



I understand the keep me home if policy around when to keep my child home and to find alternative care. _____ (initial)

I understand the autopay plan for my family and understand that nonpayment will lead to termination or suspension of care until my account is paid in full. Furthermore, I am familiar with the late fees that will be applied regarding late pickups and possible termination of care. _____ (initial)

I understand it is my responsibility to communicate via himama if my child has a change in pick up, is out ill, and I will also check himama to see my child's daily sheet as well as communicate with lead teachers any questions or concerns. _____ (initial)

I understand it is my responsibility to electronically sign in and out my child via hiamam, not doing so makes BBK non-compliant. _____ (initial)

I understand since the COVID-19 outbreak BBK will be doing a screening daily and I am needing to find alternative care for my child if they are ill. I also know withholding information from BBK staff and management regarding my child's and family's wellness and if it is found to be negligent, it is possible that legal recourse could be taken against me. _____ (initial)

I understand that all children must be in the childcare no later than 8:15 am. Arriving any later that this time we find is disruptive to the child's classroom and the child's day. We also find that some children need staff to transition into the classroom and arriving at or before the arrival time allows for staff to be available for one on one transition.

_____ (initial)

I _____, the parent/guardian/caregiver of _____
have reviewed and read the Billie's Busy Kids Early Learning Program Family Handbook.

parent/guardian/caregivers signature

date

parent/guardian/caregivers

date

parent/guardian/caregivers

date