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Butter's Love Academy for Early Learning, LLC
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Butter's Love Academy for Early Learning Agreement

This agreement summarizes the services to be provided and the fees, which will be charged for these services. By signing this agreement the parent(s) indicate(s) their understanding and agreement with the caregiver's policies.

The following agreement is made between:

Parent(s) Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: Home: (____) _____ - _____ Work: (____) _____ - _____

For the care of: _____

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And

Butter's Love Academy for Early Learning, LLC
1030 Dover Road, Clarksville, TN 37042
(931) 896-2013

It is agreed that childcare will be provided by Butter's Love Academy from _____ a.m. to _____ p.m. for the following days of the week _____.

The fee for childcare is \$_____, due and payable on the week prior to services rendered. The full fee is due and payable whether the child attends care on the agreed day or not (due to illness or vacation).

Butter's Love Provider _____ Date: _____

Parents/Guardian _____ Date: _____

Please read and sign Policies on following pages.



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Policies

1. Registration

Registration fee is \$25 per child or \$40 per family. This fee is nonrefundable and is required annually. The following forms must be completed and received by the Childcare

Provider before care begins.

- Registration form included are Medical Release, Transportation Release, Emergency Contact Information
- Understanding of Childcare Policies and Agreement form
- Childcare Agreement
- Current Custody Order (if applicable)
- Immunization Record (from the health department/child's physician) Records must be converted to TN immunization form.
- Childcare Assistance (if applicable)
- Registration fee and payment for the first week

2. Hours of Operation

The hours of operation are 5:30 a.m. and pickup time is no later than 7:00 p.m. unless prior arrangements have been made. There is a 10 hour daily allowance for your child/children. If you need childcare for more than 10 hours, there will be an additional \$5.00 an hour fee after prior arrangements, not to exceed the 7:00 p.m. closing time. If you are late picking up your child/children, you will be charged a late pick-up fee of \$1.00 every minute past scheduled pick-up time/closing time.

3. Payment

Payment is due on Friday on every week prior to service being provided. You



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have the option of paying in cash or by check. A receipt will be given regardless of what method you choose. If, however, a payment is not made on the due date, you will be charged \$10 each day the payment is late. If a check is returned, you will be charged \$35.00. If two checks are returned, you must pay in cash thereafter.

4. Meals

Butter's Love Academy provides breakfast, lunch, dinner, morning, and afternoon snack. The meals are nutritious well-balanced meals. You should be aware of meal times to ensure that your child is present to eat.

- Breakfast: 7:30 a.m.
- Lunch: 12:10 p.m.
- Dinner: 5:15 p.m.
- AM Snack: 10:00 a.m.
- PM Snack: 3:00 p.m.

If your child is dropped off after breakfast, it is your responsibility to feed your child. It's advisable that the children do not bring in outside food, because there is never enough to go around.

5. Holidays

The following days are paid holidays. On these days the Center is closed, substitute care is not provided.

Please refer to Butter's Love Academy Annual Holiday Schedule that is given out every January.

6. Absences

If your child is absent for any reason, you should reserve your child's place in



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the program. However, since you are reserving a spot, you will still be charged the normal daily rate.

7. Illness

If your child is contagiously sick you will not bring the child into the Childcare Center. If your child is ill, you will find alternative arrangements for childcare. When the child is no longer contagious and is healthy enough to actively play with the other children he or she may come back to the Center. This helps protect the health and well being of all the children and staff at the center, and enables us to provide the best possible environment for the children. Furthermore, if any symptoms develop while your child/children is in our care, they will be separated from the other children and you will be immediately contacted to make arrangements to pick up your child. At any given time that your child reaches a temperature of 101 degrees or more, your child will not be able to stay in childcare. **WE WILL REFUSE CHILDCARE FOR THAT DAY AND THE NEXT! WE CANNOT GIVE YOUR CHILD ANY MEDICINE OVER THE PHONE, DUE TO YOU NOT WANTING TO PICK YOUR CHILD/CHILDREN UP. PLEASE DO NOT ASK!** If your child has a contagious illness they will need a release statement form from their doctor, you are, however, expected to maintain payment for your child/children's slot. You will always be called and **EXPECTED TO LEAVE WORK/ SCHOOL OR MAKE ARRANGEMENTS TO PICK YOUR CHILD/CHILDREN UP** when your child/children show signs of illness.

These are common symptoms that a child has a contagious condition:

- Severe cough
- Fever
- Sore Throat or Vomiting
- Pink Eye



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- Severe Diarrhea
- Gray or White Stool
- Infected Skin Patches
- Unusual Skin Patches

8. Discipline

Children of new clients will be placed in my care on a two-week trial basis. This allows both parties to get acquainted with each other and see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative childcare arrangements.

9. Termination

The Childcare provider reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child. The childcare staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements.

You also have the right to withdraw your child from care at any time, for any reason. However, you must give a two week notice when canceling service. If a two week notice is not given, you will be charged for those two weeks and any other childcare fees that have not been paid.

Additional Policy Information

Please label all of your child's belongings, including: clothing, bottles, bags, security items, blankets, and any other items. Your child may have a special item, such as a blanket, stuffed animal, or special pillow (which represents



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security). Your child may bring this item and use for nap time only without having to share it with the other children. A change of clean clothes that fits and is appropriate for the weather should be sent daily in your child's bag or stored in your child's cubby. Children should wear play clothes and closed toe shoes.

We will play outside when weather permits. So please dress your child accordingly.

Please do not send toys from home. We will have a scheduled "Show and Tell" when your child can bring in a toy (non violent, scary, or occult related). If you choose to participate, please be aware that you are responsible for any damages to your child's toys, and that neither any other parent/s nor I may be asked for reimbursement of damages.

My goal and expectation is that children will be potty trained by three. If your child is not, I ask that we work together in helping your child meet this goal. Children will not be embarrassed nor punished when bathroom accidents occur.

Children learn by imitating what they see and hear. If they see and hear negative behaviors, they will learn that bad behavior is acceptable. If they see and hear positive behavior, they will learn that good behavior is expected. In order to teach children self-discipline, respect for others, and problem solving, I will use the following methods for behavior management.

I will demonstrate proper respect for the children, parents, and others through proper attitudes, language, and behavior. I will listen to what the children say



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and talk with them on their individual levels. Positive reinforcement for appropriate behavior will be the preferred method of behavior management. This will include verbal praise for good behavior, as well as occasional treats, stickers, or other small incentives for exceptional good behavior.

Language that is abusive to individuals, including sarcastic remarks, critical comments, ridicule, profanity, threats, and any other types of harsh speech in the presence of children, their parents, or others will not be tolerated from adults or any child.

Clear rules and expectations allow discipline problems to be handled fairly and diplomatically. I will set reasonable age appropriate limits for the children, explain the rules to the children in ways they understand, and consistently enforce the limits that have been set.

If your child breaks an item that belongs to Butter's Love Academy, because of his or her intention of negligence, you will be required to pay for the repair or replacement of the item as soon as possible, upon notification of the cost.

As parents, we like to know about our child's day. You will receive a daily note home with your child. This note will include information about eating, resting, social interactions, diapering, toilet training, and other important activities in your child's file. A copy will be provided upon request.

We are required by law to report any suspected child abuse or neglect to the local authorities. We will do this not only because of the respect of the law but



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because of the care and responsibility we have for your child/children.

We are a team. We are all working together to bring your child up to respect himself/herself and others. Therefore, we must work together to consistently guide your child in choosing responsible and appropriate behavior.

I hope these policies will help make childcare an easier, happier time for all of us. By signing this agreement, you are stating that you have read and agree to all policies contained herein.

Again, thank you for allowing Butter's Love Academy to serve you.

Parents/Guardian _____ Date: _____

Child/Children's Name: _____