saturday Care at \$12.00 per hour

3 Days per week

Infants-2yrs at \$100.00 wk

3yrs-4yrs at \$95.50 wk

5yrs-up at \$80.00 wk

Before Care at \$65.00 wk

After Care at \$70.00 wk

Program Option & Fees

I will like to enroll my child in the following:

Infants

Children between the ages of 6 weeks – 2 years of age.

- Monday-Friday at \$175.00 a week
- Monday-Friday at \$162.50 a week

Early Preschool

Children between the ages of 3 years – 4 years

- Monday-Friday at \$137.50 a week

Before/After Care/Summer Rate

Children between the ages of 4 years and up

- Summer Rate/Monday-Friday at \$112.50 a week
- Monday-Friday at \$87.50 a week

Before Care Only

- Monday-Friday at \$70.00 a week

After Care Only

- Monday-Friday at \$80.00 a week

Drop In Monday-Friday at \$10.00 per hour

Saturday Care at \$12.00 per hour

3 Days per week

- Infants-2yrs at \$100.00 per week
- 3yrs-4yrs at \$95.00 per week
- 5yrs-up at \$80.00 per week
- Before Care at 65.00 per week
- After Care at \$70.00 per week

Regular Hours of Care

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Stack ABC's Family Home Day Care Parent – Provider Contract

Child's Name _____

HOW TO APPLY: To reserve your child's spot, a one-time only per family Registration Fee of \$15 and 1st week tuition is needed for each child along with a completed and signed Enrollment Form. You will then receive a packet of paperwork. Each child must have a file of completed paperwork before beginning care.

PAYMENT POLICIES: Payments may be made by Cash, Check. All payments are due by the 1st of each month prior to the month of service. Tuition that has not been paid by the first day of the month of service will jeopardize the enrollment status of your child.

Contractual Agreement

I understand the tuition obligation and wish to enroll my child/children for the 2011-2012 School Year with Stack ABC. In addition, I shall be responsible for any attorney or collection fees required to collect unpaid tuition and/or any other outstanding charges. • I agree to escort my child/children into the home in the morning and sign him/her in at the designated location, and then sign him/her out again when he/she is picked up in the evening.

By signing this agreement I understand that:

- A labeled daily supply of personal care items (i.e. diapers, cleansing wipes, medications, and complete change of clothes) need to be brought.
- Every morning, I need to sign my child into the daycare and sign him/her out again in the afternoon.
- I agree to treat Stack ABC as well as all children in the daycare, with respect and consideration and to follow all Stack ABC rules and policies.

Parent Signature

Print Name

Date