

# Discovery Learning Center

612 Park View Drive Eldridge, Iowa 52748  
563-285-7212

## Child Care Contract

The following document will be defined by the terms agreed upon by both Discovery Learning Center and the Parents/Guardians.

**If any of the provided info changes please let the center know as soon as possible.**

Child Care will be provided for \_\_\_\_\_ Nickname \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child Care will be provided for \_\_\_\_\_ Nickname \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child Care will be provided for \_\_\_\_\_ Nickname \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Child Care will be provided for \_\_\_\_\_ Nickname \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Home Address \_\_\_\_\_

The parents/guardians are living: Together \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widow \_\_\_\_\_

Custodial Parent/ Legal Guardian #1 \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Work Place \_\_\_\_\_ Work Number \_\_\_\_\_

Custodial Parent/ Legal Guardian #1 \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Work Place \_\_\_\_\_ Work Number \_\_\_\_\_

If the child is in Foster Care:

Name of Social Worker \_\_\_\_\_ Phone Number \_\_\_\_\_

Provider Agency \_\_\_\_\_ Phone Number \_\_\_\_\_

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## Days & hours care will be needed:

<u>Day</u>	<u>Drop off Time</u>	<u>Pick up time</u>
<u>Monday</u>		
<u>Tuesday</u>		
<u>Wednesday</u>		
<u>Thursday</u>		
<u>Friday</u>		

\*\* Children cannot be left at the Center for more than 10 hours per day unless authorized in advance by the Director.

## HOLIDAYS

**Discovery Learning Center will be closed on the following days:**






New Year's Day, Memorial Day, Independence Day, Labor Day,  
Thanksgiving day & the day after Thanksgiving, Christmas Eve & Christmas Day.

## MANDATORY REPORTING

**AS A LICENCED CHILD CARE CENTER WE ARE REQUIRED BY LAW TO REPORT ANY SUSPECTED CHILD ABUSE.** The people who care for your child have a special status under the law. They're mandatory reporters. They don't really report "child abuse". What they must report is their suspicion that someone may have purposely hurt your child. They have no choice under the law. Trained investigators decide whether or not abuse actually took place. All children get bumps, bruises and scrapes as a part of growing up. It is important however that parent tell your child's teacher/caregiver about any unusual injuries or conditions.

## HEALTH CARE POLICY

In order to ensure a healthy environment for all children, please keep your child at home if they are exhibiting any of the following symptoms:

-  Fever of **101 degrees Celsius or above (orally)**
-  Vomiting
-  Uncontrollable Diarrhea
-  Any contagious disease, rash, sores, infections
-  Any illness listed on the "Healthy Child Care Iowa, Common Child Care Illnesses and Exclusion Criteria"

If a child becomes ill while at the center a parent will be notified to promptly pick up the child. The Parent/Guardian or authorized person has one-hour to pick up the child. After one-hour a late fee of \$1.00 per minuet will charged to the Parent/Guardian account.

Parent/Guardian is responsible for reimbursement to Discovery Learning Center for any damages the child causes while at the center.

The center is required by law to keep Immunization Records for all enrolled children.

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## MEALS

Two nutritious meals and two nutritious snacks will be provided daily. PLEASE DO NOT SEND CANDY, CAKE OR POP to the center unless authorized by the management.

For infants please bring Bottles with Formula or bottles with water and premeasured formula. All bottles need to be labeled with child's first and last name.

**Please Provide For Each Child** – you may choose to leave supplies at the center or bring them daily

-  Two full sets of clothes (all ages)
-  Diapers/Pull-ups and Wipes

## ABSENCES

If your child will be absent PLEASE CALL the center one-hour before their schedule time.

In an effort to provide care for your child we need to have sufficient staff to cover the hours your child is in attendance. Meals and snacks are also planned around your child's scheduled attendance. Please make sure that you are letting us know when your child will be absent from their scheduled day and time.

A two-week notice must be given to Discovery Learning Center by parent/guardian if child care will no longer be needed.

Discovery Learning Center will also give a two-week notice if care will no longer be given.

**\*\*\*PLEASE NOTE\*\*\*** If your child will be absent you are still required to pay for that day. Payment is based on contract hours, NOT ATTENDANCE HOURS.

If your child is picked up late there will be a late fee of \$1.00 per minute charged to your account.

## FEES

If your child is absent or a no show on their scheduled day, you will be charged the full attendance fee for that day. If you receive childcare assistance, you will be responsible for paying the uncovered absent days.

Your weekly fee will be \$ \_\_\_\_\_

**ALL PAYMENTS ARE DUE IN FULL MONDAY BY 5:30 pm**  
(late fee will be charged after Monday)

**By signing I acknowledge and agree to comply with all terms specified in the Parent Handbook and in this contract.**

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

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Date