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## Home Daycare Services Sample Proposal

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August 14

Marsha Ferraro  
359 Church Lane  
Lynden, WA 98264

Dear Ms. Ferraro,

I'm writing to let you know that since a set of twins has now 'graduated' from our childcare to kindergarten, we will have two spaces available as of September 1.

Your name was on our waiting list. If you are still interested in enrolling your child in Zola's Home Daycare, please let me know ASAP.

Sincerely,

Zola Bentley

Zola's Home Daycare  
545 New Dawn Road  
Lynden WA, 98264  
360-555-5012  
[www.ZolasDaycare.com](http://www.ZolasDaycare.com)

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## Zola's Home Daycare Services

August 14

**Prepared for:** Marsha Ferraro

**Prepared by:** Zola Bentley



Your name was on our waiting list. If you are still interested in enrolling your child in Zola's Home Daycare, please let me know ASAP, we will have two spaces available as of September 1.



# Contingency Planning

Everyone needs to plan for the unexpected. To be sure that normal activities can continue at Zola's Home Daycare if Zola must be absent for some reason, we have developed the following contingency plan.

## **Possible Emergency Situation(s)**

Zola Bentley is ill or has a sudden emergency she must attend to while the daycare is open and children are present.

## **Objective**

We want to keep the children in our care safe and happy with as little disruption as possible to their schedules and their parents' schedules. The children will never be left without a responsible adult in charge.

## **The Plan**

In the event that Zola falls ill, needs additional help, or a situation develops for which Zola must leave the daycare premises, these steps will be followed:

1. Zola will call Nancy Vandercamp, her next-door neighbor, a stay-at-home mom with an infant, and Nancy will take over, bringing her infant with her. In the event that Nancy is not available or needs help, Susanna May, a retired preschool teacher who lives two blocks away, will come to the daycare and take over care of the children. Both Nancy Vandercamp and Susanna May have passed routine background checks and are experienced in caring for small children.
2. The substitute—Nancy or Susanna—will call parents of the daycare children to notify them of the situation and allow them the opportunity to pick up their children early if desired.
3. The substitute will stay at the daycare premises and perform all the routine duties that Zola would do, until Zola can return to her normal schedule.

## **Distribution of Plan**

Parents of all enrolled daycare children will be provided with a copy of this plan and contact information for Nancy Vandercamp and Susanna May.





# S A M P L E

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