



PROPOSAL KIT SAMPLE

Home Daycare Services Sample Proposal

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Marsha Ferraro
359 Church Lane
Lynden, WA 98264

Mrs. 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
360-555-5012
zola@ZolasDaycare.com
www.ZolasDaycare.com



PROPOSAL

Zola's Home Daycare Services

Prepared for: Marsha Ferraro

Prepared by: Zola Bentley





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:

- ▶ 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 and Susanna have passed routine background checks and are experienced in caring for small children.
- ▶ 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.
- ▶ 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.





COST SUMMARY

Cost of care at Zola's Home Daycare:

Infant less than one year	\$595/month
Toddler 1-3 years	\$575/month

The monthly fee is payable in full on the first child-care day of the month. The fee includes formula, snacks, and lunch, as appropriate for your child. If your child is sick or you are on vacation, the monthly cost will be pro-rated to account for the time your child is not present. Absences of more than two weeks must be approved in advance by Zola; prolonged absences may result in another child taking the place of yours.





CONDITIONS

You must provide immunization records for your child. We will not accept any child that does not have the recommended immunizations.

You may not bring a sick child to daycare. In the event that your child becomes sick while at daycare, we will call you to pick up your child as soon as possible.

Please do not use scented skin care products on your child. We have had problems in the past with allergies to perfumes and try to keep our center as fragrance-free as possible.

If your child has allergies or problems with certain foods, please provide us with a list of items to avoid.

You must provide us with a list of people authorized to pick up your child. We will not release your child to anyone not on this list.



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