



PARENT HANDBOOK

Where children are treated like family



WELCOME LETTER



Dear Family,

Welcome to Golden Child Daycare! We are truly honored that you have chosen us to be part of your child's early years. Our goal is to provide a safe, nurturing, and supportive environment where every child is treated like family and encouraged to grow, learn, and thrive.

At Golden Child Daycare, we proudly serve children ages 3 months to 13 years old in a warm in-home setting. We understand that every family is unique, which is why we offer flexible scheduling, overnight care, transportation services, and accept both private pay and subsidy. In addition, our program is connected to a non-profit support initiative that helps enrolled families with resources such as food assistance, help with bills, and other essential needs.

This Parent Handbook is designed to provide important information about our policies, procedures, and daily routines. Please take time to review it carefully, and feel free to reach out with any questions or concerns. We value your trust and look forward to building a strong, supportive relationship with your family.

Thank you for allowing us to care for your child. We are excited to begin this journey of love, learning, and growth together.

MISSION

Our mission is to deliver high-quality, developmentally appropriate childcare in a secure and supportive environment that promotes learning, independence, and positive social development for children and peace of mind for families.

GOLDEN CHILD DAYCARE



HOURS OF OPERATION

Golden Child Daycare is available 24 hours a day, 7 days a week.
Regular drop-off and pick-up hours are 6:00 AM – 10:00 PM, with
overnight care available upon request.

Morning : 8AM-2PM

Afterschool: 3PM-5PM

Afternoon: 5:30PM-10PM

Overnight: 11PM-7AM

We are closed for certain holidays and vacation days.

There may be early closings on specific days with notice. In the unlikely event that I am
too ill to care for your child and have no other staff available, I will notify you by 5:00
AM to not bring your child. There may be early closings on specific days with notice.

FULL-TIME VERSUS PART-TIME HOURS

Full-time childcare: 5 or more hours per day. 25 hours per week or more

Part-time childcare: Less than 5 hours per day. 25 hours or less per week.

RATES

Full-Time:

0-12 months \$280/week

13-24 months \$260/week

25-36 months \$250/week

37 months-child enters kindergarten \$205/week

Kindergarten up to 13th birthday (summer only) \$190

Part-Time:

0-12 months \$245/week

13-24 months \$225/week

25-36 months \$210/week

37 months-child enters kindergarten \$200/week

Kindergarten up to 13th birthday (school year) \$180/week

GOLDEN CHILD DAYCARE

ADMISSION AND REGISTRATION PROCEDURES

All admission and enrollment forms must be completed, and enrollment and tuition fees paid, at least # one week before your child's first day of attendance.

Upon enrollment at our daycare, a **non-refundable** registration fee of \$40 is required to secure your child's placement. This fee covers administrative costs associated with the enrollment process and ensures that your child's space is reserved. The registration fee is due at the time of enrollment and is separate from any tuition or other fees. Please note that this fee is non-refundable, regardless of the duration of your child's enrollment at the daycare.

Based on the availability and openings, our program serves children from birth to 13 years of age. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate based on special needs as long as a safe, supportive environment can be provided. If your child has an identified special need, we will require additional forms to meet their needs and communicate with the family to create an individual care plan.

At our daycare, the health and safety of all children in our care are of paramount importance. We recognize the importance of immunizations in protecting the well-being of our community. Therefore, we have implemented the following policy regarding non-immunized children:

We will only accept children who have been fully immunized following the recommended immunization schedule unless they have a valid medical or religious exemption. Children who are not immunized will need to provide proper exemption paperwork, as required by state regulations, which will be kept in their files.

An interview and tour of my home will be completed before your child is accepted into care. If, after the interview and tour, we feel that my home will be a good fit for your child, you will need to provide the following information before or on your child's first day of care:

- Child Enrollment Agreement
- Permission forms and Emergency Medical Authorization (if separate from enrollment packet)
- Child Health Report
- Schedule Agreement
- Emergency contact/consent form
- Physician signed health evaluation
- Child Introduction Form
- Signed policies and procedures

Children will be picked up/dropped off at our front door.

PARENT HANDBOOK AND POLICIES

DROP-OFF AND PICK-UP

General Procedure -

For safety and convenience, all check-ins and check-outs are completed through our secure online childcare app.

- Parents/guardians must log in to the app to sign children in and out.
- Only authorized individuals listed on the child's profile may pick up your child.
- If someone other than the authorized contacts will be picking up your child, please update the app or notify staff in advance.
- The app provides real-time updates and notifications so you always know when your child arrives or leaves.
- Please ensure your device is updated and the app notifications are turned on for smooth communication.

This communicates safety, clarity, and professionalism, while showing parents that you are using modern technology.

EARLY ARRIVAL & LATE PICK-UP FEES

Early arrival will not be allowed unless discussed. If the child(ren) arrives early, they **must** wait outside with a parent/legal guardian until open time, so please plan accordingly.

Dropping off your child and leaving before your contracted hours will result in overtime fees. Overtime will be considered as a drop-off before 6 AM. This will result in a fee of \$30 that will be added to your invoice.

If late pickup becomes a consistent habit, then termination may be a result if not corrected. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$25 will be assessed and will be due upon arrival or invoiced.

PARENTS UNDER THE INFLUENCE OF DRUGS/ALCOHOL

If you or any other person arrives to pick up your child and appears to be under the influence of drugs or alcohol, I will encourage you to let me call someone to come assist you. If you leave with your child, I will need to call this concern to the police and Child Protective Services, as I am a mandated reporter.



PARENT HANDBOOK AND POLICIES

AUTHORIZATION OF PARENTS OR OTHER DESIGNEES TO PICK UP CHILDREN AND HOW I RESPOND TO UNAUTHORIZED INDIVIDUALS PICKING UP YOUR CHILD

Your child will only be released to you or those persons you have listed as Emergency and Authorized Pick-up Contacts. If you want a person, who is not identified as an Emergency and Authorized pick-up contact to pick up your child, you must notify us **in advance, in writing**. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification.

If you have an emergency and need someone not listed on the enrollment form to pick up your child, you will need to call and give verbal authorization. That person will need to show their ID. Please notify your pick-up person of our policy. If your child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick-up Contacts. We will stay with your child as long as possible, but after 2 hour, 911 will be called.

WITHDRAWALS

A written notice, 2 weeks in advance, is required by us when a child is being withdrawn. The last 2 weeks of payment are due when notice is given. Failure to notify will result in additional fees. We will, in most cases, also give a 2-week notice of termination.

If a child is withdrawn without 2 weeks written notice, a full 2-week tuition fee will be applied. 100% of the child's daily tuition is due for those 2 weeks when the notice is given. Families who withdraw and later re-enroll will be charged a re-enrollment fee.



PARENT HANDBOOK AND POLICIES

PAYMENT

We require payment every week on Friday at the time of pickup for the upcoming week's/month's tuition. Payments are due in advance for the upcoming week/month and should be made no later than the specified due date.

We accept the following payment methods:

- Cash
- Checks
- Zelle

Please note that all payments must be made in full and on time to ensure the continuous provision of daycare services for your child. Late payments will incur additional fees as outlined in the daycare pricing section. In addition to acquiring late fees, I am unable to provide care until your invoice is paid in full.

We appreciate your cooperation in adhering to our payment policy as it allows us to maintain high-quality care and services for all the children in our care. Thank you for your understanding and support.

LATE PAYMENT CHARGES

Late payments can pose serious problems for our program. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day it is due, a late fee of \$40 will be added for each day that it is late. Late payment will be set and accrued on the parent file. If your account has not been paid in full within 10 business days, your child may be discharged from our program.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court, and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions, including all court and attorney fees.

RETURNED CHECKS & REJECTED TRANSACTION CHARGES

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.



PARENT HANDBOOK AND POLICIES

WHAT TO SEND FOR YOUR CHILD

- **Infants:** Enough clean bottles for a day's use, at least 6-8 diapers per day, wipes, and at least two changes of clothes and socks per day.
- **Toddlers:** Enough clean bottles for a day's use (if applicable), six diapers, wipes, and at least 2 changes of clothes and socks per day.
- **Older Toddlers:** At least 3 changes of clothes and socks, or more per day. If going through the toilet training program, extra underwear, pull-up training pants, and plastic protective underpants.
- **Preschoolers:** At least one change of clothes, socks, and shoes.
- **Kindergartners:** At least one change of clothes, socks, and shoes.
- **After School Care Children:** Books for homework.
- **Weather-appropriate shoes:** Snow boots, closed-toe shoes, etc. We are required to play outdoors daily.

Please label all items brought from home with your child's name: i.e., clothes, bottles, diapers, pacifiers, crib sheets, blankets, etc. to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

If it becomes necessary for me to provide your child with diapers, wipes, etc. there will be a \$5 charge a day.



PARENT HANDBOOK AND POLICIES

MEDIA USE

Television Time: We watch age-appropriate educational videos. Television consumption will not be longer than 30 minutes and the program will be screened before showing. Programs will consist of non-violent and high-quality educational material. My focus is to provide your child with a positive experience with an increased understanding of the world. Alternative activities are available for children during television time. Under 24 months old only 30 mins per day. 24 months and older 60 mins per day.

Electronic Media: We often use videos from YouTube that are previewed and used for educational purposes only. We have a closed private group page on Facebook/IG for the sole purpose of sharing pictures, events, and ideas. A signed permission is required from you for us to include you and your child. Please note that after your child leaves our program, their photos may remain on the said group page. All information is kept private on the page and will not be used in any other matter, sold, or redistributed in any way.

MEALS AND MEALTIME

Nutrition: Meals and snacks will be provided based on the guidelines from the federal food program. Breakfast is provided until 9:15 am only. Children arriving after 9:15 am should be fed prior to arrival. Nutritious snacks are offered in the morning and the afternoon. Lunch is at 12:00 pm and afternoon snack is at 3:30 pm. Dinner is served at 6:00 pm. A weekly menu will be posted in the arrival area for your review. Please let me know if there is something on the menu that your child does not like or is allergic to so provisions can be made.

Special Diets: Parents are responsible for meals, drinks, and/or snacks for children on special diets. This includes milk replacements and substitutes. All special diets need to be verified with a signed doctor's note if they include major food allergens.

Infant Food: Parents of infants are responsible for providing Golden Child Daycare with a list of foods already introduced and formulas being used. Parents are also responsible for providing formula, infant cereal, and baby food for their infant.

Junk Food: With the exception of birthdays and special occasions, junk food will not be served.

Seasonal Veggies and Fruits: We will be offering the children different produce, including local fruits and vegetables.

PARENT HANDBOOK AND POLICIES

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program. We currently utilize the action plan:

1. Observation of behavior-Redirection, discussion, conscious discipline, positive social behavior activities, ASQ screening, and continued documentation.
2. Conversation with family on behavior, continued documentation and observations.
3. Written action plan for desired behavior may include specialist intervention. We have several specialists in our community that contract with our county to support the process, or private Behavioral Health Consultant.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. We make every effort to work with the family and comprehensive services. We are happy to provide contact information if needed. Examples of such instances include: (**Expulsion Policy**)

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on my resources and finances for the child's accommodations for success and participation.

It is important for all children to understand the value of respecting personal property. In the event that a child damages personal property belonging to the daycare, another child, or a staff member, the following policy will be implemented:

1. Notification: The parents or guardians of the child responsible for the damage will be notified immediately. The daycare staff will provide a detailed account of the incident and the extent of the damage.

2. Liability: The parents or guardians of the child will be held liable for the cost of repairing or replacing the damaged property if the damage is greater than \$#.## and if the damage is reoccurring. The daycare will provide an itemized list of the damages and associated costs.

3. Resolution: The parents or guardians of the child will be required to reimburse the daycare for the full cost of the damaged property within [specify timeframe, e.g., 7 days]. The daycare will provide a receipt for the reimbursement.

(continued on the next page)

PARENT HANDBOOK AND POLICIES

4. Follow-up: The daycare staff will work with the parents or guardians to address any underlying issues that may have contributed to the incident. This may involve discussing behavioral expectations with the child and implementing strategies to prevent similar incidents in the future.

5. Repeat Offenses: In the event of repeat offenses, the daycare reserves the right to take further action, including suspension or termination of the child's enrollment in the program.

By enrolling your child in our daycare, you acknowledge and agree to adhere to this policy. We believe that open communication and cooperation between the daycare and parents are essential in addressing and resolving such incidents.

Golden Child Daycare reserves the right to update and modify this policy as necessary.

REST TIME AND EQUIPMENT

Infants sleep according to their own schedule and are put to sleep on their back in an approved crib/pack and play using safe sleep practices. If an infant falls asleep in any other place than a crib, they will be moved immediately to sleep on their back in a crib. Pacifiers are encouraged and may be offered. If you **DO** or **DO NOT** want your child to have a pacifier you must initial and acknowledge that pacifier safety will be required, this will be in the enrollment form. Also, swaddling is not allowed for children under 12 months without a note from the Doctor and we have a health plan in place. Instead, safe sleep sacks are used, and we provide them. After lunch, all children participate in quiet rest time.

Children are not required to sleep and may be given quiet activities. I provide sleep mats/cots, blankets, sheets, and pillows, which will be kept in separate cubbies. If a child brings a blanket from home, it must be cleaned and sent home weekly for washing unless soiled and must fit in our cubbies. Children are placed 3ft or more apart on the floor. It is a long day for children who attend childcare. After 30 mins if the child is not sleeping, alternative activities will be offered. I currently have video surveillance in my home. Children will all be sleeping in the living room, 3ft apart, on separate cribs/cots.



PARENT HANDBOOK AND POLICIES

ILLNESS

We understand that it is difficult for a family member to leave or miss work, but to protect other children and staff, you may not bring a sick child to our program. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the symptoms listed below. This is not an all-inclusive list.

I will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. A child may require a doctor's note to return to childcare. You will be given ONE hour to pick up your child or may face termination. Please also refer to the attached flier, "How sick is too sick". The child has to be symptom-free **WITHOUT** medicine for 24 hours in most cases. We may also close if my/your children have these symptoms or illnesses, in this case, you will need backup care.

- Illness that prevents your child from participating in activities.
- Illness that results in a greater need for care than I can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Covid-19 and variants. Will have to follow current CDC and MCPH guidelines at the time.
- Hand, Foot, and Mouth. May not return until fever-free 24 hours, sores are scabbed and are old enough to not mouth toys or drool
- RSV may return with a doctor's note and be symptom-free for 24 hours.

PARENT HANDBOOK AND POLICIES

- Non-prescription medications require a note signed by the child's physician. Non-prescription medication will not be administered for more than 3 days unless a written order by the physician is received.
- Non-prescription topical ointments (e.g., diaper cream) require a note signed by the Family/Doctor, specifying the frequency and dosage to be administered.
- All emergency medication will be not locked up, but safely accessible to staff and out of the reach of children. Examples of emergency medication: EpiPen, rescue inhalers, etc. (cont. on next page)

We will discuss during the interview before enrollment if I'm/we're capable and able to be trained to provide adequate care for your child requiring medications. I am/we are only able to administer medications once you and your health care provider complete the required authorization forms and health care plan information. The medication will need to be in the original container, with a current prescription, and given directly to me. It will be stored and inaccessible to children. If your child requires an inhaler or an Epi-pen, I/we require one to be left at my home.

COMMUNICABLE DISEASES

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or the Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- COVID-19
- Any cluster/outbreak of illness

If you or your child have been diagnosed with illnesses such as COVID, Hand Foot and Mouth, Influenza, E-Coli or any other reportable diseases, please inform me so I can disinfect and sanitize the toys and common areas to prevent any further spread.

PARENT HANDBOOK AND POLICIES

SECONDHAND SMOKE

Children will never be exposed to secondhand smoke in the home or car. If visitors to my home smoke, they will not be allowed to smoke in the home or play yard and must have a CLEAN smock to put on before interacting with the children. They must also wash their hands.

The poisons in secondhand smoke are especially harmful to infant's and young children's developing bodies, therefore the indoor program environment and vehicles used by my program are non-smoking areas at all times. The use of tobacco in any form is prohibited on my program's premises.

PROHIBITED SUBSTANCES

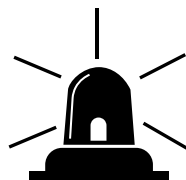
Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of alcohol, or drugs/any substance is required to leave the premises immediately. If you drive with your child while intoxicated, please note we will call 911. I am a mandated reporter and your child's safety is my main priority.

EMERGENCY RESPONSE PROCEDURES

DISASTER/EMERGENCY PLAN FOR EVACUATION

Fire/Tornado/Earthquakes/Flood/High Winds/Hail/Blizzards/Power Outages/Gas Leaks: Adequate supplies are kept in case of an emergency. We will practice lockdowns, active shooter, and shelter-in-place drills quarterly, as well as tornado drills. If severe storm warnings and/ or tornado warnings are issued, we will proceed to the most central part of the home and take cover. We will stay at the childcare home unless instructed by emergency personnel to evacuate the home. Parents will be notified if an evacuation needs to take place. Children and providers will proceed to the Sunoco Gas Station at 7434 Ogontz St Philadelphia 19138. At that time, reunification with your children will occur; I will call or message you when we are safe and out of harm's way.

If a gas leak should occur, we will call EMS to evacuate the home and go to our emergency evacuation location. During all emergencies, children will be kept calm and instructed in an adult manner about what is happening. Parents will be contacted as soon as possible to begin reunification. The emergency numbers that are kept on location will be picked up and taken with the provider if evacuation needs to take place. We are registered on the County emergency call list, to be notified immediately.



PARENT HANDBOOK AND POLICIES

Fire Safety/Radon Testing/Carbon Monoxide Monitor: We conduct fire drills monthly. All children and staff are required to perform monthly fire drills. The children will be taught to evacuate immediately proceed to the end of the sidewalk and wait there. We will practice our stop, drop, and roll techniques along with crawling on our bellies to the exits. Our home is fully equipped, on all levels, with a 2A-10-BC fire extinguisher, 2 carbon monoxide detectors, and multiple smoke detectors. Our evacuation plan, shelter-in-place, active shooter, and lockdown plans are reviewed with the children every quarter.

LOST OR MISSING CHILD

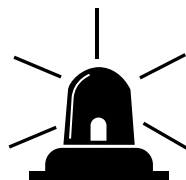
In the unlikely event that a child becomes lost or separated from the group during an outing or field trip, or leaves the premises, and is not located within [10] minutes, the police, family, and licensing, will be notified in this order.

EMERGENCY TRANSPORTATION

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives. Your child will be escorted to St. Christopher Hospital for care.

Suppose we have an emergency that causes evacuation, and you arrive at the home and no one is there due to an emergency. In that case, we will be at the Sunoco Gas Station at 7434 Ogontz St Philadelphia PA 19138.

For emergencies that require that we take shelter in the home, there is an emergency preparedness kit in the basement that contains food, water, flashlights, and activities. I will make every attempt to text/ call you when I have children in a safe location and have the ability to do so. Your children are my priority. If I have children in my care who have special needs or require accommodations, we will sit down during your Pre-Admission Interview to discuss the best way to handle emergencies. I understand all situations are different and not every plan is “one size fits all.”



PARENT HANDBOOK AND POLICIES

EMPLOYEE CODE OF CONDUCT

At our daycare, we are committed to providing a nurturing and supportive environment for your child. We hold our staff to the highest standards of professionalism, care, and communication. As parents, you can expect the following from our staff:

- 1. Professionalism:** Our staff will conduct themselves with professionalism at all times, treating both children and parents with respect, courtesy, and kindness.
- 2. Open Communication:** We encourage open and transparent communication with parents. Our staff will provide regular updates on your child's progress, well-being, and any significant developments at the daycare.
- 3. Safety and Well-being:** The safety and well-being of your child are our top priorities. Our staff will maintain a safe and secure environment, adhere to all health and safety protocols, and promptly address any concerns regarding your child's welfare.
- 4. Collaboration:** We value the partnership between parents and staff. Our team will work collaboratively with you to support your child's development, address any specific needs or concerns, and foster a positive and inclusive daycare community.
- 5. Respect for Privacy:** Our staff will respect the privacy and confidentiality of your family and will not disclose any personal information without your consent.

We strive to provide the highest quality of care and education for your child, and we appreciate your trust in our staff. If you have any questions or require further information, please do not hesitate to reach out to our team.

If you have any questions or concerns regarding daycare conduct, please feel free to reach out to the Regional Office at 215-400-4270. Parents can also visit the office in person at 440 N Broad St Philadelphia PA 19130.

PARENT HANDBOOK AND POLICIES

PARENT CODE OF CONDUCT

At our daycare, we believe that a positive partnership between parents and staff is crucial for the well-being and development of the children in our care. We expect all parents and guardians to adhere to the following guidelines when interacting with our daycare staff and other families:

1. Respectful Communication:

- **Parents are expected to communicate with daycare staff respectfully and courteously, whether in person, over the phone, or through written correspondence.**
- **Constructive and open communication is encouraged to foster a supportive and collaborative relationship between parents and staff**

2. Compliance with Policies:

- **Parents are required to familiarize themselves with and adhere to all daycare policies and procedures, including drop-off and pick-up protocols, health and safety guidelines, and any specific rules related to their child's care and activities.**
- **Understanding and complying with these policies contributes to the overall safety and well-being of the children and the smooth operation of the daycare.**

3. Confidentiality and Privacy:

- **Parents are expected to respect the privacy and confidentiality of other families and children at the daycare. This includes refraining from discussing personal information or concerns about other families or children in public areas or on social media platforms.**

4. Positive Engagement:

- **Parents are encouraged to engage positively with their child's experiences at the daycare and to participate in activities and events when possible. This involvement contributes to a sense of community and support for the children's learning and development.**

5. Conflict Resolution:

- **In the event of any concerns or conflicts, parents are encouraged to address them directly with the daycare director or supervisor calmly and respectfully. Open and constructive dialogue is essential for resolving issues effectively.**

PARENT HANDBOOK ACKNOWLEDGMENT

Please sign this acknowledgment and return it to us before enrollment.

We, _____ and _____ have read and understand all policies and guidelines of Golden Child Daycare.

We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against Golden Child Daycare will be made in writing and will be followed up promptly.

We also understand that any breach of policies may be grounds to terminate childcare. A two-week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

Thank you for acknowledging the policies and procedures we have set up for the safety and welfare of all children in my care. We look forward to getting to know you and your family.

I have received and reviewed the Parent Handbook. It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask questions if I do not understand any policies, procedures or information contained in the Parent Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Provider's Signature