



Hippotee-Tots Family Daycare
Regina Harrison (L.D.C.P)
3120 E. Northern Pkwy
Baltimore, MD, 21214
harrisonregina89@gmail.com
410 -319-7446

I, **Regina Harrison**, purpose is to provide high quality in care service for each child. Service is provided upon arrival of child until the departure. I am not a certified teacher, but I do focus in on the daily basic training of children. I encourage children to bless their food and to say please and thank you.

As a certified provider, I can care for two babies from infant until two-years-old and eight children in total.

This service and care include the following:

- **Activities for their education developmental and social skills.**
- **A safe, clean environment (indoor and outdoor)**
- **Sterilization of all equipment, such as toys, eating utensils, and such.**

Philosophy Statement: As a licensed childcare provider, I can provide an environment that will encourage your child's growth, learning ability, and happiness. I plan to have activities that will enhance their knowledge of alphabets, colors, shapers, numbers, safety, and other self-enriched educational topics. I provide services for children with all abilities.

Please be thoughtful, this is a business not a baby-sitting service. As part of my care, I feel the parent should be assured that your child would receive the best quality childcare in a safe and clean home. I also take workshops and training classes to keep my continuing education requirements for each year.

Disclaimer: No enrolled child or their family will be discriminated against on the bases of age, race, gender, religion, or disability.

Sincerely
Regina Harrison
Licensed Day Care Provider



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Hippotee-Tots Daycare Contract

1. **Hours of Operation:** Monday thru Friday 6:30 am to 5 pm. I am licensed until midnight. Daycare Hours are generally worked out to allow client travel time. Please do not take advantage of time if not needed. Additional request of time after 5:00 pm is determined between Provider and Client, with additional pay.

My daycare will assume full responsibility for your child(ren) once they are dropped off and signed-in until they are signed-out. Morning drop off is very time valued especially during the school seasons so please be prompt. I will not get out of my vehicle to transfer or to pick up children who are late. You will have to wait until I return at least 15 minutes. Please cooperate.

There will be a sign-in sheet available for parents to sign child(ren) in and out. Please make sure your child(ren) is dropped off and picked up by your contracted time. If you are going to be more than 30 minutes late, please call otherwise we may be gone from the daycare premises assuming your child will not attend for that day.

If another person, other than you, is to pick up child(ren), please inform me. I will not release your child to anyone other than the parent(s) or guardian(s) on the enrollment form unless I have direct instructions to do so. This includes any relative and friend. I must see an ID or have met the individual. This is necessary for safety pre-cautions.

2. **Tardy Fee:** The late fee starts exactly five minutes after 5:00 pm or the determined time. That late fee is 5 dollars for every ten minutes. I do encourage prompt pick up. Pick up time is not a social time. If you want to discuss your child's progress or concerns, please call me during business hours or up to 7 pm. Late Fee= \$5.00 every five (5) minutes.
3. **Absences:** During any time you are aware your child(ren) will not be attending daycare on a particular day because of sickness, appointments, emergencies, etc. please notify me the night before or as early as 6:00 AM.
4. **Vacation and Holidays:** Payments are expected regardless of my vacation and your vacation. Holidays, child sick days, or for any reason the child is absent, or reason daycare is closed, there is no break in pay. Payment is expected on the following opening day. Daycare is closed for every major holiday. Vacation time is one week during the winter season and one week during the summer season, with pay. I will give you no less than two-week notice. Any additional days, I will inform you.
 - Spring Vacation (replacing winter vacation, will notify)
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving and the Day after
 - Christmas Eve and Christmas Day (will notify)
 - New Year's Eve and New Year's Day (will notify)