

PJ's Family Childcare

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Welcome & Contract

WELCOME

Welcome to "PJ's Family Childcare". Thank you for choosing us. We feel confident that you will be pleased with your decision. Before we begin, let's get things off on the right foot! A detailed contract is attached. This is an agreement between you (The Parents), and me (The Provider). Please read carefully and ask any questions you may have to help us avoid any future misunderstandings.

The needs of your child come first in our childcare program, so please keep us informed concerning all aspects of your child's well being. We are committed to providing the best possible care for your child.

We will provide a safe, comfortable and stimulating environment for your child. They will be encouraged to deal with others, and to develop their own special abilities. We strive to nurture a sense of love for oneself, for one's family and for others of various ethnic and cultural backgrounds.

The first week or so in a family day care is usually the most difficult. Your child is adjusting to a new environment, and strange adults and children. We are getting to know your child - his/her personality, abilities and limitations.

BIOGRAPHY:

Permit me the opportunity to introduce myself!

My name is Pearline James, and I was born on the beautiful island of Jamaica in 1946, being the second of 14 children. This alone prompted me to become a caregiver early in life. My mother migrated to England and left me, a thirteen year-old, with the responsibility of helping an elderly grandmother to raise my siblings. I spent all of my teen years working with children in one capacity or another.

After migrating to the United States in 1970, I worked at various hospitals and restaurants in and around the city. I desperately wanted to spend more time at home with my family, so I started looking into ways that I could accomplish this. Since I had spent, and enjoyed many years in childcare, I decided to look into this a little further. After some investigation, I eventually connected with the Roxbury Children Services who provided me the necessary training and skills to begin my career.

For the first ten years of my childcare endeavor, I contracted with various agencies. Later, feeling as though I wished to operate my own program independently, I took several courses in Business Management, and met the Office for Children requirements to become a licensed home child care provider.

In 25 years of working with children, I have learned a lot about children while learning from them, too. I take great pride in knowing that I am helping to lay a solid foundation, one that is so desperately needed in order to shape the lives and minds of future doctors, lawyers, astronauts and presidents.

On a more personal note, I am married, the mother of 3 and grandmother of 9. I am also a Christian who has a personal relationship with God. As a licensed family childcare provider, I participate in continuing education on a regular basis, aimed toward the goal of bettering myself for the next generation to come my way!

Standard Hours of Operation

We provide care five (5) days a week from 7 A M to 4:30 pm. Full-time care is considered 5 to 9 hours per day. Additional time is charged at the standard hourly rate.

Fees and Payment Plans

Fees for the program are determined each year by the Board of Directors. If there are changes to be made, that will be done in August and implemented in September. Parents will be notified well in advance of any proposed increase. Our standard fees are presented below, however, special situations can be discussed with the Director. One week's fee will be held as a security deposit. Parents will be asked to pay for one (1) sick day a month. Holidays are to be paid at the standard rate.

<u>Standard Fees:</u>	<u>Full-time</u>
Infants	\$200.00 per week
Toddlers	\$160.00 per week
Pre-Schoolers	\$160.00 per week
Drop-ins/After School	\$10.00 per hour

Returned Checks

If a check is returned for non-sufficient funds by your bank, a fee of \$35.00 will be charged. Thereafter, payment **must** be made in cash, by a money order or by a certified check.

Late Payment

REMEMBER - Monday is pay day for the childcare program. Unless other arrangements have been made, payment in full is due before service is provided. A \$10.00 fee will be assessed for each day payment is late. Too many late payments will result in permanent displacement, and if this happens, we may discontinue services immediately.

Absences from the program

There is no reduction in fees for sickness, absence, vacations or holidays. Also, when a child is suspended or separated from the program, fees are not reduced for days missed.

Illness

I agree that if my child has a temperature (over 100⁰), or is not in good health, he or she will be kept at home. If they come down with a temperature while in your care, I agree to schedule a pick-up as soon as contacted, unless other arrangements are made.

Vacation Closures

This year, the childcare program will be closed from **August 6th –10th , 2007 and December 24th 2007 – January 2, 2008.**

Paid holidays are as follows:

New Year's Day	January 1
Martin Luther King Jr.'s Day	January 14
Presidents' Day	February 20 th t 2008
Patriots' Day	April 17 TH
April 18 th to April 22 nd is April weeks vacation	
Memorial Day	May 29 th
Independence Day	July 4 th
Labor Day	September 5 th
Columbus Day	October 10 th
Veterans' Day	November 11 th
Thanksgiving Day	November 26 th
* The day after Thanksgiving Day	
Christmas Day	December 23rd

Childcare Program Closures

We will give notice as soon as we know that the childcare program is going to be closed. Payment will be required for these days, unless otherwise noted.

Children's Vacations

Parents are required to provide a two (2) week notice prior to the child being withdrawn from the program for a vacation. Payment is required the week before the vacation begins.

Parent's Signature: _____ Date: _____

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Director's Signature: _____ Date: _____