



Department of Early Education and Care Family Child Care Parent Handbook

Program Name/Provider:	Azahir Medani — Humpty Dumpty Child Care
Program Address:	25 Louise St, Attleboro, MA 02703
Program Phone:	508-954-3753 (Call or WhatsApp)
Program Email:	smrttek2527@gmail.com
Program Website:	www.attleborochildcare.com
EEC License #:	9189043
Licensed by:	Massachusetts Department of Early Education and Care (EEC)

Dear Parent,

As a licensed Family Child Care Educator, I would like to congratulate you on choosing licensed Family Child Care. You have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality child care environment. This parent handbook and enrollment packet outlines many of my policies and procedures that relate to the care of your child, as well as the information I am required to give to you when you enroll your child in my care. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational child care experience. I encourage you to maintain an open dialogue with me, as communication between parents and Educators is the foundation for a solid working relationship, and a good child care experience. Before filling out your child care enrollment form, please read through the information contained in this parent handbook.

A Word from EEC

EEC is the agency that oversees the early education and care and after school services for families in Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that I have demonstrated that I meet the standards outlined in the EEC regulations.

To obtain your own copy of EEC Family Child Care Regulations, you may download them from the EEC web site at: [606 CMR 7.00: Standards for the licensure or approval of family child care programs | Mass.gov](#)

For information about my regulatory compliance history, you may contact our local EEC regional office:

Department of Early Education and Care
100 Myles Standish Blvd., Suite 100, Taunton, MA 02780
(508) 828-5025

Enrollment / Capacity

My current licensed capacity is 6, which is posted on my license. At any one time, I can only care for the number of children that I've been licensed for, which may include my own children, depending on their ages. In addition, EEC regulations state that I cannot care for more than three (3) children under the age of two (2) without an assistant, with one of those children being at least 15 months old and walking unassisted. If you have concerns or questions about the number of children in my care, please feel free to discuss them with me.

Use of Assistants

I may have an assistant to help care for the child care children, provided they are approved by EEC. If and when I use an assistant, I will let you know ahead of time, and you will have an opportunity to meet the assistant that will be working in the program. I may also use volunteers from time to time, and although they will not be directly responsible for the care of children in the program, they will be on the premises and assisting me.

I am not currently utilizing an assistant.

The assistant(s) / volunteer(s) I am currently using in my program are:

Program Hours / Closures

Attached to this handbook is a parent / educator agreement (Attachment A) that outlines my policies regarding hours of care, late fees and termination. We will review this together and note any additional information that is specific to you and the care of your child(ren).

Health & Illness Exclusion Policy

In accordance with Massachusetts Department of Early Education and Care (EEC) regulations (606 CMR 7.11(3)), this policy is designed to protect the health and safety of all children in care, the provider, and the provider's family.

A. My Philosophy on Caring for Mildly Ill Children:

I can provide care for children with mild, non-contagious symptoms (such as a mild cold without fever, teething discomfort, or seasonal allergies). However, a sick child often requires more comfort and individual attention than I can provide in a group setting without compromising the care of others.

B. Mandatory Exclusion from Care (Required by EEC):

Your child MUST be kept home, and I am required by law to refuse or dismiss a child from care, if they exhibit any of the following symptoms of illness:

1. **Fever:** A temperature of 100.4°F (38°C) or higher, accompanied by behavior changes or other signs of illness. The child may return after being fever-free for 24 hours without the use of fever-reducing medication (e.g., Tylenol, Motrin).
2. **Symptoms of Severe Illness:** Including but not limited to: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, wheezing, or other unusual signs.
3. **Diarrhea:** Defined as an increased number of stools compared to the child's normal pattern, with decreased form and/or increased water content. Exclusion is required for diarrhea containing blood or mucus, or if caused by a communicable disease. The child may return 24 hours after diarrhea subsides.
4. **Vomiting:** Two or more episodes of vomiting in the previous 24 hours. The child may return 24 hours after the last episode of vomiting.
5. **Mouth Sores with Drooling:** Unless a physician determines the child is non-infectious.
6. **Rash with Fever or Behavior Change:** Until a physician determines the illness is not a communicable disease.
7. **Purulent Conjunctivitis (Pink Eye):** Defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep. The child may return 24 hours after treatment has been initiated.

8. **Tuberculosis:** Until the child is receiving appropriate therapy and a physician or local health department states the child is non-infectious.
9. **Impetigo:** Until 24 hours after treatment has begun.
10. **Strep Throat or Other Streptococcal Infection:** Until 24 hours after initial antibiotic treatment and after the child has been fever-free for 24 hours.
11. **Head Lice or Scabies:** Until after the first treatment.
12. **Chickenpox (Varicella):** Until all lesions have dried and crusted (usually 6 days after onset of rash).
13. **Whooping Cough (Pertussis):** Until 5 days of appropriate antibiotic treatment have been completed.
14. **Hepatitis A Virus:** Until 1 week after symptom onset or as directed by the Massachusetts Department of Public Health (DPH).
15. **Measles, Mumps, Rubella:** For the period specified by the Massachusetts DPH.
16. **COVID-19, Influenza, RSV, or Other Respiratory Viruses:** I will follow the most current isolation and exclusion guidelines issued by the Massachusetts Department of Public Health (DPH) and the CDC. At a minimum, a child with a suspected or confirmed contagious respiratory virus must be excluded.

C. Parent/Guardian Responsibilities:

1. **Notification:** You are required to notify me immediately if your child is diagnosed with a communicable disease.
2. **Pick-Up:** If your child becomes ill during care, I will isolate the child and contact you for immediate pick-up. You or an authorized emergency contact must arrange pick-up within one (1) hour. Please ensure your emergency contacts are aware of this policy.
3. **Medical Documentation:** I may require a note from your child's healthcare provider stating the diagnosis, any restrictions, and clearance to return to care.

D. Provider Illness:

If I, the provider, am ill with any condition requiring the exclusion of a child as stated above, I will close the program to ensure health and safety. I will provide as much advance notice as possible. Please refer to the Closures & Vacations section of this handbook for related policies.

E. Readmission After Illness:

A child may be readmitted after the conditions for exclusion are no longer present. I reserve the right to request a physician's note for readmission.

By signing the Child Enrollment Form, you acknowledge that you have read, understand, and agree to comply fully with this Illness Exclusion Policy.

Plan for Meeting Potential Emergencies

EEC regulations require that I have a plan for meeting potential emergencies that may occur either during childcare hours or at any time if they may affect the operation of the program. In the event of an evacuation emergency, I will contact the local authorities to determine whether to evacuate the program or to remain sheltered at the program.

Emergency Contact Numbers:

- Provider Cell: 508-954-3753
- Attleboro Police/Fire/EMS: 911
- EEC Regional Office: 100 Myles Standish Blvd., Suite 100, Taunton, MA 02780 — Phone: 508-828-5025
- Poison Control: 1-800-222-1222

Escape Routes:

First Floor (Main Childcare Area): Two direct exits to the outside on this level.

- Primary Exit: Through the Patio Door in the Kitchen, leading directly to the fenced backyard and then to the designated meeting place.
- Secondary Exit: Through the Main Front Door, leading directly to the front yard and designated meeting place.

Second Floor (Infant/Toddler rooms): Gated staircase leading to the first-floor level, then to two exits (Kitchen/Main Entrance) leading to the designated meeting place.

Basement: Locked and inaccessible to children during childcare hours. Not used for childcare activities.

PRIMARY Meeting Place: The large Tree in the Front Yard of 25 Louise St.

SECONDARY (if primary unsafe): Sidewalk directly across the street from 25 Louise St.

Public Point: Capron Park

If a Child Goes Missing:

1. Immediate Action: Account for all other children and ensure they are safe with another adult or take them with me.
2. Brief, Immediate Search: Conduct a rapid but thorough search of the entire licensed childcare space (First Floor of Unit 25) and the secured outdoor play area.
3. Contact Authorities: If the child is not found within moments, I will immediately call 911 to report a missing child, then contact the child's parent/guardian without delay.
4. Notify Others: I will then inform all other parents and follow all instructions from law enforcement. The program will be secured.

Drill Schedule:

- Fire Drills will be practiced monthly and documented.
- Emergency Evacuation Drills will be practiced quarterly and documented.
- Missing Child Drills will be practiced annually and documented.

Children's Records

EEC regulations require me to maintain an individual written record for every child I have in care. These records include the information that parents complete at enrollment, as well as progress reports, incident reports and other documentation regarding your child's care. Records are updated at least annually but may be updated as frequently as is needed.

As a parent, you have access to the record that I maintain for your child, and you have the right to add information or to request that information in your child's record be changed or deleted. You also have a right to receive a copy of your child's record; however, I may charge a reasonable fee for that copy.

EEC regulations require that I make children's records available to EEC at any time that EEC may request these records, such as during a licensing/monitoring visit, a complaint investigation, or a financial review of my program. EEC is required by law to keep confidential any personally identifiable information found in children's records.

EEC's Privacy Policy can be found at: [Licensing Policies for Family Child Care Providers | Mass.gov](#)

Maintaining a Safe Environment

EEC has a number of licensing standards related to safety in a Family Child Care Home. Most of these standards outline common safety precautions such as making dangerous materials inaccessible to children, covering outlets, having a first aid kit, practicing evacuation drills, gating stairs, windows, or heating elements, posting emergency numbers, and maintaining a clean, hazard-free indoor space. Also, the outdoor space must be safe and hazard free and there should be no access to a busy street, water, construction materials, rusty or broken play materials, debris, glass, or peeling paint.

Lead Poisoning Prevention

All Family Child Care Educators are required by EEC to provide parents with information regarding the risks of Lead Poisoning. The following are some facts that all parents should know about lead and lead poisoning:

- Lead poisoning is caused by swallowing or breathing lead. Lead is poison when it gets into the body.
- Lead can stay in the body for a long time. Young children absorb lead more easily than adults. The harm done by lead may never go away. Lead in the body can:
 - Hurt the brain, kidneys, and nervous system
 - Slow down growth and development
 - Make it hard to learn
 - Damage hearing and speech
 - Cause behavior problems
- Most of the lead poisoning in Massachusetts comes from lead paint dust in older homes. Many homes built before 1978 have lead paint on the inside and outside of the building.
- When old paint peels and cracks, it creates lead paint chips and lead dust. Lead dust also comes from opening and closing old windows.
- Lead dust lands on the floor. Lead gets into children's bodies when they put their hands and toys in their mouths. Children can also breathe in lead dust. Children between the ages of 9 months and 6 years are most at risk.
- Home repairs and renovations also create lead dust.
- Most children who have lead poisoning do not look or act sick. A lead test is the only way to know if your child has lead poisoning. Ask your doctor to test your child for lead.

As mentioned earlier, if your child is over nine (9) months of age, you will need to provide documentation to me that your child has been screened for lead poisoning. Most children will be screened annually until either age three (3) or four (4), depending on where the child lives.

I am required to disclose to you if I am aware of any known sources of lead in my home. Information regarding known sources of lead in my home is as follows:

No lead in my home.

For more information on lead poisoning, you can visit: www.mass.gov/dph/clppp or call the Childhood Lead Poisoning Prevention Program at (800) 532-9571.

Supervision

Supervision is critical to keeping children safe. I and any assistants in my program will appropriately supervise children in order to ensure their health and safety at all times. I will use good judgment and consider several factors in determining the appropriate level of supervision for children including age, developmental needs, behavioral characteristics, the nature of activities and the space we are using, as well as the number of caregivers present at any given time.

Safe Sleep

Supervision of children is equally important during the times that a child is sleeping at the program, particularly when that child is an infant. EEC has very specific regulations around safe sleep practices. All infants are placed on their backs to sleep, unless a child's physician orders otherwise (such an order must be given to me in writing). I check on children every 15 minutes during naptime. If your child is less than six months old, I will directly supervise them during naptime for the first six weeks they are in care. For more information regarding Safe Sleep, please feel free to review the 'Family Child Care Policies' section of www.eec.state.ma.us.

Curriculum and Progress Reports

All Family Child Care Educators must carry out a routine that is flexible and responds to the needs and interests of children in care. The routine must include things such as: meeting the physical needs of children in care, sixty minutes of physical activity every day, child-initiated and Educator-initiated activities and daily outdoor play, weather permitting. Additionally, the Educator must develop a curriculum that engages children in developmentally appropriate activities by planning specific learning experiences. The curriculum must include things such as: learning self-help skills that foster independence, opportunities to gain problem solving and decision-making competencies and leadership skills and opportunities to learn about proper nutrition, good health and personal safety. I am also responsible for providing an environment that promotes cultural, social and individual diversity.

Progress reports must be completed periodically for all children in care:

- Infants and children with identified special needs: every three (3) months
- Toddlers and preschoolers: every six (6) months
- School age children: annually

I will be sharing your child's progress reports with you, as well as offering an opportunity to meet and discuss your child's progress.

Child Guidance & Discipline Policy

When it comes to interactions and the guiding of children's behavior, my primary goals are to keep children safe, foster their social-emotional development, and help them build self-regulation and problem-solving skills. I use positive guidance techniques that are respectful, supportive, and appropriate to each child's age and developmental level.

My Approach is Based On:

- **Positive Reinforcement:** Acknowledging and praising positive behavior and efforts.
- **Redirection:** Gently guiding a child to a more appropriate activity when behavior is unfocused or challenging.
- **Anticipation & Prevention:** Creating a predictable environment with engaging activities to minimize frustration and boredom.
- **Natural & Logical Consequences:** Helping children understand the results of their actions (e.g., if you throw a toy, it will be put away for a short time).
- **Modeling & Teaching:** Demonstrating and explaining kindness, empathy, sharing, and conflict resolution through daily interactions and stories.

Specific Guidance Strategies I Use:

1. **Clear, Age-Appropriate Expectations:** I use simple, positive rules (e.g., "We use gentle hands," "We walk inside").
2. **"Time-In" vs. Time-Out:** If a child is overwhelmed, I will sit with them in a quiet, comfortable space to help them calm down and talk about their feelings—this is a teaching moment, not an isolation punishment.
3. **Choices:** Offering limited, acceptable choices to give children a sense of control (e.g., "Would you like to use the red cup or the blue cup?").
4. **Problem-Solving:** For conflicts, I help children identify the problem, express their feelings, and think of solutions together.

Prohibited Actions:

In full compliance with MA EEC regulations (606 CMR 7.11(4)), the following are strictly forbidden:

- Corporal punishment (spanking, hitting, slapping).
- Humiliation, intimidation, shaming, or verbal abuse.
- Denying food, rest, or bathroom use.
- Confining a child in a locked room, closet, or box.
- Any form of physical punishment or harsh emotional treatment.

Parent Partnership:

I believe guidance is a partnership. I will communicate with you regularly about your child's social-emotional growth and any challenges. Consistent expectations between home and childcare provide the best foundation for children. If a persistent behavioral concern arises, we will work together to develop a supportive plan.

By enrolling your child, you acknowledge that you have read, understand, and agree with this positive guidance philosophy.

Inclusion & Special Needs Policy

At Humpty Dumpty Childcare, we are committed to providing a welcoming, inclusive, and supportive environment for all children. We believe every child deserves the opportunity to learn, grow, and participate in our program to the best of their ability.

We will make reasonable accommodations for children with special needs when we are able to safely and appropriately meet the child's needs within the group childcare setting. Parents are expected to provide complete and accurate information regarding their child's developmental, behavioral, medical, emotional, or physical needs prior to enrollment and throughout the child's attendance.

To Support a Child Successfully, Parents May Be Asked To:

- Share evaluations, IFSP/IEP plans, therapy recommendations, or medical documentation.
- Maintain open and ongoing communication with the provider.
- Collaborate with outside specialists or support services when needed.
- Participate in meetings to discuss the child's progress and care plan.

Enrollment and Continued Care Are Based on the Program's Ability To:

- Maintain a safe environment for all children and staff.
- Meet the child's needs without compromising the care and supervision of other children in the program.
- Operate within licensing regulations, staffing limitations, and available resources.

Conditions Under Which Care May Be Terminated:

If, after reasonable efforts and communication with the family, it is determined that the program is unable to adequately meet the child's needs, Humpty Dumpty Childcare reserves the right to terminate care. Reasons may include, but are not limited to:

- The child requires a level of supervision or support beyond what can be provided in a family childcare setting.
- Ongoing behaviors that pose a safety risk to the child, other children, or staff.
- The program is unable to provide appropriate accommodations without undue hardship to the program.
- Parents fail to disclose important information related to the child's needs or do not cooperate with recommended support plans.

Please also note: During the 4-week trial period outlined in Section 3 of Attachment A, either party may terminate care with 48 hours' notice if it becomes apparent that the child's needs cannot be met in this setting. This applies to all enrolled families.

Whenever possible, families will be provided with a written notice of termination and reasonable time to secure alternative care. The provider may also offer referrals to programs or services better suited to meet the child's individual needs.

Our goal is always to work collaboratively with families to support each child's success while ensuring a safe and positive environment for everyone in our care.

By enrolling your child, you acknowledge that you have read, understand, and agree with this Inclusion & Special Needs Policy.

Medication Administration

EEC has regulations requiring Educators to have a policy regarding the administration of medication to children in care. As a licensed Family Child Care Educator, I am also required to take medication administration training. The following guidelines are common to all programs that are licensed by EEC:

Prescription Medication

- Prescription medication must be brought to the program in its original container and include the child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The program will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization for Medication Form before the medication can be administered.

Non-Prescription Medication

- The program needs written parental authorization to administer oral non-prescription medication. The parent must fill out the Authorization for Medication form, which allows the Educator to administer the non-prescription medication. The statement must be renewed on a weekly basis.
- In the case of unanticipated non-prescription medication used to treat mild symptoms (e.g., acetaminophen, ibuprofen), the program must still have written parental authorization; however it must be reviewed annually.
- The Educator will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

Topical Ointments and Sprays

- Topical ointments and sprays such as petroleum jelly, sunscreen, diaper rash ointment and insect repellent will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year.
- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Educator will follow the written procedure for non-prescription medication which includes the written order of the physician, valid for a year, and the Authorization for Medication form signed by the parent.

All Medications — General Rules

- The first dose must be administered by the parent at home in case of an allergic reaction.
- All medications must be given to the Educator directly by the parent.
- All medications will be stored out of the reach of children. Controlled substances must be locked and kept out of reach of children.
- The Educator will be responsible for the administration of medication. In his/her absence, the designated person will be: Azahir Medani or nominated Assistance.
- The program will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to unbroken skin) which will include the child's name, the time and date of each administration, the dose, and the name of the person administering the medication.

Medication Administration Policy

I will administer medication to your child only if all of the following conditions are met:

1. A completed, signed EEC Medication Permission Form is on file for each medication.

2. The medication is in its original container with the pharmacy label showing the child's name, dosage, and current date.
3. Prescription medication requires a doctor's authorization. Over-the-counter medication requires written authorization from both the parent and a physician, specifying the exact dosage and reason for use.
4. I will log the date, time, dosage, and my initials for every dose administered.
5. Medication is handed directly to me by a parent at drop-off and stored securely out of children's reach.
6. All unused medication will be returned to the parent or disposed of according to MA Department of Public Health guidelines.

I cannot administer the first dose of any new medication.

Oral Health

Proper oral health begins at home, and I will be reinforcing good oral health practices with your child each day. If your child is in care for more than 4 hours per day, or he/she will be receiving at least one meal while in care, I am required to assist your child with tooth brushing at the program.

I would appreciate it if you would provide me with a toothbrush and toothpaste for your child, which I will store in a safe and sanitary manner at the program.

I will be providing tooth brushing materials at the program.

Parent Notifications

I am required by EEC regulations to notify you of certain information about my family child care home. These notifications include, but are not limited to:

- An injury to your child
- Allegations of abuse or neglect regarding your child
- If another educator will be caring for your child
- The administering of first aid to your child
- Whenever a communicable disease has been identified in the program
- Children being taken off the child care premises
- The existence of firearms in my home
- If there are any changes in my household composition
- Prior to any pets being introduced into the program
- Whenever special problems or significant developments arise

Mandated Reporting

As a licensed Educator in Massachusetts, I must operate my program in a way that protects children from abuse and neglect. As such, I am a mandated reporter (under M.G.L. c.119 s51A) and must make a report to the Department of Children and Families (DCF) whenever I have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or from neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

What I Need From You

The first day your child attends child care, I need a copy of the attached Family Child Care Enrollment Packet. Without these completed documents, which must be updated annually, I cannot care for your child. The reason for this is so I have all the important information and phone numbers I will need in order to provide the best possible care for your child.

Medical Information

Medical information about your child must be given to me within one (1) month from the day your child begins care. There are three (3) pieces of medical information I will need:

1. A statement from a physician or health care professional that says that your child received a physical exam within the past year.
2. Evidence that your child has been immunized as recommended by the Department of Public Health.
3. If your child is nine (9) months of age or older, a statement from a physician or health care professional which says that your child has been screened for lead poisoning.

Please note: Your child's immunization record must be updated and given to me in accordance with the Department of Public Health's immunization schedule. Your child's lead screening report must also be updated as required by Department of Public Health Regulations. If your child is school age, I can accept a written statement that the required information is on file with the child's school.

Communication and Staying Involved

It is important to keep an open dialogue with me as your child's Educator, and to maintain an active role in your child's care. Feel free to visit, not just at pick up and drop off time, but at a variety of times during your child's day—it's your right as a parent. Please also make sure to follow-up with me if you have any questions about the program or your child's care.

I look forward to working with your family and providing a great experience for your child(ren)!



ATTACHMENT A: PROGRAM HOURS, FEES, AND POLICIES AGREEMENT

Family Child Care Program/Provider: Azahir Medani — Humpty Dumpty Childcare

Program Address: 25 Louise St, Attleboro, MA 02703

Program Phone: 508-954-3753 (Call or WhatsApp)

Program Email: smrttek2527@gmail.com

Website: www.attleborochildcare.com

EEC License #: 9189043

Licensed by: Massachusetts Department of Early Education and Care (EEC)

SECTION 1: PROGRAM HOURS & SCHEDULE

- Regular Operating Hours: Monday through Friday, 7:30 AM to 5:30 PM.
- Full-Time Care: Defined as 5 days per week within the operating hours.
- Part-Time Care: Schedules must be agreed upon in advance and are subject to availability. A minimum of 3 consecutive hours per day applies.
- Holiday Closures: The program will be closed on the following holidays:
 - New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day & the Friday after, Christmas Day.
 - If a holiday falls on a weekend, the observed weekday (Friday or Monday) will be closed.
- Provider Vacation: The program will close for 10 business days per calendar year for provider vacation/sick time. A minimum of 30 days' written notice will be provided for planned closures.
- Emergency/Snow Closures: The program follows the Attleboro Public Schools schedule for snow day closures. If Attleboro schools are closed or have a delayed opening, the daycare is closed. Parents will be notified via text/email by 6:00 AM.

Tuition is due regardless of program closures for holidays, provider vacation, or snow days.

SECTION 2: FEES & TUITION POLICIES

Registration Fee: \$75.00 — paid once at time of enrollment, then annually (January or July based on child's start date). Non-refundable.

Security Deposit: One week's tuition, due at time of registration. For infants, deposit is due to reserve an opening. Refundable only upon fulfillment of the termination policy and after deduction of any outstanding balances.

Weekly Tuition Rates

Full-time care rates below. Part-time rates are prorated. Tuition is based on the maximum number of hours your child will attend on any given day — not total hours per week.

Infant	Hours	5 Days/Wk	4 Days/Wk	3 Days/Wk
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2 – 11 months				
Full Day *	8 HRS	\$280	\$243	\$206
Full Day Plus *	9 HRS	\$292	\$255	\$218
Extended Day **	10 HRS	\$305	\$268	\$231

Young Toddler 12 – 23 months	Hours			
		5 Days/Wk	4 Days/Wk	3 Days/Wk
Full Day *	8 HRS	\$270	\$232	\$194
Full Day Plus *	9 HRS	\$283	\$245	\$207
Extended Day **	10 HRS	\$295	\$257	\$219

Older Toddler 24 – 36 months	Hours			
		5 Days/Wk	4 Days/Wk	3 Days/Wk
Full Day *	8 HRS	\$260	\$221	\$182
Full Day Plus *	9 HRS	\$273	\$234	\$195
Extended Day **	10 HRS	\$286	\$247	\$208

Preschool 36 months – 5 yrs	Hours			
		5 Days/Wk	4 Days/Wk	3 Days/Wk
Full Day *	8 HRS	\$250	\$212	\$174
Full Day Plus *	9 HRS	\$263	\$225	\$186
Extended Day **	10 HRS	\$275	\$237	\$199

* Full Day, Full Day Plus, and Extended Day must end by 5:30 PM EST.

** Extended Day (10 HRS) requires drop-off by 7:30 AM.

Payment Policies

- Payment Due Date: Tuition is due in advance every Friday for the following week of care.
- Accepted Payment Methods:
 - Check payable to: SMARTTECH Early Learning LLC
 - Zelle / Venmo to: Azahir Medani (508-954-3753) — include child's name as memo.
 - ACH / e-Check (automatic weekly bank withdrawal) — complete the Electronic Payment Agreement form.
 - Childcare Vouchers / CCFA Subsidy — we accept Massachusetts Child Care Financial Assistance.
- Late Payment Fee: \$15 per day for tuition received after 6:00 PM on the due date (Friday). Care may be suspended until the balance is paid in full.
- Late Pick-Up Fee: \$2 per minute for any child picked up after 5:30 PM. Payable in cash at pick-up. Repeated late pick-ups may result in termination of care.
- Returned Check / Failed ACH Fee: \$35.
- Tuition During Child Absence: Full tuition is due for all scheduled days regardless of the child's absence due to illness, vacation, or family plans. Your spot is reserved.

SECTION 3: ENROLLMENT, TERMINATION & NOTICE PERIODS

- **Enrollment Period:** This agreement is valid for one year from the start date and will automatically renew unless terminated by either party with proper notice.
- **Trial Period:** The first 4 weeks of care are considered a trial period. During this time, either party may terminate care with 48 hours' notice.
- **Provider Termination of Care:** The provider reserves the right to terminate care with two weeks' written notice for reasons including but not limited to: non-payment, repeated late pick-up, failure to comply with handbook policies, or if the child's needs cannot be met within the group setting. See also the Inclusion & Special Needs Policy in the Parent Handbook for additional conditions applicable to enrollment and termination of care.
- **Immediate Termination:** Care may be terminated immediately for severe violations including violence, non-payment for one full week, or providing false information.
- **Parent Termination of Care:** Parents must provide a minimum of two weeks' written notice before withdrawing a child. Tuition is due for the two-week notice period regardless of attendance.

SECTION 4: TRANSPORTATION POLICY

Humpty Dumpty Childcare is a home-based program and does not provide transportation to or from the childcare location. Parents/guardians are responsible for all arrival and departure of their children. For the safety of all children, please escort your child to and from the door at drop-off and pick-up times.

SECTION 5: ENROLLMENT PROCESS

We are committed to providing a warm, safe, and nurturing environment for every child. To ensure a good fit for your family and our program, our enrollment process is as follows:

1. **Initial Inquiry:** Contact us by phone or email to discuss availability and schedule a tour of our family child care home.
2. **Tour & Meeting:** We will meet in person at the program (25 Louise St). This gives you a chance to see our environment, review our policies, and ask questions directly with the provider, Azahir Medani.
3. **Application & Forms:** If you choose to enroll, you will receive an enrollment packet. To secure your child's spot, please return the completed forms along with the non-refundable registration fee and the security deposit (equal to one week's tuition).
4. **Orientation & Start Date:** Before the first day of care, we will schedule a brief orientation to finalize paperwork, discuss your child's routine, and set a start date. Your child is welcome to visit for a short period during this time to help with the transition.
5. **Communication:** We strive to make our enrollment process clear and accessible. If you have difficulty understanding English, please let us know. You are welcome to bring a translator to any meeting, and we will make every effort to accommodate your needs.

Assumption of Risk: While we maintain the highest standards of safety and supervision, participation in a group childcare setting carries inherent risks of common childhood illness and minor accidents. By enrolling your child, you acknowledge and assume these ordinary risks.

Contact Us to Begin the Process:

Phone: 508-954-3753 | Email: smrttek2527@gmail.com | www.attleborochildcare.com

SECTION 6: SIGNATURES & ACKNOWLEDGEMENT

This document, along with the complete Parent Handbook, constitutes our agreement. By signing below, you acknowledge that you have received, read, understood, and agree to abide by all policies outlined in the Humpty Dumpty Childcare Parent Handbook and this Attachment A.

Child(ren) Name(s): _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature:

Date: _____

Provider Signature:

Date: _____