

# Lighthouse Christian Daycare Center Parent/Provider Contract

**Effective: June 3, 2024**

Lighthouse Christian Daycare Center is registered with the Maryland Child Care Administration. Our registration number is 01-79882. Lighthouse Christian Daycare Center hereinafter referred to as "LCDC" or "the center," has met health and safety standards established by the Child Care Administration. LCDC has agreed to operate a daycare center in compliance with Maryland State regulations for the protection of your child(ren). LCDC will strive to provide a well-supervised, caring, homelike, but structured environment where your child can grow and develop at his/her own pace. The center will help your child begin his/her educational life with exposure to the Bible, as well as some basic concepts needed as they enter kindergarten. LCDC will need your involvement and support.

Your signature(s) and the staff's at LCDC on this Agreement mean that we have read, understand, and agree to the following provisions:

I/We, \_\_\_\_\_,  
(name(s))

living at \_\_\_\_\_,  
(address) (city, state) (zip) (telephone)

Email address: \_\_\_\_\_.

parents/guardians of \_\_\_\_\_,  
(child(ren)'s name(s))

agree to enroll the above child(ren) in Lighthouse Christian Daycare Center located at Central Assembly of God, 2020 Bedford Street, Cumberland, MD 21502, beginning on \_\_\_\_\_, 20\_\_\_\_.  
(date)

LCDC runs separately from Lighthouse Christian Academy in its program hours. It is designed to serve you independently of LCA and/or in cooperation with LCA if there is need of before or after school daycare. The Daycare operates year around accepting ages 2-12.

## **DISABILITY NON-DISCRIMINATION STATEMENT**

Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

## **Special accommodations for your child;**

Does your child have or need an IEP or IFSP? YES  NO  If yes, please provide a copy.

Office Use Only

Bi-Weekly  Monthly

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

## HOURS – FEES - DISCOUNTS

### ✧ **Fall Registration\* and Summer Activity Fees\***: (effective June 3, 2024)

- Fall Registration Fee:
    - **\$55.00** is required per school year. A registration fee is not required for Before and After school.
  - Summer Activity Fees: (Helps pay for special activities in the summer).
    - **\$50.00 – 2 year olds**
    - **\$65.00 – 3 & 4 year olds**
    - **\$100.00 – School Age Students (going into Kindergarten and up)**
- ❖ All registration/activity fees are non-refundable.

\*\*Scheduled time for an enrolled child may not be used for another child not enrolled in Lighthouse Christian Daycare.\*\*

### ✧ **Fall Book Fees - School Year**: (effective Fall 2024)

- **2 yr. old class . . . . . \$45.00**
- **3 yr. old class . . . . . \$45.00**
- **PreK-4 class. . . . . \$75.00**

\*These fees are based on the cost to the daycare.

### ✧ **Daycare Rates**: (effective June 3, 2024)

- Daycare payments must be set up to be withdrawn from a checking or savings account or from a debit or credit card. A 3.5% fee will be added for debit and credit card transactions.
- Daycare is prepaid on a bi-weekly or monthly basis.
- Weekly payments can be made, however there is an additional \$4.00 fee per week for processing.
- School Age drop in (Fall & Summer) will be calculated based on the number of days attended for the month and charged accordingly.
- A \$25 fee will be charged for NSF or returned Auto payment.
- Withdrawal Schedule:
  - **Bi-Weekly** withdrawals are done every other Monday, see Blue highlight on Withdrawal Calendar
  - **Monthly** withdrawals are done every 4 weeks, see Yellow highlight on Withdrawal Calendar
  - If your child is **Drop-In for Before/After School**, withdrawals are done the first Monday in the next month after billing is calculated, see Pink highlight on Withdrawal Calendar.

\* Failure to keep your daycare bill current is immediate grounds for dismissal.

\*\*If extenuating circumstances arise in your family, please express these to the director before the due date of your weekly bill. \*\*

**Please check one of the following payment options and days attending.**

The weekly fees remain the same even if the child is absent or the center is closed for a holiday or any other reason.

Set schedules may be changed to a new set schedule with a two-week written notice to the director.

There will be an additional \$2.00 / day charge for children wearing diapers or pull-ups, (this covers changing paper, gloves and disinfectant). Parents provide diapers/wipes for their child(ren).

✧ 2-year-old class:

Days Attending

(Please check)

_____ Full time 5 days 6:30 am – 5:30 pm	\$ 177.50 / wk.	<input type="checkbox"/> Monday
_____ Full time 4 days 6:30 am – 5:30 pm	142.00 / wk.	<input type="checkbox"/> Tuesday
_____ Full time 3 days 6:30 am – 5:30 pm	106.50 / wk.	<input type="checkbox"/> Wednesday
_____ Preschool Only 5 days 8:30 am – 11:30 am	\$ 145.00 / wk.	<input type="checkbox"/> Thursday
_____ Preschool Only 4 days 8:30 am – 11:30 am	116.00 / wk.	<input type="checkbox"/> Friday
_____ Preschool Only 3 days 8:30 am – 11:30 am	87.00 / wk.	
_____ Preschool + 1 hour 5 days 8:30 am – 12:30 pm	162.50 / wk.	
_____ Preschool + 1 hour 4 days 8:30 am – 12:30 pm	130.00 / wk.	
_____ Preschool + 1 hour 3 days 8:30 am – 12:30 pm	97.50 / wk.	
_____ Preschool + 1 hour 2 days 8:30 am – 12:30 pm	69.00 / wk.	
_____ Preschool + 1 hour 1 day 8:30 am – 12:30 pm	34.50 / wk.	
_____ Part time 1 day 6:30 am – 5:30 pm	\$ 37.00 / wk.	
_____ Part time 2 days 6:30 am – 5:30 pm	74.00 / wk.	
_____ Part time Preschool Only 8:30 am – 11:30 am 1 Day	31.00 / wk.	
_____ Part time Preschool Only 8:30 am – 11:30 am 2 Days	62.00 / wk.	
_____ Diaper Fee (\$2.00 / day)	_____ / wk.	

✧ Your automatic withdrawal amount is: \$ \_\_\_\_\_  Bi-Weekly  Monthly

✧ 3 year-old and Pre K 4-year-old classes:

Days Attending

(Please check)

_____ Full time 5 day 6:30 am- 5:30 pm	\$ 172.50 / wk.	<input type="checkbox"/> Monday
_____ Full time 4 day 6:30 am- 5:30 pm	138.00 / wk.	<input type="checkbox"/> Tuesday
_____ Full time 3 day 6:30 am- 5:30 pm	103.50 / wk.	<input type="checkbox"/> Wednesday
_____ Preschool Only 5 days 8:30 am - 11: 30 am	\$ 140.00 / wk.	<input type="checkbox"/> Thursday
_____ Preschool Only 4 days 8:30 am - 11: 30 am	112.00 / wk.	<input type="checkbox"/> Friday
_____ Preschool Only 3 days 8:30 am - 11: 30 am	84.00 / wk.	
_____ Preschool + 1 hour 5 days 8:30 am – 12:30 pm	\$ 157.50 / wk.	
_____ Preschool + 1 hour 4 days 8:30 am – 12:30 pm	126.00 / wk.	
_____ Preschool + 1 hour 3 days 8:30 am – 12:30 pm	94.50 / wk.	
_____ Preschool + 1 hour 2 days 8:30 am – 12:30 pm	79.00 / wk.	
_____ Preschool + 1 hour 1 day 8:30 am – 12:30 pm	39.50 / wk.	
_____ Part time 1 day 6:30 am-5: 30 pm	\$36.00 / wk.	
_____ Part time 2 days 6:30 am-5: 30 pm	72.00 / wk.	
_____ Part time Preschool Only 8:30 am - 11: 30 am 1 Day	30.00 / wk.	
_____ Part time Preschool Only 2 days 8:30 am - 11: 30 am	60.00 / wk.	
_____ Diaper Fee (\$2.00 / day)	_____ / wk.	

✧ Your automatic withdrawal amount is: \$ \_\_\_\_\_  Bi-Weekly  Monthly

## ✧ School Age Before & After School Rates (Kindergarten through 12 years):

Please choose one of the payment options and days attending. **The weekly fees will remain the same even if the child is absent or the school is closed.** Set schedules may be changed to a new set schedule with a two-week written notice to the director.

Drop in care is accepted for school age children if the child's paperwork is complete and space is available. Children enrolled in the after school program receive a snack. Children in the before school program on 2-hour delay days will also receive a snack. Organized games and free play, arts and crafts are scheduled for both before and after school. Homework time is scheduled during after school. **Children should have a book to read, memory verse or spelling words to study, and a pencil and paper with them at all times.**

_____ Before School Care 6:30 am – 8:15 am	\$ 38.50 / wk.
_____ After School Care 3:00 pm – 5:30 pm	38.50 / wk.
_____ Before and After School Care	53.50 / wk.
_____ Drop In Before or After school	9.50 / time
_____ Full Day (LCA students)	29.00 / day
_____ Full Day (Non-LCA students)	33.00 / day
_____ ½ Day (LCA students)	19.00 / day
_____ ½ Day (Non-LCA students)	22.00 / day

❖ Your automatic withdrawal amount is: \$ \_\_\_\_\_  Bi-Weekly  Monthly

## ✧ School Age Summer Fees

(Children going into kindergarten through 12 yrs. old)

## Days Attending

(Please check)

_____ Full time 5 days	\$ 152.50 / wk.	<input type="checkbox"/> Monday
_____ Full time 4 days	122.00 / wk.	<input type="checkbox"/> Tuesday
_____ Full time 3 days	91.50 / wk.	<input type="checkbox"/> Wednesday
_____ Drop in Rate – (2 days or less <u>OR</u> any varying schedule)	33.50 / day	<input type="checkbox"/> Thursday
		<input type="checkbox"/> Friday

❖ Your automatic withdrawal amount is: \$ \_\_\_\_\_  Bi-Weekly  Monthly

## ✧ Full Time Discounts

❖ **Children registered for three (3) days or more)**

❖ **Diaper fee not discounted**

❖ **Only one type of discount per family**

- 5% discount for parent(s)/guardian(s) who are faithful tithing members of Central Assembly of God (tithing records may be checked). You must notify the director of membership.
- Multi-child discounts (with siblings in daycare or the academy):
  - 15% off for 2<sup>nd</sup> child; 30% off for 3<sup>rd</sup> child, etc.
- 10% Pastor Discount

## POLICIES

### 1. **LATE PICK UP FEES:**

- There will be a charge of \$10.00 per family after the first five minutes past 5:30 PM, and \$1.00 per minute for every minute after that.

### 2. **SNOW DAYS, CANCELLATIONS & DELAYS:**

- In almost all cases, LCDC will be open on scheduled days and on time Monday through Friday 6:30 AM until 5:30 PM except for extreme weather conditions. A one-call will be made notifying parents of delays or cancellations.

### 3. **HOLIDAYS:** The center will be closed for the following major holidays:

- New Year's Eve & New Year's Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving and the Friday After
- Christmas Eve & Christmas Day

The center may close the day before or the day after the holiday if the holiday falls on a weekend.

**\*You will be informed of any additional closings that the center does not have scheduled. Days are subject to change and a notice will be issued to the parent(s)/guardian(s).**

### 4. **PAYMENT VACATION:**

- Full-time (three days or more per week) children are entitled to one-week non-payment per school year and one-week non-payment per summer session. Children enrolled in the before and after school program receive a one-week payment vacation during the school year. Payment vacations are to be used when children are absent from daycare the entire week. A written notice must be given to the daycare. The value of your vacation is equal to your weekly rate.

### 5. **TRIAL PERIOD:**

- Your child's adjustment is important to all of us. Therefore, a 30-day trial period is provided before arrangements for continued care to become final. At the end of this period, the parent(s)/guardian(s) and daycare center's director will discuss how the child has adjusted to the new setting realizing that this varies from child to child. At this time, or during the course of the trial period, either party may terminate care upon immediate notice. After the trial period, the provisions of Section 6, Termination and Withdrawal apply.

### 6. **TERMINATION AND WITHDRAWAL:**

- The center reserves the right to remove a child immediately from the facility, if the center believes that continued care might be detrimental to our children, our staff or our program. If the provider gives notice of termination, the parent(s)/guardian(s) may remove the child immediately, paying only for the care provided, and further advanced payments will be refunded. Parent(s)/guardian(s) must give at least two-week's written notice before they withdraw their child from the program. Pre-paid fees will not be refunded without a two-week written notice.

### 7. **ILLNESS AND INJURY:**

- Parent(s)/guardian(s) should not bring sick children to the center. If a child arrives at the center with fever (100 or above), rash, vomiting, diarrhea, lice, conjunctivitis (pink eye), or other symptoms of acute or contagious illness, the provider will refuse to admit the child. A child may not be brought to daycare if the parent(s)/guardian(s) had to give the child medicine to treat symptoms associated with these highly contagious illnesses. A child should be allowed to recover a full day after an illness so other children in the group do not risk possible exposure. This means a sick child may not return the following day after being sent home with these symptoms.

- If the child becomes ill or is injured while in the center's care, parent(s)/guardian(s) will be notified and must make arrangements to have the child picked up immediately. If a parent(s)/guardian(s) cannot be reached or cannot be at the Daycare with one-half (½) hour, the person(s) designated on the Emergency Information Card will be notified.

#### 8. COVID POLICY:

- If a child has Covid or is exposed, LCDC will work in cooperation with MSDE and our local Health Department to determine when a child is able to return.
- **Do not** send a child to daycare if child is awaiting a Covid test.

#### 9. MEDICATION:

- ***The first dose of any medicine cannot be given by the center.*** The center will not administer prescription or non-prescription medication, including aspirin, cough drops, vitamins, supplements or decongestants without parent('s)/guardian('s) signed authorization. We must also have a doctor's order for prescription drugs. The original container of prescription or non-prescription medication shall be clearly labeled with the name of the child, the name of the medicine, the dosage and the name and phone number of the child's physician. Medication, sunscreen, diaper cream, etc. that would be harmful if ingested should be given to the office where it will be placed out of reach of the children until it is needed. Provider shall follow Maryland Regulation 07.04.01.32 when administering medication.

#### 10. FIELD TRIPS:

- The provider's regular program includes walks, field trips, and other out-of-the-center activities which involve transportation of child in vehicles owned by the center. The parent(s)/guardian(s) hereby grant permission for the child to be taken on such trips and to be transported in the center's vehicle.

#### 11. BEHAVIOR POLICY:

- Children are encouraged and rewarded for good behavior. Each class has an individual reward system.
- Children are redirected and given opportunity to make good choices. If a child continues to make a poor choice, he/she will be given a time out of one (1) minute per year of their life. Children will be sent to the daycare office if they are disrupting the class. Repeated unacceptable behavior will be documented and children may be suspended from school.
- A child may be suspended for a period of one week for not complying with LCDC's rules. An additional two-week suspension may occur if the behavior continues after the child returns to daycare. Payments will continue during the suspension period. Termination from daycare will result if parent(s)/guardian(s) and LCDC are unable to correct the undesirable behavior.
- Behavior that puts staff, your child or other children at risk of serious injury may result in immediate dismissal from LCDC.

12. "A Guide to Regulated Child Care" – A copy is available in the daycare office.

13. **ATTACHMENTS:** ALL forms given must be completed prior to admission of the child to the center.

These forms include:

- Parent-Provider Contract (completed and signed by parent)
- Maryland Health Inventory (completed and signed by parent and physician)  
& copy of current Immunizations
- Emergency Card (completed and signed by parent)
- Medication Authorization
- "All About Me" form (completed and signed by parent)
- Keyless Entry Code form (completed by parent)
- Promotional Material (completed by parent)
- One Call Form (completed by parent)
- Custody Information (if applicable)
- FACTS (old Renweb) Form

- Parent / Student Handbook
- Auto payment Withdrawal Form (to be completed by parent)
- Topical form / Sunscreen Form (to be completed by parent)
- Fall or Summer enrollment form (whichever is applicable at the time)

**14. REGULATIONS:** MD State Regulations require a child to be 5 years old by September 1<sup>st</sup> in order to enter Kindergarten. We feel we should also qualify our ages so there will be good transition between Daycare education and entrance to Kindergarten. Listed below are the age requirements for the school year:

- 2 yr. old class must be 2 yrs. of age on or prior to the 1<sup>st</sup> of day of attendance
- 3 yr. old class must be 3 by September 1<sup>st</sup>
- Pre-K 4 class must be 4 by September 1<sup>st</sup>
- Kindergarten must be 5 by September 1<sup>st</sup>

**15. PERSONAL ITEMS:**

- Toys and personal items are **NOT** permitted in the daycare *and will be confiscated until the parent arrives to pick up the child.* LCDC is not responsible for lost, stolen or broken items that are brought into the center.
- **Items that may be brought in for Nap time only:**
  - a soft doll or a stuffed animal.
- **All clothes and items brought to daycare should be labeled with your child's name.**

I/We have received and read this Agreement and agree to comply with all rules and responsibilities stated herein. I/We understand that all information in this Agreement must be kept up to date. I/We submitted to LCDC health and emergency information for our child(ren) and understand that it is our responsibility to keep that information up to date.

\_\_\_\_\_  
Mother or Guardian Signature

\_\_\_\_\_  
Father or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cathy Garthwait, Director LCDC

\_\_\_\_\_  
Date