

Little Pony Employee Daycare

Welcome to Little Pony Daycare. The Havre Public School District is excited to offer this opportunity to all employees and staff. We are happy to have you and your child be a part of the Havre Public Schools Employee Daycare. The following contract will cover all rules, expectations, and regulations to be followed at Little Pony Daycare. By signing and agreeing to the following contract, you the parent, and we the providers, will have a relationship built on respect and understanding. If at any time you have a question, please feel free to call the day care director, Rose Griggs, at 395-6842 or via email at Daycare@blueponyk12.com. After you have read and completed the contract, please return it to the daycare and we will go over and sign it together. Please note all regulations apply to every family, including state assisted families.

Parent and Child Information

Mother's Name: Last _____, First _____

Phone # _____ School/Building _____

Father's Name: Last _____, First _____

Phone # _____ School/Building _____

Child's Name: Last _____, First _____

Child's DOB: Day ____ Month ____ Year ____

List any/all allergies _____

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List any/all allergies _____

Child's DOB: Day ____ Month ____ Year ____

List any/all allergies _____

Name of Employee responsible for Payroll Deduction: _____

Contract Agreement Signatures

I / we the parents/guardians agree to the provided Little Pony Daycare Contract:

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Daycare Director Signature _____ Date: _____

Authorized Family Pick-Up List

- Please list the names of any family members or friends who are allowed to pick-up your child/children.

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Name _____ Relationship to Child _____

Special Notes or Information

- Please feel free to list any special information about your child or children which may assist the Daycare Staff.
- All information is confidential between Daycare Provider and Parents/Guardians.

Little Pony Daycare Operating Hours

- Daycare will be open from **7:15 AM to 4:30 PM**.
- Children are not to be dropped off more than 10 minutes before scheduled time.
- Children are to be picked up within 10 minutes of scheduled pick up time.
- If you will be late to pick up or drop off, please call the daycare at: **(406) 395-6842**
- If your child will be absent, for any reason, please call the daycare as soon as possible.
- Your child can have up to 5 sick and 3 personal day per year, where you will not be charged if your child is not at the daycare. If extenuating circumstances come up, please contact Rose Griggs immediately.

Daily Schedule and Activities*

**Schedule may be adjusted due to staffing or weather*

| | | | |
|--------------|---------------------|----------------------------|---------------------------|
| 7:15 – 8:15 | Welcome & Breakfast | 11:00-11:30 | Lunch |
| 8:15-9:00 | Play Time | 11:30-11:45 | Clean up lunch |
| 9:00 - 9:30 | Circle Time | 12:20 -2:20 | Nap Time |
| 9:30– 9:45 | A.M. Snack | 2:20 – 3:00 | Story Time |
| 9:45 - 10:15 | Table Time | 3:00 - 3:20 | P.M. Snack |
| 10:15-10:45 | Exercise | 3:20 - 3:45 3:45 - 4:00 | Arts & Crafts Clean up |
| 10:45- 11:00 | Outside | 3:45 - 4:15 | Outside Time & Pickup |

Day Care Rates

- Children (ages 3-12) have a daily rate of \$33.00. Infant daily rate is \$35.00 (*Based on 9-hour day*)
 - Children that are actively toilet training after the age of 2 will not be charged the infant rate.
- Daily rate is applied for 4.5 hours or more. Anything less than 4.5 hours is considered a half day rate of \$16.50 for children and \$17.50 for infants.
- Rate for families with multiple children.
 - 2nd child \$5 less. 3rd child \$2.50 less, 4th child \$1.50 less, 5 or more children is \$1.00 less
- A late fee will be added at the cost of \$1.00 per minute if your child is picked up past the time of closing: **4:30 p.m.**
- A \$50.00 deposit per child, will be required to hold a spot. This will be refunded fully if the child shows up. If the child does not show up, the deposit will **not be refunded**.

Sick Children

- If your child has a fever, or other illness, we ask you to keep your child home. Children cannot attend the daycare with a fever over 100 degrees. Children should have a temperature below 100 degrees without the aid of medication for 12-24 hours before attending the daycare.
- Your child should be free of fever and symptoms including diarrhea and vomiting for 24 hours before they can return to daycare.
- Please consider the health of other children as we do not want them to get sick.
- If your child becomes sick at daycare, we will call and ask you to pick up your child as soon as possible.

Medication

- A medication form must be completed by the parent or guardian with instructions for administering both prescription and non-prescription medications.
- Medication/s must be in original container.
- The child's full name, dosage, and date must be on the prescription.
- Provider will have authorization forms available.

Meals

- Students will take part in the HPS meal service program.
- Parents with infants will need to provide their own formula.
- Be sure to list and identify any allergies your child may have in the above section.
- We also ask that you not bring or drop your child off with food.
- If you want to bring a snack or treat for all the kids you are welcome to do so, but please check with daycare staff beforehand about allergies of other children.

Toys from Home

- Toys from home can cause problems.
- We ask that toys are only brought on Fridays or on the day designated by the Daycare director.

- Your child will be asked to take turns with the toy they bring, as sharing is an important quality.
- Please note Little Pony Daycare and HPS will not be responsible for lost or broken toys.

Continued Enrollment at Little Pony Daycare

- Your child's spot will be held for the next school year.
- If you choose to find an alternate day care provider we ask you notify the Daycare Director to open the spot for the following school year.
- If your child is moving onto Pre or Elementary School we ask that you notify the Daycare Staff to open a slot for the following year.

Expectations of Behavior

- When a child has continuous behavior problems a stressful environment is created for the children and providers.
- When the child's behavior becomes interrupting of other children's daily schedule it becomes a problem.
- At such a time steps will be taken to prevent and stop problems.
 1. Child will be given verbal behavior warning and parent will be notified at end of day.
 2. Child will be removed from activity and parent will be notified at end of day.
 3. Child will be given up to 3 written warnings and parent will be notified at time of 3rd Behavior incident.
 4. The daycare provider will call and have you pick up your child for the day.
 5. Ongoing and habitual behavior will result in suspension of the child.

Clothes and Diapers

- Please bring a change of clothes for your children, no matter what age.
- Parents must supply diapers and wipes for children.
- Daycare providers will notify you when your child is running low on diapers and wipes.

Nap Time

- Nap Time is a very important part of the day for everyone at daycare.
- All children will nap or rest at this time.
- If your child is not a napper they will lay down and relax for 20 minutes.
- At that time, they may get up and partake in a quiet activity.
- Each child has their own nap mat.
- If you wish you can bring a blanket for your child for use at nap time.

Pick Up

- Please list names of people permitted pickup your child on the signatures page above.
- If someone other than a parent will be picking up your child please let the daycare provider know before they arrive if they are not on the approved pick-up list.
- If their name is not listed and notification is not made the daycare staff will not let them in the door or take the child with them.

Scheduled Payment

- Payroll deduction is the preferred method of payment.
- Additional payment options will be available through the Business office on a case-by-case basis.
- If both parents/guardians are employees of HPS please identify which employee's pay will be deducted on the family information page above.

Transportation

- Transportation will not be provided by Havre Public Schools/Little Pony Daycare.

Daycare Groups

- Daycare children will be assigned to a daycare group by the Daycare Provider.
- The daycare may serve only one group in the event of staffing issues or emergency closure.
- Parents will be informed by the Daycare Provider if grouping is necessary.

Photos

- Pictures of the children may be taken occasionally for projects and activities.
- If you do not want your child's photo taken or do not release their picture to be placed in the local paper or on the school website please fill out the release waiver below.
- You are welcome to take pictures of your own child, but we ask that you do not take pictures of other children to post on social media sites. Thank you.

Signature on this line signifies that the parent/guardian does not want their child's image used to promote the Little Pony Employee Daycare, released to news agencies, or on the school website.

I do not want my child's picture taken or used _____.

Parent/Guardian Signature/Date

Signature on this line signifies that the parent/guardian grants permission for their child's image used to promote the Little Pony Employee Daycare, released to news agencies, or on the school website.

I grant permission for my child's picture to be taken and used.

_____.

Parent/Guardian Signature/Date

Little Pony Employee Daycare

Substitute Teacher/Paraprofessional Information

Welcome to Little Pony Daycare. The Havre Public School District is excited to offer this opportunity to all employees and staff. We are happy to have you and your child a part of the Havre Public Schools Employee Daycare.

Substitute teachers and substitute paraprofessionals will be allowed to use the Daycare according to the provisions outlined in the contract. Substitutes wishing to use the Daycare must complete an application and sign the contract. Daycare will be available on a first-come, first serve basis.

The contract covers all rules, expectations, and regulations to be followed at Little Pony Daycare. By signing and agreeing to the contract you, the parent, and we, the providers, will have a relationship built on respect and understanding. If at any time you have a question please feel free to call the Daycare coordinator, Rose Griggs, at 395-6842 or through email at Daycare@blueponyk12.com.

After you have read and completed the contract, please return it to the daycare and the Daycare coordinator will go over it with you. Please note all regulations apply to every family, including state assisted families.

Daycare Rates for substitute use of the daycare are as follows:

- Children age 3-12 daily rate of \$20.00. Infant daily rate of \$25.00
- Daily rate is applied at 4.5 hours or more. Half day rates for children are \$10.00 and infants are \$12.50.
- Rate for families with multiple children.
2nd child \$3.00 less. 3rd child \$2.50 less, 4th child \$2.00 less, 5 or more children are \$1.00 less
- A late fee of \$1.00 per minute will occur for any child who is picked up after **4:30 p.m.**