Here is a template, totally free of charge!

However, **we don't recommend using it.**
Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a fully personalized document for a low one-time fee.
Our lawyers work hard to keep everything updated and accurate.
You get all of the benefits of a lawyer at a fraction of the cost.

DAYCARE POLICY

_____

State of Alabama

BACKGROUND:

A. This Daycare Policy (the "Policy") is made effective as of the following date: _____.

B. This Policy outlines the terms, conditions, procedures, and expectations of the daycare operation, _____.

The Daycare shall operate according to the following terms:

I. KEY TERMS AND DEFINITIONS.

1. Here are the definitions of important key terms and appear in this Policy:

-- Age-Appropriate: Activities, toys, and equipment that are suitable for a child's developmental stage and age range.

-- Age Group: Refers to the specific age range of children that the daycare is licensed to care for.

-- Attendance: The actual presence of a child in the daycare on a given day.

-- Childcare Provider: A person that provides care for children in a daycare setting by providing for children's physical, emotional, and social needs.

-- Daily Schedule: A plan that outlines the activities and routines for the day, including meal times, nap times, and educational activities.

-- Drop-Off/Pick-Up Procedures: The policies and procedures that guide how children are dropped off and picked up from the daycare.

-- Emergency Contact: A person who is designated by the child's guardian as someone who can be contacted in case of an emergency.

-- Fees and Payment: The costs associated with daycare services, including the rates charged, payment, schedules, and late fees.

-- Guardian: A child's legal guardian, often a parent, who is responsible for the child's well-being and care.

-- Termination: The circumstances under which the daycare may terminate services for a child or family.

II. PERSONAL BACKGROUND/QUALIFICATIONS.

2. Child care will be provided by the following individual(s) with the following qualifications:

-- _____:

_____

III. AGE AND NUMBER OF CHILDREN ACCEPTED.

3. The Daycare will care for a maximum of 2 children. This number is based on the indoor and outdoor square footage of the day care facility, as well as the number of child care providers on staff.

4. The Daycare provides care to children between the ages of _____ and _____.

5. In order to provided quality child care services, the Daycare has established limits on the number of children in each age group as follows:

_____

6. The Daycare strictly complies with child care regulations regarding child-to-staff ratios

in the state of Alabama.

IV. HOURS OF OPERATION.

7. The Daycare will accept children from _____ to _____ on the following days: _____.

8. Drop in care is available from _____ to _____ on the following days: _____.

9. The following additional hours of child care may be available on occasion through special arrangements with appropriate advance notice:

-- Weekends

-- Evenings

V. FEES.

10. Daycare fees are strictly based on the scheduled hours of contracted child care services.

11. Fees for full-time child care:

-- Child care fees for full-time prescheduled child care are $2 (two US dollars) per hour of child care provided, to be outlined in a detailed invoice provided to the Guardian from the Daycare.

-- A child must attend the daycare the following amount of time per predetermined period to be considered full-time: _____.

12. Fees for part-time child care:

-- Child care fees for part-time prescheduled child care are $2 (two US dollars) per hour of child care provided, to be outlined in a detailed invoice provided to the Guardian from the Daycare.

-- A child must attend the daycare less than the following amount of time per predetermined period to be considered part-time: _____.

13. Fees for unscheduled drop-in child care:

-- Child care fees for drop-in unscheduled child care are $2 (two US dollars) per hour of child care provided, to be outlined in a detailed invoice provided to the Guardian from the Daycare.

14. Past due payments:

    -- The Guardian shall pay child care fees within 7 days of receiving a detailed invoice from the Daycare. If they do not pay by this deadline, their payment will be considered past due.

    -- For any payment that is not paid when due, the Guardian shall pay a late fee of $2 (two US dollars).

15. Registration fee:

    -- The Daycare charges $2 (two US dollars) per child as an initial registration fee. This fee must be paid to the Daycare at the time the Daycare contract is signed by the Guardian.

    -- The registration fee is refundable and can be applied to daycare fees at the discretion of the Daycare.

16. Returned check fee:

    -- The Guardian must pay a $2 (two US dollars) for all checks returned unpaid.

    -- If a check is returned unpaid, all future payments by the Guardian must be made in cash.

17. Overtime fees:

    -- The Daycare will charge an overtime fee of $2 (two US dollars) per 15-minute interval, rounding up to the nearest interval, if a child is not picked up by the scheduled time.

    -- The overtime fee must be paid when the parent picks up the child from the Daycare.

18. Collection fees:

    -- If any payment obligation is not paid when due, the Guardian is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

VI. TRIAL PERIOD.

19. All children will have a trial period at the Daycare facility of the following length: _____.

20. Child care may be terminated by either the Daycare or the Guardian during this trial period without advance notice.

VII. TERMINATION OF CHILD CARE SERVICES.

21. Child care may be terminated by the Daycare or the Guardian only by providing the other party with the following amount of advance written notice: _____.

22. If the Guardian fails to provide advance written notice, payment for the shortage or a portion of such after such notice is still required.

23. The Daycare retains the right to terminate a child's enrollment without notice for the following reasons:

_____

All terminations of this type can be made effective immediately.

24. Upon termination of child care services, the Daycare is willing to assist with referrals at their discretion and upon request. However, it is the Guardian's responsibility to find alternate child care.

VIII. HOLIDAYS, VACATIONS, AND MISCELLANEOUS CLOSINGS.

25. Holidays:

-- The Daycare will provide child care on the following federal holidays:

_____

-- The child care fees will be adjusted for the holidays during which the Daycare facility is closed.

-- The Daycare will not provide child care on the following days:

_____

26. Vacations:

-- The Daycare will be closed for vacation on the following days:

_____

-- The child care fees will be reduced proportionately for the days during which the Daycare is closed for vacation. The Guardian is responsible for arranging alternate child care during this time.

-- The Guardian must provide the following amount of advance written notice of expected family vacations: _____. The child care fees will be adjusted for the time period that a child does not attend because of a family vacation.

IX. PROGRAM ACTIVITIES.

27. The Daycare will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

28. Children are not permitted to bring toys from home. Specifically, toy weapons, such as guns or knives, are absolutely prohibited. The Daycare is not responsible for any lost or broken toys brought from home.

29. The Daycare will post a weekly activity chart, which will detail the activities for the upcoming week.

30. Field trips:

-- The Daycare may occasionally take the children on field trips.

-- A child will not be allowed to participate in a field trip unless the Guardian has signed a permission slip.

-- Guardians will be given advance written notice of the dates and locations of all field trips.

-- Additional fees may be charged to the parent in order to reimburse the Daycare for admission prices, transportation costs, and/or meal costs in connection with the field trip.

-- If a Guardian chooses not to have their child participate in the field trip, the

Guardian is responsible for arranging alternate child care.

31. At various times, the Daycare may structure excursions, such as walks, bike rides, or car trips off the premises of the Daycare with the children. The Guardian must signs a general release authorizing the Daycare to engage in such activities with the child.

X. MEALS.

32. Mealtimes are as follows:

-- Breakfast at _____

-- Mid-morning snack at _____

-- Lunch at _____

-- Mid-afternoon snack at _____

-- Dinner at _____

33. These meals will be served by the Daycare and are included in the child care fees.

34. The Daycare will post a weekly menu for the Guardian to review.

35. Guardian should inform the Daycare of their child's favorite foods. The Daycare may incorporate these foods into its menu.

36. The Daycare will provide meals for children with special dietary needs. The Guardian will be responsible for reimbursing the Daycare for all extra costs involved with providing and preparing the special dietary meals.

37. All meals provided by the Daycare will comply with the United States Department of Agriculture's nutritional guidelines.

XI. INFANTS.

38. Infants will be fed formula or breastmilk supplied by the Guardian according to the Guardian's preferences.

39. Guardian is responsible for providing baby food, in addition to milk, for as long as that is necessary.

40. The Guardian should provide the Daycare with information regarding feeding times and other feeding instructions.

41. Diapers are checked on a regular basis and changed whenever reasonably necessary. After the diaper is changed, the diaper-changing area will be sterilized and the provider's hands washed.

XII. TOILET TRAINING.

42. The Daycare will assist with toilet training. The Guardian should initiate the training at home.

43. When toilet training has started, the Guardian must supply training pants, pull-ups, underwear with rubber pants, and/or other toilet training supplies.

XIII. NAPS AND REST PERIODS.

44. Nap time is during the following period: _____.

45. It is helpful if Guardians do not drop off or pick up children during scheduled nap times.

XIV. SUPPLIES.

46. Guardians are responsible for providing at least one change of clothes, and diapers and wipes as necessary.

47. In addition, the Daycare may request that the Guardian supply a specific item for the benefit of the child from time to time. If the Guardian has failed to supply the item within a reasonable period of time, then the Daycare may purchase the item and charge the parent for the reasonable cost of the item.

48. The Daycare will be responsible for providing the following items:

_____

XV. MEDICAL CARE INFORMATION.

49. The Guardian must provide the Daycare with updated medical information regarding

their child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical disabilities, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, mumps, chicken pox, whooping cough, or any other contagious disease. This information should be provided to the Daycare prior to the child's first day of care.

50. All children must have received the following immunizations and vaccinations, as age appropriate, prior to attending the Daycare:

_____

51. If a child becomes ill, the Daycare will first try to reach the Guardian. If the Guardian cannot be reached, the Daycare may contact the child's pediatrician.

52. In case of a medical emergency, the Daycare will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The Guardian will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

XVI. SICK CHILD POLICY.

53. The goal of the Daycare facility is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the following symptoms, the child will not be allowed to attend the Daycare until the symptoms are no longer present or unless the parents has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the facility will be made in the sole discretion of the provider. This policy applies to the following symptoms:

-- Fever

-- Persistent diarrhea

-- Continuous coughing

-- Irregular breathing

-- Vomiting

-- Difficulty swallowing

-- Discharge from eyes or ears

-- Lice

-- Earache

54. If a child exhibits any of these symptoms while present at the Daycare facility, the Guardian will be notified and must immediately remove the child. The child may be isolated from other children at the facility until the Guardian arrives.

55. The Daycare will notify the Guardian of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the Daycare facility.

56. The Guardian is expected to inform the Daycare of any illness or problem of a child that might affect other children at the Daycare facility.

57. The Guardian is responsible for arranging for alternate care if the child is sick or is otherwise unable to attend the Daycare facility.

58. Daycare fees will be adjusted for the days that a sick child does not attend the Daycare facility if a doctor's note is provided.

59. The Daycare will administer prescription medication to a sick child. The Guardian must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name on it.

XVII. EMERGENCIES.

60. Evacuation and emergency plans will be posted at each exit in the Daycare facility.

61. The children will periodically do drills to practice the evacuation plans.

62. In case of emergency, the Daycare will first try to reach the Guardian. If the Guardian cannot be reached, the Daycare will contact the child's emergency contact person(s) as listed in the Daycare Contract.

63. It is unavoidable that children will incur scrapes, scratches, and other minor injuries during the course of normal daily activity. These injuries will be treated appropriately with basic first aid, such as ice packs, antiseptic, and bandages when necessary. The Daycare will inform the Guardian of the minor injury and the treatment provided.

XVIII. DISCIPLINE.

64.The Daycare will explain the rules of the facility to children under their care, as appropriate. When a child understands the rules but chooses to disobey the rules, then the Daycare may discipline the children using the following age-appropriate techniques:

_____

65. If these discipline methods are not successful with a child, alternative methods will be discussed with the Guardian.

XIX. SUBSTITUTE CHILD CARE PROVIDERS.

66. If the Daycare is temporarily unable to provide child care services due to circumstances beyond their reasonable control, the Daycare may, but has no obligation to, arrange for a substitute child care provider with qualifications similar to the provider's.

67. The Daycare will use their best efforts to provide Guardians with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care.

68. The Daycare will provide Guardians with a list of substitute child care providers upon request.

XX. CHILD PICKUP.

69. To ensure the safety of the children attending the Daycare facility, the Daycare has established the following procedures for the pickup of a child from their facility:

_____

70. The Guardian must inform the Daycare in advance if someone other than the Guardian will pick up the child. If the Guardian has not provided the Daycare with such information, the child will not be released to the individual(s), and the Guardian will be notified.

XXI. GUARDIAN PARTICIPATION.

71. Guardians are welcome to visit the Daycare facility at any time during which child

care is being provided and their child is present, except during scheduled nap times, and participate in any of the activities.

72. Communication between Guardians and the provider is important in maintaining high quality child care. All comments and suggestions regarding services are welcome.

XXII. CHILDREN WITH SPECIAL NEEDS.

73. The Daycare is willing and able to provide high quality child care for children with special needs.

74. The Daycare provider has the following qualifications to care for special needs children:

_____

XXIII. FUTURE ENROLLMENT.

75. Payment of the registration fee will hold a child care spot open.

76. The Daycare will not hold a child care spot open unless the Guardian has signed the Daycare Contract, completed all required forms, and paid any applicable registration fees.

77. The registration fee is refundable if enrollment is cancelled.

XXIV.

XXV.

XXVI.

XXVII. CHILD ABUSE AND NEGLECT.

78. The Daycare will carry out their obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

XXVIII. CHILD CARE REGULATIONS.

79. The Daycare operates in full compliance with all state and local child care regulations.

EXECUTION:

IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:

_____
Employee Signature

_____
Employee Name

_____
Date