



**AZI LITTLE BLOSSOM FAMILY DAYCARE**

*Nurturing Tomorrow's Leaders Today*

**AZI LITTLE BLOSSOM FAMILY CHILDCARE CONTRACT /  
ENROLLMENT AGREEMENT**

**14301 BALD HILL COURT, BURTONSVILLE MD, 20866**



**The parents have agreed to enroll their child in Azi Little Blossom Family Childcare under Azeb Fiseha, who is bilingual in English and Amharic.**

Child's Name: \_\_\_\_\_ D.O.B.: \_\_-\_\_-\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian (1) Name: \_\_\_\_\_

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

Employer: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Work Phone # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_ Home/Cell Phone # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Parent/Guardian (2) Name \_\_\_\_\_

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

Employer: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Work Phone # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_ Home/Cell Phone # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Emergency Contact #1 \_\_\_\_\_ Phone number #1 \_\_\_\_\_

Emergency Contact #2 \_\_\_\_\_ Phone number #1 \_\_\_\_\_

**Parent/Guardian Initial: \_\_\_\_\_**

**Childcare Provider Initial: \_\_\_\_\_**

# Childcare Agreement



For the care of \_\_\_\_\_ Date of Birth: \_\_\_\_\_

The parents have agreed to enroll their child in Azi Little Blossom Family Childcare under Azeb Fischea, who is bilingual in English and Amharic.

The parents have submitted the following documents to the provider and consent to adhere to all associated rules and responsibilities. They acknowledge the necessity of keeping all information in this agreement current.

Documents submitted:

- Emergency Form
- Health Inventory (Maryland State Department of Education, Office of Childcare)

Days and Hours of Care: Monday to Friday, 7:00 am to 6:00 pm. Maximum 10 hours per day.

Basic Rates and Payment Policies: A two-week payment deposit is required upon registration. The deposit will be applied to the last two weeks of payment, or the termination notice period with proper notice.

Charge for childcare:

- Full-time for infant: \$300.00 per week
- Full-time for toddler: \$280.00 per week
- Part-time (regular schedule): \$100.00 per day for infant, \$80.00 per day for toddler
- Drop-in rate (if available): \$22.00 per hour

Discounts:

- Discount type: Sibling discount.
- Discount amount: 10% off for the older child.

Late Pick-up Fee: A late pick-up fee of \$16.00 will be charged for every 15 minutes beyond regular hours.

This fee does not guarantee after-hour services.

Payment Methods: Payment for childcare will be made via Cash, Check, Direct Deposit, or Zelle to the account specified below.

Parent/Guardian Initial: \_\_\_\_\_

Childcare Provider Initial: \_\_\_\_\_

## Welcome to Our Family Childcare Handbook

### Introduction

Welcome to our Family Childcare! We are thrilled to have your child as part of our community. This handbook is designed to provide important information about our policies, procedures, and what you can expect from us. Please take the time to read through it carefully. Our staff is always available to assist you with any questions or concerns.



### Mission Statement

Our mission at our daycare is to provide a safe, nurturing, and stimulating environment for children. We aim to support their social, emotional, and intellectual development through play-based learning and positive interactions.

### Our Program

- **Daily Schedule:** We follow a structured daily schedule that includes time for play, learning activities, meals, and rest.
- **Curriculum:** Our curriculum promotes learning through age-appropriate activities, including arts and crafts, Storytime, outdoor play, and more.
- **Special Activities:** We organize special events and activities throughout the year, such as holiday celebrations, and themed days.

### Enrollment

- **Registration:** Please complete our registration forms and provide the required documentation to enroll your child.
- **Trial Period:** We offer a trial period to ensure that our center is a good fit for your child and family. This trial period is only for two days.
- **Health and Immunizations:** All children must have up-to-date immunizations and health records.

## Daily Schedule for Home Daycare



- 7:00 am -8:30 am: Arrival/Free Play in Learning Areas **(Small Group and Individual Learning)**
- 8:30 am -9:00 am: Handwashing/Breakfast/Diapering and Toileting **(Transition)**
- 9:00 am -10:15 am: Circle Time and Story Time **(Whole Group)**
- 10:15 am -10:30 am: Snacks **(Whole Group)**
- 10:30 am -11:15 am: Activities in Learning Areas **(Small Group and One-on-one)**
- 11:15 am -11:45 am: Outdoor Activities **(Whole Group and One-on-One)**
- 11:45 am -12:00 pm: Handwashing **(Transition)**
- 12:00 pm -12:30 pm: Lunch Time/Conversation Time **(Whole Group)**
- 12:30 pm -12:45 pm: Handwashing/Toothbrushing/Diapering and Toileting **(Transition)**
- 12:45 pm - 2:30 pm: Nap Time/Cleaning up and Bathroom **(Transition)**
- 2:30 pm -3:00 pm: Snack Time and Conversation Time **(Whole Group).**
- 3:00 pm -4:00 pm: Outside Play/Art/Music **(Whole Group and One-on-One)**
- 4:00 pm -5:30 pm: Free Play in the Learning Area **(Small Group and Individual Learning)**
- 5:30 pm -6:00 pm: Clean Up/Free Time/Dismissal

This schedule is flexible to accommodate the needs of each child, including those with disabilities and special healthcare needs. Transitions between activities are supported by songs, games, and visual cues. Infants and young toddlers adhere to their individualized schedules for napping, diapering, and feeding.

## Holidays:



The provider will be closed in observance of the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and the day after, Christmas Day, as well as Ethiopian Christmas and Ethiopian Good Friday (dates may vary annually; parents will be informed in advance).

Please note that childcare services are unavailable during closures, and tuition fees remain unchanged regardless of scheduled or unscheduled closures. While our childcare program operates whenever possible, severe weather or unforeseen circumstances may necessitate partial or full closure. In such cases, parents are responsible for arranging alternative care for their child.

## Illness:

The provider cannot care for sick children. Parents are responsible for arranging alternative care if their child is unwell. Children showing signs of illness upon arrival will not be admitted for the day. If a child becomes ill or injured while in our care, parents will be promptly notified and must arrange to pick up the child as soon as possible. In case of an emergency requiring immediate medical attention, 911 will be called, and emergency consent forms will be used as needed.

## Medication:

The provider will administer medication only with written authorization from the child's doctor or parents. This authorization must include the parent's signature and date, as well as details of the medication dosage and timing. Before administering any medication, at least one dose must have been given at home. All medications must be clearly labeled with the child's name, the name of the medication, and the required dosage, and stored in their original container.

## Nutrition Meals:

- **Meals and Snacks:** We provide snacks and milk daily. Please inform us of any dietary restrictions or allergies your child may have. The parents will supply formula for infants and

breakfast/lunch for Toddlers.



### Screen Time Policy:

- In line with the American Academy of Pediatrics recommendations:
  - Children under two years old will have no screen time.
  - Children aged 2 and over will watch less than 30 minutes per week of screen time while in childcare.

### Discipline and Behavior Guidance Behavior

#### Management

- **Positive Reinforcement:** We encourage good behavior and social skills by recognizing and rewarding positive actions with praise or small rewards.

### Guidance and Discipline

At our childcare center, we believe in using gentle and age-appropriate techniques to support positive behavior. Our approach includes:

- **Setting Clear Expectations:** We communicate rules and guidelines in a way that is easy for children to understand.
- **Redirecting Attention:** When negative behaviors arise, we redirect children's focus to positive activities, helping them engage in constructive play.
- **Natural and Logical Consequences:** We use consequences that are related to the behavior, allowing children to learn from their actions in a supportive environment

Through these methods, we aim to help children understand their behavior and make positive choices while fostering a nurturing and respectful atmosphere.



## Health and Safety:

- Parents agree not to bring sick children to the childcare home. In case of illness or injury during care hours, parents will be promptly notified for child pickup. Safety protocols, including supervision and emergency procedures, are strictly followed to ensure the well-being of all children in care.

## Non-Discrimination and Inclusion:

Our childcare program is committed to creating an environment where every child feels welcomed, valued, and respected. We do not discriminate based on race, ethnicity, national origin, religion, gender, sexual orientation, disability, or any other characteristic.

Does the child have an IFSP/IEP? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Are you voluntarily willing to provide a copy? YES: \_\_\_\_\_ NO: \_\_\_\_\_

For instance:

- **Race and Ethnicity:** We celebrate cultural diversity by incorporating diverse traditions and stories into our curriculum, and we ensure that all children see themselves reflected in the materials and activities.
- **Gender and Sexual Orientation:** We use inclusive language and offer activities that do not reinforce gender stereotypes. We also support all family structures and ensure that all children feel accepted regardless of their family background.
- **Disability and Special Needs:** We provide necessary accommodations and modifications to ensure that children with disabilities or special needs can participate fully in all activities. For example, if a child uses a wheelchair, we ensure that our facilities are accessible and that they can engage in physical activities in ways that suit their abilities. If a child has sensory processing issues, we offer sensory-friendly spaces and tools to help them manage their environment effectively.
- **Healthcare Needs:** We are dedicated to accommodating the healthcare needs of all children. This includes:
- **Medication Administration:** If a child requires medication during childcare hours,





we work with parents to ensure proper documentation and administration. For example, if a child has asthma and needs an inhaler, we keep the inhaler we received from the parents accessible and train staff on how to use it properly.

- **Allergy Management:** We take allergies seriously and work with families to create an allergy management plan. For instance, if a child has a peanut allergy, we ensure that all meals and snacks are peanut-free and educate children about the importance of respecting dietary restrictions.
- **Health Assessments:** Regular health assessments help us monitor children's well-being. For instance, if a child is frequently tired or has trouble participating in activities, we communicate with parents and encourage them to consult with a healthcare provider.

Our staff is trained to recognize and address the needs of every child, and we work closely with families to support each child's unique requirements. We are committed to fostering an inclusive community where all children can thrive and feel a genuine sense of belonging.

### **Termination and Withdrawal:**

- The Provider reserves the right to terminate care with two weeks' written notice to the parents, if continued care may be detrimental to the child or the program. If notice of termination is given, parents may remove the child immediately, paying only for the days of care provided up to that day. Parents must give at least two weeks' notice before withdrawing their child from the program, otherwise two weeks' fees will be payable.

### **Substitution:**

Only qualified substitutes should be allowed to care for children. This typically means they have the necessary background checks, certifications (such as CPR and First Aid), and experience required by regulatory standards.

### **Vacation:**

- If the provider takes a vacation, parents will receive advance notice as much as possible.



## Transportation Policy:

I give consent for my Child Care Provider to transport my child in their vehicle in case of emergencies. The provider will ensure that car seats and seat belts are used as required by Maryland law. For any non-emergency transportation, the provider will issue a notification or permission slip beforehand. In the event of an emergency, I will be notified as soon as possible.

Initials: \_\_\_\_\_

## Communication

- **Parent-Teacher Communication:** We encourage open communication between parents and teachers. Please feel free to discuss your child's progress, concerns, or any special considerations.
- **Updates and Newsletters:** We provide regular updates and newsletters to keep you informed about center activities, policies, and events.
- **Phone Calls/Text:** would be the means of communication.

## Conferences

To ensure a comprehensive understanding of your child's progress, we conduct annual parent conferences. Below is an outline of the process and timeline for scheduling and conducting these meetings:

### 1. Annual Conference Schedule:

- Timing: Conferences will be held twice a year. It will be during summer and spring.
- Notification: You will be notified about the conference either verbally or through a sign-up sheet.

### 2. Notification to Parents:

- Three Weeks Before Conference:
  - Initial Notice: Parents will receive initial notification about the upcoming conference through verbal communication or written notice (e.g., email or letter).
  - Sign-Up: A sign-up sheet or scheduling tool will be provided for selecting a convenient conference time.



### 3. Scheduling:

- Two Weeks Before Conference:
  - Confirm Appointments: We will confirm all scheduled conference times with parents.
  - Reminders: A reminder will be sent to parents, including the date, time, and location of the conference.

### 4. Conducting the Conference:

- **Day of Conference:**
  - Agenda: We will prepare an agenda to discuss your child's progress and set goals.
  - Meeting: The conference will be held as scheduled. Notes will be taken to document the discussion and any agreed-upon actions.
- Throughout the Year:
  - Open Communication: Parents are encouraged to contact us with any concerns or questions at any time during the year.

### Learning Goals:

- **Cognitive Development:** Explore new concepts through hands-on activities and discussions.
- **Language Development:** Expand vocabulary through storytelling, songs, and conversations.
- **Social-Emotional Development:** Foster relationships, empathy, and cooperation through group activities.
- **Physical Development:** Develop gross and fine motor skills through play and crafts.
- **Creative Development:** Express creativity through art, music, and imaginative play.

### Assessment:

- Observational notes on participation and engagement during activities.
- Artwork and creations to assess fine motor skills and creativity.
- Conversations and interactions to gauge language development and understanding of concepts.

## Sleep Arrangement for Toddlers and Infants:



### 1. Infants (Birth to 12 months):

- **Cribs:** Infants must sleep in individual cribs that meet safety standards set by the Consumer Product Safety Commission (CPSC). Cribs should have a firm mattress with a tight-fitting sheet.
- **Back to Sleep:** Infants are placed on their backs to sleep unless otherwise directed in writing by the child's healthcare provider.
- **No Soft Bedding:** There should be no soft bedding, pillows, blankets, or toys in the crib with the infant to reduce the risk of suffocation or sudden infant death syndrome (SIDS).
- **Supervised Sleep:** Infants should always be supervised while sleeping.

### 2. Toddlers (12 months to 3 years):

- **Cots or Mats:** Toddlers may sleep on cots or mats that are firm and in good condition.
- **Safe Sleeping Position:** Toddlers are also placed on their backs to sleep unless otherwise specified in writing by their healthcare provider.
- **No Soft Bedding:** Like infants, toddlers should not have soft bedding or toys in their sleep areas.

**Supervised Sleep:** Toddlers should be supervised during naptimes.

#### General Regulations:

- **Sleep Environment:** The sleep environment should be kept quiet and at a comfortable temperature.
- **Regular Check-ins:** Caregivers should check on sleeping children frequently, according to state regulations.
- **Documentation:** Childcare providers may be required to keep records of each child's sleep times and any unusual occurrences.

#### Safety and Security

- **Facility Safety:** Our facility is designed with safety in mind, including secure

entrances, childproofing measures, and regular safety inspections.

- **Staff Screening:** All staff members undergo thorough background checks and are trained in child safety protocols.



### Parental Involvement

- **Volunteer Opportunities:** We welcome parent volunteers for special events or activities.
- **Parent Meetings:** We hold periodic meetings to discuss center policies, programs, and any other relevant topics.

**SIGNATURE:** By signing this contract, parents/guardians agree to abide by the written policies of the provider. The parent/guardian assumes responsibility for tuition and all other related fees.

I/we certify that we have read, understand, and agree to abide by the written policies of this Parent Handbook. I confirm that I received a copy of the contract and handbook upon enrollment.

_____	_____	_____	_____
Name of Parent/Legal Guardian 1	Signature	Date	Phone Number

_____	_____	_____	_____
Name of Parent/Legal Guardian 2	Signature	Date	Phone Number

_____	_____	_____
Provider Name	Signature	Date

If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement act as guarantor to the contract and agree to be bound by all financial terms.