

Tena Mekonnen
Sunshine Family Daycare
Child Care Contract/Enrollment Form

Dear parents, thank you so much for your interest in our Family Daycare program!
Please fill out and sign this agreement, as it is required to enroll and secure your spot.
This will help ensure that you know everything about our program's policies, and will
help us understand and meet your child's need. We look forward to welcoming you and
your child!

1. Name of Parent/Guardian: _____

Relationship to Child: _____

Address: _____

Home phone Number: _____

Employer's Name and Address _____

Work phone: _____

E-mail Address: _____

2. Name of Parent/Guardian: _____

Relationship to Child: _____

Address: _____

Home phone Number: _____

Employer's Name and Address _____

Work phone: _____

E-mail Address: _____

Family Childcare Provider

Tena Mekonnen

14315 Vivaldi Ct.

Burtonsville MD 20866

For the care of: _____ Date of Birth: _____

Parents agree to enroll the above child in Sunshine Family Childcare with Tena Mekonnen. Tena is bilingual in English and Amharic.

Parents have submitted the following list of forms to the provider and agree to comply with all rules and responsibilities stated in it. Parents understand that all information in this agreement must be kept up to date:

- Emergency form
- Health Inventory - MD State Dept. of Education office of Child Care

1. Days and Hours of Care:

Monday to Friday 7:00 am to 6:00 pm. (Maximum 10hrs/day)

2. Basic Rates and Payment Policies:

A deposit of two weeks payment is required upon registration. The deposit will be applied to the last two weeks of payment or the termination notice period if proper notice is given.

The tuition for the care of the child is \$350 per week
A late pick-up fee of \$10.00 per every 15 minutes will be charged when a child is left beyond regular hours. The late pick-up fee does not constitute an agreement to provide after-hour services.

Tuition fees are not subject to pro-ration for illness, holidays, emergency closure of our Family childcare program, and the 2 week period of the provider's vacation (which families will receive a 3 month notice ahead of time). If the hours your child attends change in any way, you must notify us immediately so appropriate staffing may be arranged. Please note that the tuition fees may be changed at any time with prior notice.

Payment for our family childcare will be made in the following manner:

Cash____ Check ____ Direct Deposit____ Zelle____

BY_____ on _____

(Name of the Person Who Will Pay)

(Day of Week or Month)

Welcome to Tena Mekonnen Family Daycare. I am CPR and First Aid certified. In order to make our relationship as enjoyable as possible and to prevent any misunderstandings, I have this handbook than explain to a new family my goals, philosophies, rules and expectations.

Health and Safety:

Sick Child Policy: Children exhibiting symptoms of illness (fever, vomiting, contagious conditions) must stay home until symptom-free for 24 hours. The provider is not authorized to care for sick children; parents are responsible for providing an alternate care plan in the event of illness. If a child is ill when he or she arrives, the child will not be permitted to attend for that day. If the child becomes ill or injured while in care, parents will be notified and must be picked up as quickly as possible. If the parent cannot be reached, the person designated on the parent's information form will be called. We have also attached a separate Sick Policy form to be signed by parents/Legal guardians.

In case of the need for immediate emergency care, the provider will call 911 and provide the emergency consent forms for the treatment of care.

Immunizations: All children must be up-to-date on required vaccinations as per local regulations.

Health Forms: Yearly updated health information will need to be submitted to me for your child's file.

Medication Administration: The provider will administer medication with written authorization from the child's doctor/parents. The written authorization must include the parent's signature and date signed. The dosage and times that the medication should be given to the child must also be included. At least one dose of medicine should be given to the child at home. All medicines must be clearly marked with the child's name; the name of the medicine, the dosage needed and be stored in its original container.

Emergency Preparedness: We conduct regular emergency drills, and parents will be informed of our evacuation plan.

First Aid: Our staff members trained in CPR and First Aid will provide immediate care for minor injuries.

STATEMENT OF NON-DISCRIMINATION

Sunshine Family Daycare welcomes all families, regardless of, race, religion, national origin, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional or learning disability.

PHILOSOPHY STATEMENT

In our program, we believe all children deserve a happy environment starting early morning in their arrival with a big smile and a warm welcome making them feel at home, that feeling will make a strong and healthy individual. In our daily program, we give them opportunity to work by themselves independently, and work with other children in a developmentally appropriate environment taking part in activities and games where they

need to communicate, solve problems and make friends. The activities reflect the interest of each of the children, and include experiences that enable each child to explore the world through seeing, touching, hearing, tasting, and smelling. Children explore their world through hands-on experiences, while they make sense of the world through their own experiences where they develop:

- **Strong:** Well developed bodies;
- **Gain:** fine motor skills and eye-hand coordination;
- **Develop:** Speaking and listening skills to communicate and understand;
- **Learn:** early skills such as phonological awareness, alphabet knowledge of and appreciation of books.
- **Use:** music, art and movement to express themselves.
- **Learn:** early mathematical concepts as numbers and counting patterns and reasoning;
- **Recognize:** real problems and figure out;
- **Think:** Critically and logically, ask questions that leads to more questions.

We welcome all children of all abilities and their families by creating a positive environment for parent engagement with their children. Our one-to-one connections with each other are the foundation. We take in to account each family and individual cultural backgrounds and home (primary) languages because language plays crucial role in families' lives in our program; we encourage families to share information about their culture and primary language.

Holidays:

The provider will be closed on recognition of the following holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorials Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day, and also Ethiopian Orthodox Christmas and Ethiopian Orthodox Good Friday (The date may vary every year, I will let the parent know in advance)

Please note that we cannot provide care when we are closed, and that tuition is NOT reduced as a result of scheduled or unscheduled closures. Our childcare program will

be open whenever possible, but should there be severe weather or other conditions preventing us from being open on time or at all, please note that you will be responsible to find alternative care for part of the day or all day.

Meals (Nutrition): I participate in the CACFP/ Child Adult Care Food Program.

We follow the CACFP nutrition guidelines, which requires us to include Whole grain, and fresh fruits and vegetables at each meal and snack that is served. I also limit sugar and salt in foods that are served by my program. I plan the meals by using the Child and Adult Care Food Program quarterly menu. I will monitor meals that are provided from home to ensure that the children are receiving nutritious, balanced meals and snacks.

For infant the parents will supply breastmilk or baby formulas.

Daily Routine:

Our daily routine includes structured playtime, learning activities, group interactions, meals, outdoor play, and nap times. A detailed schedule will be shared with parents.

Physical Fitness Policy:

We recognize the importance of promoting physical health and well-being in young children. Our physical fitness policy aims to incorporate structured physical activities into our daily routines, fostering healthy habits and supporting children's overall development. Children will engage in age-appropriate physical activities every day, including active play, outdoor exploration, and gross motor skill development exercises. Our daily schedule includes dedicated time for physical activity to ensure that children have ample opportunities to move and engage in active play.

Rest and Nap Times:

A designated nap area with individual bedding will be provided. Children will have quiet rest time after lunch.

Curriculum

At Sunshine Family Childcare, we are committed to providing a high-quality, developmentally appropriate early learning experience for all children enrolled. To support this, we are currently participating in Creative Curriculum training and have officially received the full Creative Curriculum for use in our program.

The Creative Curriculum is a state-recognized curriculum approved by the Maryland State Department of Education (MSDE) and is designed to support children from birth through preschool. It aligns with the Maryland Early Learning Standards and supports all key domains of development, including cognitive, social-emotional, physical, and language development.

For infants and toddlers, we also incorporate Healthy Beginnings, Maryland's framework for supporting development from birth to age three. This ensures that even our youngest learners receive intentional, responsive care and experiences tailored to their developmental stage.

We use these curricula to plan daily activities that are age-appropriate, culturally responsive, and inclusive. Our lesson plans include hands-on exploration, purposeful play, language-rich interactions, and consistent routines. The curriculum is flexible and supports the diverse learning styles and needs of children in a mixed-age family childcare setting.

By using both Creative Curriculum and Healthy Beginnings, we are building a strong educational foundation that prepares children for school success while meeting all MSDE curriculum requirements.

Observation

In our family childcare setting, we prioritize the observation of children's developmental milestones as they engage in play and various activities throughout their day. Through keen observation, we closely monitor children's interactions, behaviors, and emerging skills, gaining valuable insights into their individual developmental progress. By embedding observation into our daily routines, we are able to discern each child's strengths, interests, and areas for growth, guiding our lesson planning process with a tailored and responsive approach. These observations inform the selection of age-appropriate, domain-based activities that align with the developmental needs and interests of each child. Furthermore, we recognize the importance of play as a vehicle for learning and exploration, and we value the rich opportunities it provides for children to develop social, cognitive, emotional, and physical skills. Thus, our commitment to observation-based planning ensures that our childcare environment is not only nurturing and supportive but also dynamic and responsive to the evolving needs of the children in our care.

Parental Involvement:

- We value parental involvement and encourage parents to participate in classroom activities, field trips, and special events.

Parent Conferences

Parent conferences are held at least twice a year in the Fall and Spring. I will inform parents about the conference verbally at pick up time two weeks before the scheduled dates and times. Parents can pick a date and time that is convenient for them and verbally confirm with me. Conferences will be held during a time that the childcare is closed. I will give a verbal reminder 1 day prior to each parent scheduled date.

Communication

I will text or email parents periodically to update regarding their child or things that their child may need. For example, diapers or change of clothes.

Selection of Learning Materials

Factors that influence the selection of learning materials in my program include developmental domains. I also carefully observe children so that I can include activities that reflect their interests are reflected in the materials and equipment I use in my program. For example, having different areas that provide materials, equipment, toys that represent the interest of the children in my program. The learning materials and equipment are developmentally appropriate for the mixed age group of children in my program. The materials and equipment can be modified to a multiage group, which provides challenging activities, and support for the children of all abilities. I make sure all the children in my program are able to access the learning materials and equipment needed to participate in all activities. For example, all the material is accessible, child-size furniture, different types of scissors, varieties of multi-age art supplies and equipment, multi age-appropriate books reflecting children's interests, culture and language. The materials and equipment I use supports children of all abilities to fully participate in every activity. For example, because we have low shelves for easy access for materials and toys. Manipulative and small toys kept in open bins so that children easy can see and choose materials.

Screen Time Policy:

Because we care about the health and well-being of the children in our care, we follow the American Academy of Pediatrics recommendation on screen time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 30 minutes per week at child care only when directly related to facilitated learning experiences.

Discipline & Guidance

At Sunshine Family Childcare, we are committed to fostering a safe, nurturing, and respectful environment that supports the social-emotional development of every child. Our approach to discipline is rooted in positive behavioral supports and strategies, which promote learning, self-regulation, and cooperation in a supportive and caring setting.

Guiding Principles:

We believe that discipline is not about punishment, but about guiding children toward appropriate behavior through understanding, empathy, and consistency. We strive to build strong, responsive relationships with children, which are the foundation for a positive learning environment.

Our Positive Behavioral Strategies:

1. Providing Children with Choices
2. Using Redirection
3. Clear Rules and Expectations
4. Reflection and Problem Solving

We recognize that social-emotional health is essential for a child's overall well-being and future success. Through responsive relationships and positive discipline practices, children learn to manage their emotions, build healthy relationships, and make good choices. These strategies lay the foundation for school readiness and lifelong learning.

Open Door Policy:

Parents are welcome to visit the childcare at any time.

Vacation:

If the provider takes vacation, the provider will give the parents as much as advance notice as possible.

Field Trips:

Trips may include neighborhood walks, field trips and out of house activities. Parents must sign a permission slip.

Termination and Withdrawal:

- Termination: We reserve the right to terminate a child's enrollment due to persistent behavioral issues or other significant concerns. A 2-week notice will be issued.
- Withdrawal: Parents must provide a 2-week written notice in advance if they wish to withdraw their child.

I have read the policy/program statement and my understanding is that I will abide by the policy as stated.

Date Policy was given and signed on: _____

Family Child Care Owner Signature: _____

Parent's/Guardian Signature _____

Thank you for entrusting your child's care and education to [Your Child Care Name]. We are dedicated to providing a supportive and nurturing environment where every child can flourish.