



FULL CONTRACT
Lisa Feldman

Parent Full Copy!!!!

Agreement is entered into on: _____ between:

Open Arms Child Care Provider: Lisa Feldman

Address: 721 Cambridge Ave Aberdeen, MD 21001

Telephone: 443- 327-8537

Open Since: 2014

Nationally Accredited with NAFCC & Level 5 Excels

Licenses Number: 162028

[Open Arms Child Care LLC Aberdeen \(openarmschildcare721.com\)](http://openarmschildcare721.com)

About Me

I have been a family childcare provider Since 2014, but an educator since 2006. I am a Maryland certified Pre-k teacher who is proud to offer public PreK, through the ASPIRE program since 2022, within my home. I have my BA in Early Childhood Education and my MA in Teacher Leadership. I am also Infants and Toddler certified, trained in First Aid, CPR, Medical Administration, Allergies, SIDS, and ADA, Natural Disasters Trained, etc. At any time, you wish to see my credentials, please do not hesitate to ask.

My journey, in early childhood education, began with a passion for nurturing the potential within every child. At Open Arms Child Care LLC, I believe that every child is a unique individual with limitless potential. I provide a nurturing and safe environment where children can learn, grow, and thrive. It is this passion that forms the bedrock of my daycare's philosophy.

My philosophy, at Open Arms Child Care LLC, is that learning is ongoing through hands-on open-ended exploring and discovery. My home childcare strives for a safe and nurturing environment for children to play and grow. I have an emphasis on American Sign Language to help build communication and social interaction within children. My curriculum is designed to stimulate curiosity and creativity, and a commitment to fostering social and emotional development.

My goal is to not only help a child learn and grow, but to foster a collaboration between families and my childcare. I am here to support the whole child and that includes their families too. With this collaboration children can build confidence, develop important social-emotional skills, and be fully prepared for kindergarten and beyond. I feel so lucky to be part of their early learning journey!

The Family

Name: _____

Address: _____

**This copy, of the
full contract, is for
your reference only.**



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City, State, Zip: _____

Telephone: _____

Start Date: _____

Child: _____ Child's Birthday _____

Second Child: _____ Child's Birthday _____

Third Child: _____ Child's Birthday _____

RATE/PAYMENT ARRANGEMENTS

The charge for care is \$ _____ per week, payable on the **Friday prior** to the week of care by **8pm**. If a closure falls on Friday, tuition will be due the last day open for that following week. At Open Arms Child Care, you are paying for a specific slot, NOT per hour or per day, so no discounts are given if your child doesn't come to care. This includes parent vacations and exclusion due to illness. Payment is to be made prior to the vacation. **Children will not be allowed to stay for care if payment is not paid before drop off time on the first day of the week in cash.** There will be a **\$10 per day late fee** for late payments. Late payment fee starts Friday at 8pm until paid in full. The family may also be subject to termination if late payments occur too frequently.

Care will normally begin at _____ and end at _____,

M ___ T ___ W ___ TH ___ F ___

The Parent/Guardian is required to sign each child in and out every day. Failure to do so will result in termination.

Parent Signature: _____ **Sign Contract Extraction** _____

Aspire Pre-K for 3's and 4's:

Open Arms Child Care is part of the Maryland Pre-K Expansion Program. For qualifying families, part or full tuition will be paid by Aspire Pre-K. Hours are 8:30am to 3:30pm, September to June (180 days like a typical public-school year). Children participating in the Aspire program must be enrolled fulltime. Before and After care is available, during normal operational hours. Please note, Aspire only pays for operational Pre-K days. Holiday and closure paid days will be the families responsibility. Maryland Child Care Scholarship is available for those that qualify to cover some or the rest of tuition needed.



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There is an application process for all enrolled 3's and 4's to determine eligibility for Aspire. Families that do not qualify will not be excluded from the program. Tuition will just stay private pay as listed above.

While enrolled in Aspire, all other contract rules still apply.

Aspire agrees to pay: Pre-K slot 8:30am-3:30pm (per day) for 180 days for the school year 2024- 2025. All other fees are the family's responsibility.

Parent's new weekly tuition responsibility \$ _____ from _____ to _____. After time frame, original tuition, posted above, is due. (end date is subject to change due to additional closures)

Hours of Operation: Normal hours of operation are **7:15 am to 5:45 pm Monday through Friday.**

Open Arms follows the families contracted hours as stated in RATE/PAYMENT ARRANGEMENTS for tuition rate, drop off, and pick-up times.

The provider is occasionally available for overtime. Any non-contracted care will be by special arrangement only. There will be an extra charge for this service. A \$5 fee for every additional 15 minutes will apply for special arrangements. *Also stated in OVER TIME

Drop Off and Pick-Up Times:

- Children will not be accepted in care **after 10am** unless prearranged and approved by me. When children arrive after 10am, it disrupts the whole class and their routines.
- Please note that children nap from 12:30pm to 3pm. **I do not allow naptime pickups** as it is disruptive to all the children napping. Please make arrangements for appointments and pickups by 1230pm or after 3pm.

Registration fees: A **non-refundable** set-up fee of **\$40** is charged upon registration of each child. At time of contract signing, the family will also be required to pay in advance a fee equal to **two weeks** of child care services. This fee, of two weeks' pay, will be credited to the families account for your first week of child care and your last week of care, but is **nonrefundable** for any termination prior to that week. If the family leaves for a period of time, the child's spot may be filled. **When holding your child's spot, tuition is still due in full.**



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Please note: Full time space will take priority over part time space. If the child is enrolled as part time, I have the authority to fill that space with a full-time child. The family will be first offered the full-time space/rate. If the family turn down the space, the family may be given 2 weeks' notice and the space will be offered to the new full-time enrollment. (Very rare)

Tuition may be paid by: Our preferred Brightwheel system.

An invoice will be sent on Mondays, paid by Wednesday, and the payment will be received (by Brightwheel) Friday for the following week of care. I am able to set up, weekly, biweekly, or monthly payments. Families are able to set up automatic payments or pay each invoice separate. This system, will also allow for easier tracking of payments for both parties.

Tuition will automatically be set up to weekly invoices, billed by Brightwheel.

There are two options:

1. There is a **\$0.99** processing fee when connecting your bank account for processing (checking or savings)
- OR**
2. There is a **2.9%** processing fee when using a debit or credit card.

Open Arms will cover the \$0.99 bank account fee for transactions, up to \$5 a month. All other fees will be the family's responsibility. Credits will be applied to accounts once set up and processing begins.

I will still accept checks and cash should the Brightwheel system not work for your family.

***If insufficient bank funds are found and Brightwheel takes back tuition fees, families will be responsible for all bank transitions fees, late fees, and regular tuition fee prior to returning for care. If insufficient funds are found three times, tuition will be required in cash to continue child care.**

Venmo: for Emergencies Only.

I have the ability to except payments through Venmo. <https://venmo.com/OpenArms->
Or you can scan my code using your phone at setup. (Fees apply- please add 1.9% + \$0.10 to each transaction.

Maryland Childcare Scholarship: Open Arms has achieved level 5 in Maryland Excels. Therefore, my program may accept state scholarship funding.



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I will discontinue private pay once an active scholarship is signed and sent in.

Families are responsible for keeping track of scholarship updates and expiration dates. I must have an active scholarship paper in your families file to continue reduced tuition.

Please note: Scholarship amount may fluctuate based on closures and absence. Parents are responsible for any discrepancy and all fees during care and after the scholarship expires.

Late fee: A fee of **\$1 per minute** will be charged to the next week's tuition for every minute late after the designated time on the contract. This will be strictly enforced and more than 2 late occurrences may result in a Termination of Services notice. If one-day (meaning 24 hours) prior notice of late pick up or early drop off was arranged, late fee would be waived, but regular overtime charges will occur.

Over Time: The provider is occasionally available for overtime. There is a fee of \$5 for each additional 15 minutes needed. The use of these services will need to be **prearranged and approved** by me beforehand.

Returned checks: In the event of a "bounced check" the family will have an additional fee of \$40 applied to your account and you will be required to pay cash for future tuition payments.

Summer Fee: A summer fee will be charged at the end of the school year based on activities planned that summer. The fee will vary based on activities and the child's age. You will be given a letter, to sign, stating you have received the summer activity calendar and a letter to return stating if your child will be staying for the summer. The Summer Fee is normally about \$200-\$260 for the whole summer (onetime fee to cover shows and special activities).

*Once the family **returns** the summer letter stating your child will be staying, you will be **responsible for all summer fees** regardless of a two-week notice. The summer fee is based on the number of children enrolled and divided among all children enrolled for the whole summer.

Supply Fee: There will be a **\$60 supplies fee** each year at the beginning of September. This is to insure children will have up to date toys, art materials, and other supplies needed for learning throughout the year. The family will also be given a letter to sign stating your child will be staying for the school year.



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Extra fees: From time to time, parents may be requested to pay extra fees for Field Trips and/or other special projects and activities. (very rare)

HOLIDAYS/CLOSURES

Daycare Holidays: Weekly fees for your child will be as follows:

Daycare will be closed with pay on the following holidays:

New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, June Friday after PreK ends and before summer camp starts (typically the 3rd Friday in June)- **in-service day**, Fourth of July, Friday before PreK starts- **in-service day**, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. If one of these holidays falls on a Saturday, the daycare will close the Fridays before. If one of these holidays fall on Sunday, the daycare will close Monday after.

OPEN FOR VETERANS DAY (When it falls on Monday-Friday)- As a thank you to those who serve

As a daycare, we celebrate the holidays listed above with lessons, books, art, etc.

Please notify me if there are any other holidays your family celebrates; we can add it to our curriculum.

We also celebrate the following holidays, but are not closed: Valentines' Day, St. Patrick's Day, Halloween, and we also explore many cultures around the world throughout the year.

The daycare may also be subject to closing **with pay** for **15** days out of the year. These days may be used for vacations, appointments, bereavement, etc. The provider normally takes two weeks of paid vacation. Parents will be notified of these closings as soon as possible. Once notice, of a paid closure; is given to the enrolled family, the family is responsible to pay for the paid closure even if they plan to end care before such closure.

Please Note: Once notified of a paid closure, the family is responsible to pay for that paid closure even if they plan to end care before the closure takes place. This is up to 5 closed days after the 2 weeks written notice. This includes scheduled vacations and planned time off, but not limited to. If the provider gives the 2 weeks' notice, the family will not be responsible for any paid closures other than the two weeks before



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termination. * This is also stated in TRIAL PERIOD AND TERMINATION OF SERVICE:

The provider is permitted 5 out of the 15 days for **unscheduled** paid sick days.

The provider is permitted up to 3 out of the 15 days of paid leave for bereavement. This leave is to be used in the occurrence of a death in the provider's immediate or extended family. Additional days may be taken without pay, if needed, after all 15 days are taken.

The 15 days of paid closings will begin at each new school year with the signing of the renewal contract in September. The 15 days of paid closings are from September to August of the following year and start over with the new school year. These 15 days do not include days taken for Holidays, with pay. Any extra scheduled days taken after the 15 paid days will be without pay.

Daycare will be closed without pay on family emergency, severe illness, and appointments with short notice if a substitute cannot be arranged and after all, 15 days, paid leave is taken.

The daycare may also be subject to close up to **4 days, with pay**, for in-service days, trainings, meetings, etc. This is to ensure staff stay up to date with state regulations and the Aspire Pre- K program. Open Arms will try their best to arrange substitutes, when available for less class disruptions. These days are additional paid working days, outside of the personal closed days. **One in-service day will always be the last Friday of August to prepare for the new school year.**

Pandemics and Forced State closures (longer than 5 days): Families will be required to pay half tuition to hold their child's spot during a state pandemic, state forced closure, Covid-19, forced enrollment compacity lowering, etc. The tuition due will hold your child's spot, but will also allow me to be able to open back up for enrolled families. These types of closures will be outside of the provider's paid closure days at a reduced rate. If a two-week notice is put in during this type of closure, full tuition price will be charged in lieu the two-week notice.

The child care may also be subject to closing **with pay for cleaning due to illness/outbreak.** When the childcare is experiencing 3 or more cases, I will close for a deep cleaning to help stop the spread of illness.

Storms, snow, natural disaster, state of emergency, etc. will be determined as they occur. The daycare will close for any state emergency **with pay.** The provider also follows the government, APG, and occasional the Harford County Public School



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System for closures, **with pay**. If children are in care, the release of the children will be determined based upon the emergency. For example, during a lock down children will not be permitted to leave the childcare until the danger has cleared and the state of emergency is lifted. During a natural disaster that results in the closing of the daycare for a period of time, the daycare will close **without pay or will relocate** until further notice with pay.

Parents are responsible to have back-up care available in case of these closings.

If parent's take a holiday or vacation, **you will still be responsible for paying** tuition during that time, since the provider will be reserving your child's space. Please give at least two weeks' notice for any planned absences.

PET AT OPEN ARMS

Open Arms Child Care, currently is pet free. We reserve the right to adopt another animal in the future. Families will be notified ASAP with any classroom changes.

I Sign Contract Extraction acknowledge that Open Arms had a dog and gives his/her permission for Sign Contract Extraction (child) to have small supervised interaction with the puppy

Parent Signature: Sign Contract Extraction

MEDICAL EMERGENCIES

Minor bumps and scratches are inevitable, but the provider makes every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, the family will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where the family will be asked to meet us.

The provider is prepared with emergency caregivers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness, accident, or other family crises at the daycare home. Parents will be notified when an emergency caregiver will be used. If an emergency caregiver cannot be located, parents may be required to pick up their children immediately.

Lisa Feldman, and/or her family will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings. All claims will be made



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through Assure Child Care, INC. Please note: If you take your child to a doctor for an injury that happened at Open Arms, I (Lisa Feldman) must be notified.

ILLNESS

Parents must understand that children may occasionally become sick during the day or show signs or symptoms of illnesses prior to coming to the childcare or during childcare hours.

No child will be accepted with a fever of **100.4 F or higher**, vomiting, diarrhea, runny crusty eyes, sores, open wound, or unexplained rash or if any of these symptoms have been evident within the last 24 hours. In cases of colds, sore throats, and the like, a phone call to the provider is required to decide acceptance for the day. Should the child become ill during the day, parents will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home. **Children may also be sent home if I believe the child is not well enough for group care.** This means the child does not have to have a fever or other illness to be sent home. It may just mean the child does not feel well and being home resting is the best for that child.

If a child is thought to have a communicable disease, parents will be notified and asked to pick him/her up **within one hour**. The child will be isolated from the other children and given special attention and comfort until the parents arrive. If your child has a communicable disease that could be contagious, a doctor's note is required to return. The child will be accepted back only when no longer contagious.

Open Arms has the final say for when a child may return, even with a doctor note. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. For example: If your child is diagnosed with Covid-19, Flu, lice, or Hand Foot and Mouth, they will be required to stay out for at least 5 days, until fully recovered. These communicable diseases are highly contagious in a young group setting.

A child must be symptom free for 24 hours before returning back to child care. (24hr without fever reducing medication, 48 hours when we are experiencing an epidemic of two or more children)

Children may be subject to frequent temperature checks and health overviews for group safety.

During extreme illness and/or pandemics children may be excluded for runny noses, coughs, colds, and other minor symptoms to ensure group safety.



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If one of the provider's children are sick, parents will be notified as soon as possible. If the illness is not severe, parents will have the option of bringing their child or finding other care. If the child care is still opened, tuition is still due regardless of attendance. If children are in care and become ill, they will still be excluded and sent home. If the illness is severe, Open Arms will close until further notice and parents will need to find alternate care.

The daycare may also be subject to closing **with pay for cleaning due to illness/outbreak**. This is also **stated on page 7: HOLIDAYS/CLOSURES**

MEDICATION

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper doctor forms and to supply all medications in their original containers. Only diaper cream, as a preventive, is allowed to be used with parent's written permission. All other lotions, creams, and prescription medications need a doctor's note. Any nonprescription medication, that needs to be given for more than 3 days, will require a doctor's note. These must be labeled with the child's name, dosage, times to be given, and the length of time. All forms will be updated every year or as needed, so be prepared to fill forms out again when the time comes. Parents will be notified when forms are expiring.

EMERGENCY SITUATIONS AND EVACUATION PLANS

In order to maintain a safe environment for your child, the provider will make every effort to be prepared for potential emergency situations. Once a month, the daycare will practice an emergency evacuation such as a fire drill and/or shelter-in. The daycare is equipped with emergency kits if such an emergency occurs. If an emergency occurs that forces us to leave the daycare, there are two alternate locations. We will walk to George D Lisby Elementary School or walk to the Aberdeen Aldi. Please be aware of the procedure and what will occur in such a situation. An evacuation plan is placed by the front and back door. Parents will be notified if an emergency occurs and what action to take.

HYGIENE

Children are to arrive ready to start the day bathed, in clean clothes daily, and fed (if arriving after 9:30 am). Children also need to have proper fitting clothes according to the season and proper **close-toed shoes** each day. Keeping your child clean daily helps to prevent the spread of germs and illnesses. Some germs can live on a surface; like



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hair, clothes, and toys, for a few days or more causing children to get sick or stay sick longer. Please provide a change of clothes to stay at the childcare for your child.

The provider is mandated by the state to report any suspicion of neglect, abuse, etc. I do not need proof and I will lose our licenses if I do not call. Please do not put me in this situation. I only want the best for each child in my care.

ARRIVAL AND DEPARTURE

Family involvement is very important to me. The daycare is operated as one big family. Parents need to trust the provider and the provider needs to be able to trust the parents. Open Arms would like to have an open-door policy meaning parents are free to call or stop by for short periods during the day (No more than 20 minutes, so we do not disrupt the daily routine). I know, as a parent, we worry about our children's safety and wellbeing. I want to put parents at ease and allow them to come and visit with their children during the day. I want to instill a welcoming feeling here at Open Arms.

Open Arms has installed a special lock. Each family will be able to have their own code to the door. This will insure easier accesses to your child during the day. Please note your code will only work during daycare hours. Also please refer to **Hours of Operation** and **Drop Off and Pick Up Times** on page 2.

Parent Door Code: **Enter in Contract Extraction** 4 number code family provides

It is normal for children to be hesitant and sometimes even cry when dropping them off. Please be very brief (no more than 5 minutes is sufficient) during drop off times; the longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all you need to do.

I ask for families and children just starting or having difficult drop-offs to please wait until they are comfortable with us and the environment before making visits. Text Messages are a great way to check up on your child without upsetting them. It is also a way to keep your mind at ease. Families will also receive update alerts, through Brightwheel, about their child's day. Please give children at least 3 weeks to adjust. Children need time to familiarize themselves with the new people and the environment.

Pick-up time is a time for testing when two different authority figures are present (the parent and the provider) and all children will test to see if the rules still apply. It is important that you back up my rules at this time, but if you do not, I will remind your



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child of inappropriate behaviors being displayed and take action to correct them if needed. Please be in control of your child during pick up times!

Do not allow your child to run out to your car while you are still inside or while you are in my backyard!! The safety rule is "No one goes outside without their parent with them." There is No playing in the backyard during non-daycare hours and/or when the whole group is not outside.

During drop off and pick up, Open Arms Child Care, is not responsible for stolen or lost property while leaving cars running and/or unlocked. Please do not leave children in cars unattended. Purses and other valuables should be hidden out of sight.

Please Note: Children will not be permitted to be dropped off after **10am**, without prior notice. Also, please be respectful and do not pick up during the hours of **12:30 and 3pm**. This is nap time and a child being picked up can be very disruptive to the whole group.

As always, **communication is vital**; it is the key to a successful childcare arrangement. If there are any problems or concerns, please do not hesitate to call or text during normal business hours.

HOUSE RULES

The following rules are reinforced for the safety and wellbeing of everyone. There is no running in the house. There is no hitting, pushing, biting, grabbing, kicking, pinching the other children. Obscene language is not allowed. Children are not allowed to walk around the house with cups or bottles. Respectful treatment of other children and all property, toys, and furniture is expected. **Willful destruction of property will be charged to the parent** at the cost to replace the item. If children become violent or deliberately hurt the other children, it can result in termination.

DISCIPLINE

My philosophy, is that I use discipline to teach a child. I achieve this through love, consistency, and firmness. Discipline is an ongoing process to help children develop. Discipline shall include positive guidance, redirection, reflection, providing choice, problem solving and setting clear limits and expectations that foster the child's ability to become self-disciplined. These expectations will be developed with the input of the children.



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Inappropriate behavior can often be modified by offering a child an opportunity to engage in a different activity or play with a different toy. Also, children are provided with choices within our environment or activity. “Reflection time” will also be used for children to regain control of himself or herself. “Reflection time lasts no longer than 1 minute per year of age of the child and will not be used on infants and toddlers, as they are too young to cognitively understand this consequence.

I do not tolerate any behavior that is dangerous to the other children in my care that can leave permanent physical/social marks on the other child. For example; biting, scratching, throwing, etc.

When a child's behavior is continually upsetting or dangerous to the provider or others, a conference will be called with the parents. If the problems cannot be resolved, you may be subject to termination and arrangements will have to be made for the child to go elsewhere for care.

VOLUNTEERS AND SUBSTITUTES

Open Arms has Three designated substitutes. They are- my husband Benjamin Feldman, Kelly Curry- worked with children in her own home daycare, public school substitute, and holds a nursing certification; and Kimberly Brannon- nanny and past school teacher. A substitute will provide care for children during a temporary absence of the provider. All substitutes are eighteen years or older and have been approved with licensing with a federal and state background check, fingerprints, and a medical. Parents will be notified if a substitute will be providing care instead of the provider.

From time to time a volunteer may be present in the childcare with the provider. The provider shall: (1) Ensure that the individual presents no risk to the health, safety, or welfare of children; and (2) Conduct a child health and safety orientation for the individual that meets the requirements set forth in Regulation .03E of this chapter. The provider, substitute, or additional adult shall accompany a volunteer whenever the volunteer is in the presence of an unrelated child in care. A volunteer who is younger than 18 years old may not be permitted to work with a child in care who is younger than 2 years old.

PERMISSION TO TRANSPORT

This is very unlikely, but addressed just in case!!!

Open Arms Child Care LLC, sometimes takes walk around the neighborhood and to George D. Lisby Elementary. Proper clothes are needed for these trips for all the seasons.



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_____ gives his/her permission for _____ (child) to walk with the provider in the neighborhood, to the school, and the school park daily.

Parent Signature: _____ **Sign Contract Extraction** _____
Occasionally I need to take my own children to school or activities that they are involved in or we may take a Field Trip excursion. Example field trips are parks, library, farms, etc. All children will be placed in safety-approved car seats as required by Maryland State Law. Parents may be requested to provide a car seat for the day. The provider will carry copies of the emergency forms with a picture of each child attached. In the event of an emergency away from the daycare home, your child will be cared for and you will be notified. I ask for your permission to allow your child to travel in my car. Parents will be notified prior to the trip with as much notice as possible. Children not allowed to be transported will need to find alternate care for the day. (Very rare- but just in case)

_____ gives his/her permission for _____ (child) to travel in the daycare Provider's vehicle with proper notice beforehand.

Parent Signature: _____ **Sign Contract Extraction** _____

RELEASE OF CHILD PERMISSION

The following person(s) has my permission to pick up my child from daycare:

- 1) _____
- 2) _____
- 3) _____

I understand that if the Provider has not met the above-named person(s), a photo ID must be shown before release is made and I must inform the Provider in advance that alternate arrangements for pickup have been planned.

Parent Signature: _____ **Sign Contract Extraction** _____

PACK AND PLAY PERMISSION



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Open Arms Child Care, currently allows children over the age of one years old to sleep in a pack and play until age two-year-old, when needed.

_____ gives his/her permission for _____ (child) to sleep in a pack in play until age two if needed.

Parent Signature: _____ **Sign Contract Extraction** _____

WATER PLAY PERMISSION

_____ gives his/her permission for _____ (child) to participate in all water-play activities at the daycare home. No swimming or pools will be filled on the premises to prevent danger. Examples of water play are: a water table, sprinkler, slip n slide, etc.

Parent Signature: _____ **Sign Contract Extraction** _____

SUNSCREEN PERMISSION

The provider has the ability to apply sunscreen on exposed skin (arms, legs, face) at the daycare home before outside play. Sunscreen will be provided by the parent for children over the age of one. Children under one will need a doctor's note to apply sunscreen. A separate form will need to be filled out.

BUG SPRAY PERMISSION

The provider has the ability to apply Bug Spray on exposed skin (arms, legs, back of neck) at the daycare home before outside play. Bug Spray will be provided by the parent for children over the age of one. Children under one will need a doctor's note to apply Bug Spray. A separate form will need to be filled out.

CLOTHING PERMISSION

During the year, it can be hard to determine what the weather will be like for the day. The provider will continue to dress your child in what he or she came in with each day, unless I am notified otherwise. I would like to use my discretion for using/removing coats, hats, gloves, scarves, etc. By signing below, you are allowing your child's provider to use their own discretion in determining what the child should wear during outside times each day.



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Parent Signature: _____ **Sign Contract Extraction** _____

GENERAL PERMISSIONS

The provider has my permission to: (Please circle yes or no)

Take photos of my child/children Yes or No

Giving pictures of my child to other parents (example: group pictures) Yes or No

Give my telephone number to other parents Yes or No

Parent Signature: _____ **Sign Contract Extraction** _____

SUPPLIES

Parents are required to bring a complete change of clothing (including socks) appropriate for the weather to be kept at the daycare home. I typically will clean all soiled cloths when needed. Extremely soiled (typically involving poop) clothing will be sent home and a clean change of clothes should be brought back the next day. Good clothing is not recommended. Parents will be required to bring bathing suits to be kept at daycare in the summer. Appropriate hats, mittens, boots must be brought to daycare to be kept here or as requested. All items need to be labeled with your child's initials. Parents must maintain these items at all times. Failure to do so is grounds for termination.

Parents are required to supply diapers and wipes. I will notify you when your child's supply needs to be replenished. Parents may also bring diaper rash ointment (if used). A form will need to be filled out. If you do not provide diapers when needed, there will be a \$1 charge per diaper used out of our supply.

The Provider will supply all food and drinks (except breast milk and/or baby food for infants not enrolled in the Child Care Food Program), bibs, all furniture, all bedding, and toys. The Provider will not supply diapers, wipes, or any medications or creams.

As stated on page 5: There will be a \$40 supplies fee each year at the beginning of September. This to insure children will have the up-to-date toys, art materials, and other supplies needed for learning.



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TOYS

No toys should be brought from home. Your child will be provided with fun, educational toys every day. Please do not let your child bring toys or other belongings from home as it can create tension among the children. Moreover, each child's personal storage is limited and it can be stressful for all parties when something goes missing.

Because children often find comfort in a special object, your child may bring something to sleep with (special blanket or animal), but it will only be used during naptime, and will be put away when the child first arrives. **This item must stay at the childcare to stop the transfer of germs from house to house.**

Exception: show and tell or other special activity days. Parents will be notified when these days will be held. (Very rare)

TOILET TRAINING

The provider will be more than happy to help with potty training, provided that it is not done before the **age of two years** and parents initiate the process at home first, whether it is over a weekend or during vacation. I expect parents to work with me in this process which means once potty training is initiated, we want the child in training pants or pull-ups at all times. Putting a child in a diaper for your convenience will only confuse the child and delay the training process. **I also require that all potty-training children wear clothing that they can handle successfully on their own** - no onesies, no overalls, no belts or jeans with buttons or snaps. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period.

BIRTHDAYS/PARTIES

Parents will be able to bring a special treat for their child's "special birthday." Most parents like to buy pizza (tip included) for lunch that day. Gifts are not expected and will be put out of sight, if brought, for the birthday child to take home with him/her at the end of the day. At Open Arms, it had become a custom to celebrate birthdays by baking birthday cupcakes with the children and having a mini party after naptime.

I do have holiday parties several times throughout the year. Signup sheets will be posted on the parent board for your assistance with these days as needed on a voluntary basis. All food brought in maybe store bought or homemade (with a list of ingredients) as we may have many different allergies present. **We are peanut and tree nut free!**



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MEALS

My program is very active and children need the necessary nutrition to maintain a healthy body. At Open Arms, I strive to provide the most nutritious foods. I provide meals with whole-grains, fresh vegetables and fresh fruits, along with protein and calcium-rich sources.

All food will be provided at no additional charge. This includes breakfast for children arriving before 9:00 am, lunch, and afternoon snack. Open Arms have set meal times of 9am, 12pm, 3/330pm. Parents are responsible for feeding their child if he/she will arrive at daycare after a mealtime. Infants are always fed on demand. I belong to the Child Care Food Program and all meals provided are nutritious and well rounded. Except for special occasions and when requested, please do not send any food, drink, or candy with your child.

Infants, if enrolled in the Child Care Food Program, are provided with an iron-fortified formula, cereal, baby food, infant snacks at no additional cost to the parents. Written feeding instructions are required from parents of infants including type of food and/or formula, amount of food and/or formula, and feeding times. Lunch menus for the week are posted on the parent board. Parents may look at full daily menus at any time.

I support breast feeding 100%. I provide a comfortable and nurturing environment for parents who choose to breast feed. Parents are welcome to come daily to feed their child or pump and store them in already prepared bottles. I will not accept frozen bags to thaw and then create a bottle daily. Having a frozen bag or two on hand is helpful for an emergency situation.

We are a Nut Free Classroom!!

I also cater to many other allergies, based on currently enrolled children. Outside food is not permitted without authorization, by me.

If your child requires a modified diet, I will need a physician's written instructions along with a dietary form filled out.

NAP/REST TIME

Each child, 5 years of age and younger, is required to have a rest period. If your child no longer naps, he/she may look at books, but must remain quiet for the other children. Parents are **not** required to supply a blanket or bedsheet for their child. I have plenty



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for all the children in my care. I do ask that parents do not bring children in or pick them up during this period as it has proven to be very disruptive to the other children. **Nap time is from 12:30/1pm to 3pm for children 1 year and older.** Children under the age of 1 will be given naps when needed.

PRESCHOOL PROGRAM

Open Arms provides a preschool program from September through June for children ages 2 to 5 at no additional cost to you and a fun summer program for the summer months. I have created a curriculum based on developmentally appropriate practices with Teaching Strategies: The Pre-K Curriculum and The Creative Curriculum for Family Child Care by Diane Trister Dodge; Sherrie Rudick, and Laura j. Colker. I have also started incorporating the Curiosity Corner, 2nd edition curriculum from Success for All. Some of the activities include arts & crafts, music, math, science, stories, games, as well as letter, shape, color, and number recognition in a monthly theme format. Children under the age of 2 will also have a curriculum based on developmentally appropriate practices based on the curriculum book Healthy Beginnings. I provide a variety of opportunities for children to develop their physical, cognitive, language, and social and emotional skills, as well as, language and literacy, mathematical thinking, scientific thinking, social studies, physical development health, and the arts. I promote flex-learning within a structured daily schedule. Flex-learning give the children room for unstructured learning, creativity, and informal group and individual play. Flex-learning leads to independence, self-confidence, self-control, and a sense of responsibility.

PARENT PORTAL

Please join us on Facebook at <https://www.facebook.com/OpenArmsChild721/>

Join our parent portal (closed group) to see pictures of our daily program, your child's activities, and share news within our program.

https://www.facebook.com/groups/1814263132217276/?source_id=606697666111393

Current Website

<https://openarmschildcare721.com/w>

DAILY CHILD COMMUNICATION/ DAILY SHEETS

Open Arms uses the app **Brightwheel** to communicate with parents through the day. This app is provided for children who are in all day care. Brightwheel is used to



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communicate what your child eats, how long they sleep, and what activities they enjoyed that day. Brightwheel also include comments about your child, upcoming events, and so much more. I updated throughout the day with the app and a daily summary is sent to you by email at the end of each day. Please provide the best email and phone number you would like the daily sheet and important information emailed to you.

Email: _____ Sign Contract Extraction
Phone Number: _____ Sign Contract Extraction

TELEVISION

I view Open Arms as an educational experience. Television and other devices will only be used for educational purposes and not as an everyday occurrence. I want children to be able to use their imagination and stimulate their brain on their own through hands-on learning and activities. With imagination, a child has the world at their fingertips. However, children will be allowed to watch interactive television/videos for short intervals during the day to increase learning and reinforce what we are learning that week. No more than 30 minutes a day. Typically, we do follow along movement activities or preschool songs.

Children under the age of two will not be permitted to have any screen time. Younger than 2 years old may not be permitted to view any passive technology; and 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week unless it is a special occasion.

Definitions. In this section, the following terms have the meanings indicated:

(a) “Interactive technology” means educational and age-appropriate technology, including programs, applications (apps), noncommercial television programming, videos, streaming media, and eBooks that is designed to: (i) Facilitate active and creative use of technology; and (ii) Encourage social engagement with other children and adults.

(b) “Passive technology” means non-interactive television, videos, and streaming media.

OUTSIDE ACTIVITIES

Open Arms consider the outdoors an extension of the classroom. The backyard provides equipment designed for active play. The yard also holds a sensory table, toys, balls, bikes, a garden, etc. Open Arms is designed to provide your child with exercise,



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fresh air, and different learning activities. **Please dress your child is comfortable clothes/shoes the family does not mind getting messed up. We play hard and items will get messy.**

DEVELOPMENTAL SCREENING

Developmental screening is a brief method completed by a parent or caregiver to quickly identify a child's progress through foundational early childhood developmental milestones. A child's development can be measured by how a child learns, speaks, moves, behaves and relates. Skills such as smiling, waving, and talking are developmental milestones. Results from developmental screenings indicate which children would benefit from a full evaluation and assessment. Children who receive early intervention services generally do better in the long term than those identified later. Upon completion of the screening, I will meet with you to discuss the findings and whether a referral to another agency for further evaluation is necessary.

Children aged birth to 60 months will be required to have two screenings per year.

Parents should consider this process as part of required documentation in order for the child to attend our or any other licensed child care program in the State.

The screening tool our program will use is called: ASQ-3 for ages 1 month-60 months

Our screening process normally takes place in June and December.

Harford County Infant and Toddler Program: For any development concerns.

<https://referral.mditp.org/?fbclid=IwAR2GGyULWcAqsdFsbGypWSKvX9xpb75a18LH8EzFoI7pp3cwNP0nqPRN9G4>

PARENT/PROVIDER CONFERENCES

At Open Arms, the welfare of each child is important to me. I want each child prepared for school when he or she leaves. Parent/ provider conferences will be held twice a year, **in June and in December**. This conference is a partnership and coincides with the developmental screening regulation. Parents need to work with me to ensure their child's success. Parents are the most important teacher from the beginning of a child's life. My job is to build on those learning's and help prepare them for the world ahead of them. I will work together to share learning and developmental growth. I will create a plan for optimal learning together and work as a team to help the child develop his/her strengths.



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DEVELOPMENTAL BOOK

During our conference, we will get a chance to discuss your child's developmental book and screenings. Open Arms uses developmental screenings to measure your child's progress. Their progress is then noted in their developmental book along with work samples, developmental checklists, observational notes demonstrating progression, and pictures. Everything is gathered in this book to make it easier to share with you and to help create lessons. Everything in your child's book is confidential and is only shared with the parents/ guardians and the teacher. These books will be given to families after a 2-week notice is given.

In order to identify a child's current competence levels, I rely on observation to identify skills mastered or need improvement on. I then incorporate this knowledge into our lessons and everyday learning. Through observing the children, I can revise the learning environment to improve provision. Observing will then create further information for, thus, creating a process that is a continuing cycle.

With Aspire, I use the Teaching Strategies documentation platform. When I see a new skill mastered, I write it in the digital portfolio. I also add pictures of them doing an activity, actual products of the work they completed (a drawing or writing sample), observations, anecdotal recordings, comments, or things they say. Each entry has a date I observed them. During conferences, we can review documentation. Parents will also receive a progress report for Pre-K students. Parents will be asked to join the platform upon enrolling or once they turn 3 of the new school year.

CONFIDENTIALITY

Personal information about children in our care and their families is strictly confidential. Please do not ask me to reveal information about children other than your own.

A health history and other family information will help us provide the best care for your child. However, you do not need to reveal any information you do not wish to, except information required by Maryland state law.

Please remember, as a mandated reporter, we are obligated to report any cases of suspected child abuse.

REFERRALS

Referrals from current clients are some of the biggest compliments I can receive. As a special thank you, Open Arms Child Care offers families **half off 1 week** of care for



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each **referral that enrolls**. The half off 1 week will be deducted from your weekly fee after the referred child has attended for 3 weeks.

DATE NIGHTS/DAYS

As a thank you to my parents for being a part of Open Arms, I would like to offer a free date nights/ day a few times a year. Each night/day will be prearranged by Open Arms. There will be a signup sheet on the parent board prior to the date night/day. **For your child to attend, you must not have a balance due or a late fee on your account.**

Typically, date night is every 3 months or specifically around special holidays. About 4 times a year. My goal is to have one in February (valentines), May (Mother's Day), August (back to school), and November (holiday help).

Dates and times will be posted in our monthly newsletter and in the parent portal.

Go check out that restaurant you've heard so much about, catch a movie, enjoy a romantic evening together, I'll take care of the rest. Have peace of mind knowing your child is being safely supervised in a fun and exciting environment here at Open Arms.

I also offer a flat rate of \$20 for 4 hours per child for babysitting if a parent needs extra time. These extra hours will need to be prearranged with Open Arms for availability.

Children may NOT stay continuously from regular hours of operation through the Date Night hours. By law, a child can only be in care for a max of 14 continuous hours of a day.

GENERAL

- Parents are required to notify me by 9 am if their child will not be coming for the day.
- Parents are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information.
- Parents are required to inform me if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- **No smoking is allowed on premises.**
- Provider will promptly report to the proper authorities any sign of neglect or abuse of the children in care.



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- A newsletter is distributed to parents each month. Parents are responsible for reading the newsletter for news of what is happening in the daycare home, provider days off, and other relative information.
- Open Arms maintains an open-door policy for parents during daycare hours. Each family has their own door code. Please keep your code safe and do not share it to anyone unless they pick up regularly. This is to ensure the safety of all the children in care.
- Parents are encouraged to call me at any time during the day or evening. Lots of times I will not be able to answer the phone as I am quite busy with the children. Please leave a message and I will return your call as soon as possible.
- Brightwheel also have a messaging feature that can be utilized.
- For important messages feel free to text my cell at (443) - 686-1514. You may also use Facebook Messaging (Lisa James Feldman or OpenArmsChildCare721) or Email (Openarmschildcare721@yahoo.com). Everything is connected to my phone so I can promptly answer you more efficiently.
- **When dropping off and picking up children, please come to the back door at all times. Enter your code or ring the bell. Please remember to shut and lock the gate after each entry and exit. The Provider is normally the last one up the stairs to ensure everyone makes it up the stairs. I relay on YOU to have the gate shut and locked. ☺**

SPECIAL CIRCUMSTANCES:

I do occasionally accept children for drop-in care if we have space available on any given day. Therefore, if you tell me that you will not be bringing your child, there is a chance I will fill your spot for that day and you could potentially lose your day if I do so. I do require that you give me a minimum of **48 hours' notice** if you change your mind and want/need to bring your child after all on your day. You are still responsible for paying all fees for your contracted days regardless of whether you come or not. I do not accept drop-ins for the purpose of earning a little extra income; rather I do it as a service to all of my parents, which may possibly include you if you would ever need/want daycare on an unscheduled day. Your 48-hour notice is not only put into place because I may schedule a drop-in on "your" day, but this will give me time to adjust my menus/activities accordingly. For example, I may plan a Field Trip if your child is not coming because I will have a smaller, more manageable group. 48 hours would give me ample notice to reschedule this activity should you decide to bring your child after all.

MARYLAND CHILD CARE REGULATION



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Maryland child care regulations require your child care provider to verify that you received a copy of “Guide to Regulated Child Care” on the lines below.

_____, have received a copy of the copy of the consumer education brochure entitled “Guide to Regulated Child Care”

Parent Signature: _____ **Sign Contract Extraction** _____

You can also find it at [Licensing Forms | Division of Early Childhood \(marylandpublicschools.org\)](https://www.marylandpublicschools.org/LicensingForms/DivisionofEarlyChildhood)

TRIAL PERIOD AND TERMINATION OF SERVICE:

The **first 14 calendar days** from child's start date are a probationary period for the provider, child, and parent. This agreement may be terminated at any time during this period. After the probationary period, this agreement may be terminated by either party by giving two-week's written notice if the child or children are to be permanently withdrawn from daycare. Two-week's pay will be accepted in lieu of the two-week's written notice.

The Provider will also give the family two-week's written notice of intent to cancel this agreement except in cases of family emergency (Provider's) or gross misconduct on the part of the parent or child. Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice.

Please Note: Once notified of a paid closure, the family is responsible to pay for that paid closure even if they plan to end care before the closure takes place. This is up to 5 days after the 2 weeks written notice. This includes scheduled vacations and planned time off, but not limited to. If the provider gives the 2 weeks' notice, the family will not be responsible for any paid closures other than the two weeks before termination.

* This is also **stated on page 4: HOLIDAYS/CLOSURES.**

Provider will give the family a minimum of two-week's written notice of any increase in fees or significant changes to this agreement.

Any and all additions/changes to this contract must be initialed by both the parent and the provider to be valid.

I have read and fully understand this contract. By signing this agreement, I agree to comply with all terms herein.



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Parental Signature: _____ **Sign Contract Extraction** _____

Date: _____

Daycare Provider Signature: _____

Date: _____

Please signing and
returning the
**Contract
Extraction/Yearly
Renewal** in place of
the full contract.

Keep the full
contract for your
reference!