



Sabrina's Lil' Angels

Home Childcare

25 LYDUN DRIVE
ALBION, NY 14411
sabinaslilangels.com

Providing exceptional care since 2007, Sabrina's Lil Angels LLC is a high quality child care center that provides a nurturing environment where children learn, grow, develop pride, independence, and positive social behaviors and self image through a playful and enriching curriculum with high safety standards. Our team of licensed and accredited professionals, led by Sabrina Campell, are committed to continuously learning about early childhood development to ensure that your Lil Angels receive the best care.



SECTION 1: DAILY PROCEDURES

DAILY SIGN IN & OUT:

Children must be signed in and out every day using Sabrina's Lil Angels' attendance and COVID-19 procedures (temperature check). If I neglect to do so, I understand that I may be charged a maximum fee of \$5.00 per missed sign in/out. I understand that my child is NOT permitted to sign themselves out.

PLAYING OUTSIDE:

We take the children outside as often as possible, even in the winter. Please send appropriate outside clothing with your child daily, including boots, snow pants, hats and mittens for the winter. All clothing should be labeled. Please note that Sabrina's Lil Angels LLC are not responsible for damaged clothing. Diapers and wipes for children who are not yet potty trained will need to be provided by the parent.

MEALS & SNACKS:

We provide meals and snacks for all children one year of age and older including a variety of healthy foods, approved by the CACFP (Child and Adult Care Food Program) daily. Menus will be provided monthly, so you know what your child will be having.

Children under the age one will have formula, baby food and cereal provided by the daycare. All items will be age appropriate.

NAP & BEDTIME:

Nap and bedtime will take place in either the family room or playroom. Daily nap time hours are from 1:30pm to 3:30pm. Daily bedtime hours are from 9:00pm to 8:00am. There will be a quiet time for all children 1 year of age or older.

Depending on the child's age they are expected to rest quietly or engage in a quiet activity allowing those who need to sleep the opportunity to do so. Your child will sleep on one of the following: a mat, a cot, bed or floor with covering. Children under 1 year of age will sleep at varied times in the morning and afternoon. It is mandatory that they sleep in playpens on their back. There will be NO exceptions to this. Children will be supervised by a baby monitor and physically checked on regularly.

Initial: _____ Date: _____



ELECTRIC MONITOR DISCLOSURE:

- ☐ I do give permission for my provider to use electronic monitors during naptime to supervise my child/children.
- ☐ I do not give permission for my provider to use electronic monitors during naptime to supervise my child/children.

OVERNIGHT CARE SLEEP DISCLOSURE:

I acknowledge that the provider of Sabrina's Lil' Angels may sleep during the hours of 12:00am to 8:00am.

Parent/Guardian Signature: _____ Date: _____

Provider Signature: _____ Date: _____

ADMINISTERING NON MEDICAL & LIFE SAVING INTERVENTION:

SLA staff are not trained medical professionals and cannot administer medication. We have been educated in recognizing signs and symptoms of infectious childhood diseases. We will alert you of any signs of illness with any of the children.

We will continue to follow all rules and regulations that are received from DOH (Department of Health), OCFS (Office of Children & Family Services) and the CCC (Child Care Council).

If your child becomes ill during the day, we will call you and ask you to pick him/her up as soon as possible. The following symptoms would be reasons for us to send a child home:

1. Fever 101 degrees or higher
2. Excessive diarrhea - 2 or more consecutive diapers or toileting
3. Excessive vomiting - 2 or more times
4. Profuse nasal discharge (especially if discolored)
5. Pink eye (Conjunctivitis)
6. Excessive coughing
7. Undiagnosed rash

Initial: _____ Date: _____



8. Any communicable disease including head lice, chicken pox, strep throat, etc.

Health checks and COVID-19 screenings are performed on a daily basis upon arrival and dismissal to help keep the spread of the infection under control.

When a child is sent home sick or kept home sick, he/she may not return to the daycare until he/she has been symptom-free for at least 48 hours AND with a doctor's note explaining that the child is not contagious (e.g, ear infection, allergies) and is able to function in a group setting.

Please have a "back-up" person available if you are not able to pick up your sick child. Please make sure your back-up person's name and phone number is listed on your child's blue card. As always if YOU are not coming to pick up your child please let us know who is coming and that person has a picture ID.

If your child becomes ill during the day, we will call you and ask you to pick him/her up as soon as possible. The following symptoms would be reasons for us to send a child home:

- We will NOT administer medications to children.
- We are permitted to administer inhalers and Epi-Pens.
- We will ONLY administer over the counter topical ointments and sunscreen to children.

We will only be able to follow the label of these medications. Please read the label to make sure it is appropriate for your child. This is a state regulation - there are NO exceptions.

EMERGENCY EVACUATION:

In the event that there is an emergency and we are evacuated from the center we will relocate to the neighbor located to the East of us at 23 Lydun Dr Albion, NY 14411. If this location is inaccessible, we will go West to 29 Lydun Dr Albion, NY 14411.

MANDATED REPORTER:

The staff at Sabrina's Lil' Angels are by law required to report any suspected child abuse or maltreatment. If you suspect child abuse or maltreatment you can call the Child Abuse Hotline at 1-800-342-3720 for any questions or concerns that you may have.

Initial: _____ Date: _____



ADDITIONAL INFORMATION/ DISCLOSURES:

- I acknowledge that there is a barbed wire fence at Sabrina's Lil Angels surrounding the park area.
- I acknowledge that if my child is school age he/she is allowed to be unsupervised in the park area for a limited amount of time. If they are unable to follow the rules when it comes to outdoor play - they will only be allowed outside during supervised time.
- I acknowledge that there are two dogs, Dymond & Skye, at Sabrina's Lil Angels. They are both licensed, vaccinated and familiar with children.
- If you are in between employment and wish to have your child's spot held, there is a \$150 per week fee to hold their spot for up to 2 weeks. This avoids the possibility of their spot being filled by a child on the waiting list, and paperwork/contracts having to be filled out again.
- Please note, Sabrina's Lil Angels has the right to modify parts of this contract as needed. You will be given a 2 weeks notice to any changes made.
- We work hard to ensure our staff is the best. With that being said, we understand that you may want to use one of our trusted employees who is familiar with your child as a babysitter outside of your regular daycare hours, in your home. While we encourage this, we do require a waiver to be signed by you and them to acknowledge that this is a private transaction between you and them and is in no way connected to Sabrina's Lil Angels.
- Sabrina will take a 2 week vacation every year. The dates fluctuate from year to year - however, you will receive plenty of notice prior so that you have time to make arrangements. Parents are not responsible for payment for the 2 weeks that we are closed.

Initial: _____ Date: _____



SECTION 2: HOLIDAYS AND ABSENCES

HOLIDAYS:

Sabrina's Lil Angels is closed on the holidays, listed on the holiday form. There are no credits for those holidays. If a holiday falls on a weekend it will be observed on either the preceding Friday or the following Monday.

2024 Holiday Closures:

January 1st - New Year's Day

May 27th - Memorial Day

June 19th - Juneteenth

September 2nd - Labor Day

July 4th - Independence Day

November 28th & 29th - Thanksgiving

December 24th & 25th - Christmas Eve & Christmas Day

ABSENCES:

I agree to inform Sabrina's Lil Angels immediately if my child will be absent on any day. I understand that no allowance, credits, refunds or make-up days shall be made for unplanned absences (absences without a three week notice).

VACATIONS:

Here at Sabrina's Lil Angels we understand how important quality family time is. We also ask that while planning your family vacations you keep in mind our vacation policy.

If your child will be gone for vacation we require a minimum of 3 weeks written notification to void payment for that scheduled time. If notice is not given prior to three weeks, you will be responsible for full payment, even though your child will be absent from the program.

Initial: _____ Date: _____



SECTION 3: TUITION AND FEES

The following chart summarizes the fees of Sabrina's Lil Angels:

Fee	Definition	Amount
Registration Fee	Paid upon admission or re-admission to the center. One week's tuition is to be applied to the first week of daycare service.	\$100 non refundable fee per child + one week's tuition
Late or Unpaid Payment Fee	Payment is required on Friday in full for the following week of care. If tuition is not paid on it's due date, you will be charged \$35 for each week that is paid late.	\$35 per week
Late Pick Up	Parents are expected to pick up children by their scheduled departure time. If a late pick up occurs, a fee of \$10 will be charged for every 15 minutes the child/children are not picked up.	\$10 for every 15 minutes late

TUITION:

I understand that tuition rates are subject to change with reasonable notice as conditions require. Full payment is expected whether your child attends their scheduled days or not.

Initial: _____ Date: _____



I have enrolled my child/children for the following schedule:

DAYS	HOURS
MONDAY	: to :
TUESDAY	: to :
WEDNESDAY	: to :
THURSDAY	: to :
FRIDAY	: to :
SATURDAY (open for care every 2nd and 4th Saturday of the month)	: to :

Total agreed upon tuition amount per child (include each weekly amount for each child enrolled) including non refundable \$100 registration fee per child:

\$_____ per week tuition rate + \$100 registration fee

\$_____ per week tuition rate + \$100 registration fee

\$_____ per week tuition rate + \$100 registration fee

\$_____ per week tuition rate + \$100 registration fee

\$_____ per week tuition rate + \$100 registration fee

TOTAL: \$_____

LATE OR UNPAID TUITION DISCLOSURE:

All late fees are subject to change with reasonable notice. I understand that if my account is delinquent for more than one week I may be asked to withdraw my child until my account is made current. Sabrina's Lil Angels cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment. Any unpaid tuition fees may be sent to a third party collection agency if your registration deposit does not cover it.

Initial:_____ Date:_____



PAYMENT OF TUITION:

I understand Sabrina's Lil Angels functions on a weekly tuition policy, therefore, my weekly fee is due to the center on Friday for the following week of care (ex: payment due Friday 1/1/2023 for care provided during the week of Monday 1/4/2023 - Friday 1/8/2023) and can be paid weekly or biweekly. This weekly fee is due whether or not my child attends the center.

Accepted methods of payment:

Paypal: 585-590-6538

Venmo: @brinacamp

CashApp: \$Brinacamp

Zelle: 585-590-6538

CHILD CARE RATES

Current child care rates are to be discussed upon receipt of application. If you have questions about the current rates, please contact Sabrina Campbell of Sabrina's Lil Angels LLC.

**Child care may NOT exceed 12 hours a day without additional costs. If your child is in attendance for longer than 12 hours in one day, time and a half will be charged. The current rate is \$82.50 (subject to change with a two weeks notice).

Initial: _____ Date: _____



SECTION 4: DISMISSAL POLICY

DISMISSAL POLICY:

A child will be dismissed from care for any of the following reasons:

- Non-payment of tuition
- Excessive absenteeism without notification
- Non-compliance of childcare and New York State regulations and policies
- No updated annual physical or immunization records
- Behavior issues (see house rules)
- Continuous destruction of daycare property.

HOUSE RULES:

The following rules are enforced for the safety of the children. Your support in following house rules are greatly appreciated. The following are prohibited from Sabrina's Lil Angels:

- Physical fighting with other children or staff
- Uncontrollable hyperactivity which results in the destruction of the day care property
- Disrespect to other children or staff
- Foul language
- Inappropriate voice tone
- Rudeness, bullying, excessive biting
- Standing on furniture

Consequences for these actions are:

1. Verbal warning to child & parent
2. Written warning with a 2 day suspension
3. Dismissal from Sabrina's Lil Angels

Initial: _____ Date: _____



WITHDRAWAL FROM THE PROGRAM:

You must provide a two week notice of withdrawal from the program. If this notification is not provided, you will be required to pay all tuition and fees for two weeks, whether your child/children attend(s) or not. Once your child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If your child is selected for re-enrollment, you will be required to complete a new Enrollment Agreement at the current rate and pay a new Registration Fee at the current rate. If there is an outstanding balance when your child is withdrawn, you will be required to bring my account current prior to completing the re-enrollment application.

I have read and agree to all of the policies to enroll my child/children in Sabrina's Lil Angels Family Group Daycare.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Provider Signature: _____ Date: _____

Initial: _____ Date: _____