



1704 S. Broadway Avenue
Moore, OK 73160 Suite L
Phone Number: (405)-735-7063



Parent Contract

In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party.

THIS AGREEMENT AND CONTRACT ENTERED INTO AS OF DATE: _____

This document constitutes a legally binding childcare contract between Lori's Early Steps Through Giggles & Wiggles Childcare LLC (referred to as "the provider") and _____ (referred to as "parent/guardian"). The purpose of this agreement is to outline the terms and conditions governing the childcare services provided by the provider to the child/children listed below.

This contract is designed to establish a clear understanding between the provider and the parent/guardian regarding the responsibilities, expectations, and obligations associated with the care and education of the child/children. By entering into this agreement, both parties acknowledge and accept the terms outlined herein.

It is important for both the parent/guardian to thoroughly review and understand the contents of this contract. Any questions or concerns regarding its provisions should be addressed and resolved before signing. The provider is committed to maintaining open lines of communication to ensure a harmonious and supportive relationship throughout the duration of this contract.

By signing this contract, the provider and the parent/guardian affirm their commitment to adhere to the terms and conditions set forth in this agreement and to work collaboratively in the best interests of the child/children's well-being, development, and education.

MISSION STATEMENT

At Lori's Early Steps through Giggles & Wiggles Childcare, our mission is to provide a safe, nurturing, and enriching environment where children can take their first steps towards a lifetime of learning. Through innovative and age-appropriate programs, we strive to foster the physical, emotional, social, and cognitive development of each child entrusted to our care. Our dedicated team is committed to creating a foundation for lifelong success, embracing diversity, and building a community that values the unique qualities of every child."

VISION STATEMENT

Our vision at Lori's Early Steps through Giggles & Wiggles Childcare is to be a premier childcare center known for excellence in early childhood education. We aspire to cultivate a warm and supportive atmosphere that inspires curiosity, creativity, and a love for learning. By fostering partnerships with families, our vision is to be a trusted resource and partner in the growth and development of each child, laying the groundwork for a future filled with confidence, compassion, and a passion for exploration.

LATE PICK-UP AND FEES:

To ensure a smooth operation and to respect the provider's personal time, it is important to be punctual when picking up your child/children. In the event of a late pick-up, a late pick-up fee of \$5.00 per minute per child will be applied. It is expected that parents/guardians honor this fee and settle it before dropping off their child/children on the following day.

Furthermore, should there be two instances of late pick-ups without any advance notice, an additional charge of \$5.00 per child will be added. This fee must also be settled before the child/children can be dropped off for care on subsequent days.

By acknowledging and signing this agreement, the involved parties accept the responsibility of respecting the agreed-upon schedule and adhere to the terms and conditions regarding late pick-up fees. Timely pick-up ensures the provider can maintain a consistent routine and prioritize the well-being and care of all children in their charge.

Parent/Guardian Signature: _____

PARENT ORIENTATION POLICY

Welcome to Lori's Early Steps through Giggles & Wiggles Childcare!

Objective: The parent orientation program is designed to provide new families with essential information about our childcare center, policies, and procedures. It serves as an opportunity for parents to become familiar with our facilities, meet our staff, and gain a comprehensive understanding of the high-quality care and education we offer to your children.

Components of Parent Orientation:

1. **Welcome Meeting:**
 - New families will be scheduled for a welcome meeting with a designated staff member.
 - During the meeting, we will introduce you to our center's philosophy, values, and mission.
 - You will receive an overview of our curriculum, daily schedules, and the various programs and activities we offer.
2. **Tour of Center:**
 - A guided tour of our childcare center will be provided, highlighting key areas such as classrooms, play areas, and safety features.
 - This is an opportunity for you to become familiar with the center and ask any questions you may have.
3. **Staff Introductions:**
 - You will have the chance to meet and interact with key staff members who will be involved in your child's care and education.
 - Our team will share their qualifications, experience, and the approach they take in working with children.
4. **Policies and Procedures:**
 - We will provide a comprehensive overview of our policies and procedures, covering topics such as drop-off and pick-up procedures, health and safety protocols, and communication channels between parents and staff.
 - This is an ideal time for you to ask questions and seek clarification on any aspect of our policies.
5. **Communication Channels:**
 - We will explain the various communication channels available, including newsletters, emails, and parent-teacher conferences.
 - You will also receive information on how to access updates about your child's daily activities through our communication platform.

PRIVATE PAY PARENTS:

Enrollment Fee:

Upon enrollment, a non-refundable enrollment fee of \$100.00 is required. This fee is due at the time of enrollment to secure your child's place and is non-refundable under any circumstances.

Registration Fee:

Upon enrollment, a yearly non-refundable registration fee of \$30.00 is required and should be submitted annually on the date of the child's anniversary with our childcare program.

Weekly Pay Rate:

The weekly pay rate for your child's enrollment is \$_____. All payments are to be made in advance on Mondays. It is important to note that the entire weekly rate must be paid, as partial payments will not be accepted.

Late Payment:

If payment, including any applicable late fee, is not received in full by Tuesday, a late fee of \$25.00 will be applied. It is imperative to settle the outstanding balance, including the late fee, before you can drop off your child/children for care.

Absence from Child Care:

In the event that your child/children are absent from childcare, the weekly fee remains due and payable. No exceptions will be made to this policy.

Reserved Times and Amendments:

Reserved times for care may be subject to amendments with prior approval from the provider. Any adjustments made to reserved times may result in corresponding cost adjustments.

Notice and Outstanding Fees:

If you choose to leave the Lori's Early Steps Through Giggles & Wiggles LLC without providing notice or if any fees remain unpaid, please be aware that we reserve the right to file a claim with the Oklahoma Small Claims Court system. In such cases, we will seek to recover all court costs, filing fees, serving fees, and any attorney fees. It is the responsibility of the Parent/Guardian, _____, to settle these fees no later than 30 days after our court date. Failure to comply may result in garnishment of your employment pay, which will be initiated 45 days after the court date.

By signing below, the involved parties acknowledge and agree to comply with the payment and enrollment terms stated above. Both parties understand the importance of fulfilling financial obligations promptly and agree to resolve any disputes through appropriate legal channels if necessary.

Parent/Guardian Signature: _____

FAMILIES WITH DHS ASSISTANCE:

DHS - Co-Payments:

Upon enrollment, a non-refundable enrollment fee of \$50.00 is required. This fee is due at the time of enrollment to secure your child's place and is non-refundable under any circumstances.

Monthly Co-Payments:

For families receiving DHS assistance, monthly co-payments in the amount of \$_____ are due and payable by the 5th of every month. It is essential to meet this payment deadline to ensure timely processing of your DHS assistance.

Late Payment and Non-Payment:

If co-payment fees are not received by the 5th of the month, a late fee of \$25.00 will be charged on the 6th. Failure to settle all fees, including late fees, by the 7th will result in the inability to drop off your child/children until all outstanding fees are paid.

Notice and Outstanding Fees:

In the event that you choose to leave Lori's Early Steps Through Giggles & Wiggles LLC without providing notice or if any fees remain unpaid, please be aware that we reserve the right to file a claim with the Oklahoma Small Claims Court system. In such cases, we will seek to recover all court costs, filing fees, serving fees, attorney fees, or any other charges that are due. It is the responsibility of the Parent/Guardian, _____, to settle these fees no later than 30 days after our court date. Failure to comply may result in garnishment of your employment pay, which will be initiated 45 days after the court date.

Changes in DHS Co-Payments:

If DHS is responsible for making co-payments on your behalf and at any point ceases to provide such payments, it becomes the parents' responsibility to cover all co-payment fees.

Enrollment and DHS Back Swiping:

If you enroll your child/children and DHS does not allow back swiping for the days your child/children attended, it is your responsibility to cover the payment for those days at our private pay rate. The applicable rate will be based on our private pay fees, and any additional fees will also be applied. Please note that the parent/guardian is responsible for these payments.

Returned Checks:

A fee of \$30.00 will be charged for any returned checks. In such cases, your account may be placed on a cash or money order only basis until the matter is resolved.

Overtime Fees:

Attention: DHS does not cover overtime fees. Any care provided beyond your allowed hours will be considered the provider's personal time. Our overtime rates are as follows: for the first five minutes, there will be a charge of \$5.00, and for each additional minute thereafter, a fee of \$2.00 will be applied. If the overtime exceeds 30 minutes, a charge of \$20.00 will be incurred for every 15 minutes per child. Overtime fees are due for payment on the following business day with no exceptions. Please note that no special arrangements will be made for overtime fees, and these fees are subject to change without notice.

By acknowledging and signing below, you indicate your understanding and acceptance of the policies outlined above. We appreciate your cooperation and compliance with our payment terms and conditions.

Parent/Guardian Signature: _____

VACATION POLICY:

For Parents:

You are entitled to one week of vacation per year, provided that you have been enrolled with us for a full year. During this vacation week, payment will not be expected. However, it is essential that you provide us with a minimum of three weeks' notice before the start of your vacation period. Please note that this notice requirement is strictly enforced, and no exceptions can be made. Failure to provide adequate notice will result in the regular payment being required. Your understanding and compliance in this matter are greatly appreciated.

For the Provider:

As the provider, I am allowed two weeks of vacation per year. The first week corresponds with all legal holidays, and the second week is scheduled in September annually. During this time, you will not be expected to make payments as you are expected to arrange alternate childcare. To ensure proper planning, I will provide a two-month notice period before I begin my vacation. Please note that all holidays and scheduled vacations are expected to be paid, except for the specific week when I decide to close the center for my vacation.

In the event that I choose to keep the daycare open during my absence, my assistant and a teacher's aide will be present at the center. They will assume responsibility for its operation, and all payments will be required as usual. Payments can be made directly to my assistant, who will provide you with a receipt. The only instance when payment will not be required is when I am on vacation and have decided to close the center for the week.

Thank you for your cooperation and understanding regarding our vacation policy. By signing below, you acknowledge that you have read and agree to adhere to the terms outlined above.

Parent/Guardian Signature: _____

CLOSURES:

Please be aware of the following scheduled closures for holidays at Lori’s Early Steps Through Giggles & Wiggles LLC:

New Year's Day	Veterans Day
Dr. Martin Luther King Jr. Day	Thanksgiving Day and the following day after
President's Day	Christmas Day and the following day after
Memorial Day	
Juneteenth	
Independence Day	
Labor Day	

Additionally, on the day before Thanksgiving and Christmas, we will close at 2:00 PM. Whenever a holiday falls on a Thursday or Friday, we will be closed on both of those days. In the case of a holiday falling on a Sunday, we will be closed on the following Monday. It is important for you to make alternative arrangements for the care of your child/children during these closures.

Parent/Guardian Signature: _____

INCLEMENT WEATHER NOTICE:

At Lori's Early Steps Through Giggles & Wiggles LLC, the safety of our children, parents, family members, and staff is our utmost priority. Therefore, in the event of inclement weather, we have established the following policy:

If local news reports indicate hazardous road conditions or if the weather conditions are deemed severe by trusted weather sources, Lori's Early Steps Through Giggles & Wiggles LLC will be closed. We strongly encourage parents to stay updated by watching the local news for weather updates and advisories. When it is determined that the roads are unsafe for travel, we believe it is in everyone's best interest to make alternate arrangements for the care of your child/children. Your cooperation and understanding are greatly appreciated as we prioritize the well-being and safety of all individuals associated with our academy. We will continue to monitor the weather situation closely and promptly inform you of any changes in our operational status.

Parent/Guardian Signature: _____

TERMINATION OF CONTRACT:

This contract serves as a legally binding agreement between Lori's Early Steps Through Giggles & Wiggles LLC and the Parent(s), and can only be terminated under the following circumstances:

Account Delinquency: Termination may occur if the parent's account remains seriously delinquent despite repeated attempts to resolve the outstanding payments.

Inability to Meet Child's Needs: If Lori's Early Steps Through Giggles & Wiggles LLC is unable to adequately meet the needs of the child, termination may be necessary to ensure the child's well-being and development.

Threat to Other Children: Should the child pose a serious threat to the safety and well-being of other children, and if efforts to address and resolve the issue prove unsuccessful, termination may be necessary.

Verbal or Physical Abuse: If the parent(s) engage in verbal or physical abuse towards staff or other parents, immediate termination may be necessary to maintain a safe and respectful environment for all individuals involved.

Two Weeks Written Notice: Either party may initiate termination by providing a written notice of termination at least two weeks in advance. This allows for a smooth transition and the opportunity to make alternative childcare arrangements.

Increase in Childcare Fees: In the event of an increase in childcare fees, termination may occur if the parent(s) are unable or unwilling to accommodate the revised payment structure.

Termination by Owner: The owner reserves the right to terminate the contract at any given moment, with or without notice, and for any valid reason deemed necessary.

Lori's Early Steps Through Giggles & Wiggles LLC and the parent(s) should make every effort to engage in open and respectful dialogue to address any concerns or issues prior to considering termination.

Parent/Guardian Signature: _____

PHOTOGRAPHY PERMISSION:

At Lori's Early Steps Through Giggles & Wiggles LLC, we value capturing special moments and documenting the activities and experiences of our children. We kindly request your permission regarding the photography of your child/children for in-home activities and field trips. Please review the following details regarding the usage of these photographs:

Ownership and Legal Rights: Any photographs taken of your child/children during their time at Lori's Early Steps Through Giggles & Wiggles LLC will become the sole property of the academy. Lori's Early Steps Through Giggles & Wiggles LLC will hold all legal rights to these photographs.

Utilization for Promotional Purposes: The photographs may be utilized for various purposes, including but not limited to daycare flyers, the official website, Facebook page, Instagram, and business advertising. These images will be used to promote and showcase the activities and experiences provided at our childcare center.

To grant or deny permission for the photography of your child/children, please indicate your choice by selecting the appropriate option below:

- I give my permission for my child/children's photographs to be taken.
- I do not give my permission for my child/children's photographs to be taken.

Your decision will be respected and strictly adhered to. Please understand that this choice will not impact the care and quality of services provided to your child/children at Lori's Early Steps Through Giggles & Wiggles LLC.

Parent/Guardian Signature: _____

TRANSPORTATION PERMISSION:

At Lori's Early Steps Through Giggles & Wiggles LLC, we understand that there may be instances where transportation of children is required. To ensure the safety and well-being of your child, we kindly request your permission regarding transportation. Please indicate your choice by selecting the appropriate option below:

- I give Lori's Early Steps Through Giggles & Wiggles LLC permission to transport my child if needed.
- I do not give Lori's Early Steps Through Giggles & Wiggles LLC permission to transport my child if needed.

Your decision regarding transportation permission will be respected and strictly adhered to. Please understand that this choice will not impact the care and quality of services provided to your child at Lori's Early Steps Through Giggles & Wiggles LLC.

Parent/Guardian Signature: _____

CLOTHING SUPPLY:

Parents are required to ensure that their child has an adequate supply of clothing available at Lori's Early Steps Through Giggles & Wiggles LLC. A minimum of three sets of clothing, including underwear and outerwear, should be provided, and kept here at all times. It is the responsibility of the parents to regularly check and update the clothing supply to accommodate growth, changing seasons, and weather conditions.

INCLUSION STATEMENT:

In compliance with state and federal regulations, applicants are considered without regard to race, color, national origin, creed, religion, gender, disability, or handicap. Lori's Early Steps Through Giggles & Wiggles Childcare LLC will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner that does not discriminate against any child, parent or family based on race, color, religion, national origin, sex, or handicap. We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA):

Lori's Early Steps Through Giggles & Wiggles Childcare LLC does not discriminate against persons with disabilities on the basis of disability including employment, transportation, public accommodations, communications, and access to state and local government programs and services. We agree not to discriminate against children on the basis of disability and agree to provide all children with disabilities reasonable accommodations and an equal opportunity to participate unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. We will allow all children to learn together in an educational atmosphere and support and nurture the individual strengths of each child. We will make sure that children have reasonable modifications and auxiliary aids and services if needed. If an IEP is necessary for a child, we will make sure to follow the IEP for the child and any special medications that are prescribed by a physician.

CULTURAL COMPETENCE PLAN:

I value you and every child's unique differences. This program has a commitment to respecting all children and families' diverse and cultural needs. Lori's Early Steps Through Giggles & Wiggles Childcare LLC goal is to provide a supportive early learning program that respects home culture and promotes and encourages the active involvement of the traditional family, extended family, and the non-traditional unit. To ensure all children and families of different cultures and ethnicities are respected and valued our program provides the following:

- Baby dolls with various skin colors and facial features.
- Books, pictures, materials, and dress up clothes that reflects various cultures of the children.
- Posters, songs, and language include simple words from the cultures of the children.
- Curriculum focuses on the factors that make us different such as, skin color or language.
- A variety of family structures are reflected throughout the curriculum in stories, pictures, and discussions.

PROFESSIONAL AND ETHICAL STATEMENT

At Lori's Early Steps through Giggles & Wiggles Childcare, we are dedicated to upholding the highest standards of professionalism and ethical conduct. Our commitment to excellence extends to every aspect of our childcare center, from interactions with children and parents to the relationships among our staff.

PROFESSIONALISM

We strive to maintain a professional demeanor at all times, treating each child, parent, and colleague with respect, kindness, and patience. Our team is committed to ongoing professional development, staying informed about the latest advancements in early childhood education, and continuously improving our practices to provide the best possible care.

ETHICAL CONDUCT

Integrity is the foundation of our childcare center. We conduct ourselves with honesty, transparency, and accountability in all our interactions. We respect the privacy and confidentiality of our families and colleagues, ensuring that sensitive information is handled with the utmost care.

CHILD-CENTERED APPROACH

The well-being, safety, and development of every child entrusted to our care are our top priorities. We follow ethical guidelines to create a nurturing environment where children can learn, play, and grow. Our curriculum is designed to stimulate curiosity, encourage exploration, and promote the social and emotional development of each child.

By adhering to these principles, we aim to create a childcare center where both families and employees feel confident in the ethical standards and professionalism that define Lori's Early Steps through Giggles & Wiggles Childcare

CONFIDENTIALITY:

Lori's Early Steps Through Giggles & Wiggles Childcare LLC maintains all personal information in strict confidence. We understand that in the course of caring for your child, you may share confidential and private information with us. We respect the privacy of all of the children and families we serve. We take this responsibility seriously. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel strictly on a need-to-know basis.

LIABILITY:

Parent agrees to be responsible for any damages to Lori's Early Steps Through Giggles & Wiggles Childcare LLC real/personal property or to the property of another child at the childcare caused by his/her child. Parent agrees to repair or replace said property promptly. It is very important for parents to prepare us ahead of time about any behaviors that your child may exhibit.

ENTIRE AGREEMENT:

This agreement, together with those documents specifically incorporated herein by reference, contain the entire agreement and understanding between the parties as to the subject matter hereof.

INVALID PROVISIONS:

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

WAIVER:

No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

GOVERNING LAW:

This agreement shall be governed by and interpreted in accordance with the laws of the State of Oklahoma.

CHILDCARE/FEE AGREEMENT

Write in your drop off and pick-up time for each day of service that you use:

Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:
Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:

Child's Name	Birthdate	Age

DAYS AND HOURS:

The involved parties have agreed upon a specific care schedule for the child/children. It is crucial to adhere strictly to this schedule. **Pick-up times are to be observed within the contracted hours, and there will be no exceptions to this policy.** While our childcare program may be open until 10 pm, it's essential to note that each child's contracted hours are individually specified and may not extend until the programs closing time. This policy ensures that the provider maintains appropriate ratios at all times.

Late pick-up fees will be assessed immediately if this policy is not honored.

Continuous disregard for this policy may be grounds for termination of the contract.

EMERGENCY PICK-UP POLICY:

In the event that a child becomes ill or requires immediate attention, it is essential for the parent to provide an additional emergency contact name who can pick up the child promptly. The emergency contact should be reachable by phone at all times during the childcare hours.

If a child is unwell or in an emergency situation, and the primary contact is unreachable, we reserve the right to contact the designated emergency contact person. It is imperative that the child is picked up within one hour of receiving the call. Failure to provide a responsive emergency contact or to pick up the child promptly may result in additional fees and, in cases of repeated violations, could be grounds for termination of the contract.

By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures.

Additionally, you acknowledge and understand that the policies and procedures at Lori’s Early Steps Through Giggles & Wiggles Childcare LLC are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____