

**Another Best Childcare Inc Thayer Inc.**

**18133 52<sup>nd</sup> Ave W  
Lynnwood, WA 98037  
425-744-1212**

**Daycare Contract Between Provider and Parents**

This Contract will explain the rules and regulations of this daycare facility, and will outline the responsibilities of both the provider and the parents. Please be familiar with the provisions set forth in this document. The laws of the state of Washington make this contract a legal and binding agreement.

I/We, undersigned, being fully aware and understanding completely, the regulations and responsibilities set forth in this contract, do, by virtue of my/our signature(s), agree to abide by, and fulfill, all responsibilities, and regulations, understanding that failure to do so will result in the termination of care and or legal action. I have received a full copy of this contract\_\_\_\_\_ Initial

_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Provider Signature	Date

**Days and times my child will attend daycare:**

Monday Drop off \_\_\_\_\_ Pick up \_\_\_\_\_  
Tuesday Drop off \_\_\_\_\_ Pick up \_\_\_\_\_  
Wednesday Drop off \_\_\_\_\_ Pick up \_\_\_\_\_  
Thursday Drop off \_\_\_\_\_ Pick up \_\_\_\_\_  
Friday Drop off \_\_\_\_\_ Pick up \_\_\_\_\_

Your child is contracted for the days above that you marked, they cannot be changed or traded at will. You can add extra days provided it has been approved by the director at your daily rate of \_\_\_\_\_. Initial \_\_\_\_\_  
Date \_\_\_\_\_

**Preschool only** 9:00 – 11:50 circle days that apply **M T W T H F**

- I understand I must call in by 10:00AM and notify America’s Best Childcare if my child is coming into daycare late. I understand if there is not enough staff that my child could be turned away. Initial \_\_\_\_\_  
Date \_\_\_\_\_
- I understand that I am to provide a blanket and sheet every day for my child. If I do not provide one, I will be given a spare set and charged a \$5.00 Laundry Fee. Initial \_\_\_\_\_ Date \_\_\_\_\_
- I understand I owe \$10 annually for supplies (i.e. New cubbies for my child). Initial \_\_\_\_\_ Date \_\_\_\_\_

**Method of payment:** Please initial next to and complete the payment plan of your choosing below.

\_\_\_\_\_ Plan 1. Advance payment due by the LAST FRIDAY OF MORNING of every month for the next month’s daycare. (Refer to page 9 for computation.) 5% discount for month in advance payments

\_\_\_\_\_ Plan 2. Advance Bi-weekly payment of \_\_\_\_\_ due every –other Friday morning.

\_\_\_\_\_ Plan 3. Advance weekly payment of \$ \_\_\_\_\_ due every Friday morning.

\_\_\_\_\_ Plan 4. All subsidies must give advance notice of third-party paying. If the third party fails to make payment, I am responsible for the balance due. All co-pays are due the last Friday of the month for the next month of childcare (i.e. Pay last Friday of September for October care). A late fee of \$15.00 will be charged for late payment Per Friday that is overdue.

- I understand my registration fee is due annually by September 1 st. Initial \_\_\_\_\_ Date \_\_\_\_\_
- I understand there is a \$100.00 one-time per school year fee for transportation to & from school that covers vehicle costs. Initial \_\_\_\_\_ Date \_\_\_\_\_
- I understand that a late fee of \$15.00 will be added if my payment is not paid in full by 10am on the Friday morning of my scheduled payment. Initial \_\_\_\_\_ Date \_\_\_\_\_
- I understand that during Professional Training Days that the daycare is closed, I have to find alternate care. My Rates remain the same. Initial \_\_\_\_\_ Date \_\_\_\_\_
- I understand that payments made by clients go to unpaid fees BEFORE applying to balance of care or co-pays Initial \_\_\_\_\_ Date \_\_\_\_\_
- Co-Payments are due by the 5th of the month or your child cannot attend. Initial \_\_\_\_\_ Date \_\_\_\_\_

**Returned Checks:** There will be a \$10.00 fee for the first notice from the bank of NSF funds. There will be a \$50 charge for all returned checks plus any charges made by our bank. Cash or a cashier’s check will be required as payment for a returned check. Your account will be placed on a cash basis after two returned checks.

**Financial Statements:** Financial statements will be provided upon request for the current year. Any additional years will be charged a rate of \$50.00 per hour.

**Social media:** I will allow my child’s picture to be posted on the center’s Facebook Page \_\_\_\_\_. If I “Like” the center’s page I will be given a one-time credit of \$10.00.

Signature Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Registration:**

Washington state law requires that the following forms be on record with the provider **BEFORE** care begins.

- Enrollment/Registration
- Emergency treatment
- Immunization Forms
- Health Record with date of last physical exam

The information on these forms **MUST** be kept current. It is the responsibility of the parent/legal guardian to notify the provider of any changes to be made to these forms **IMMEDIATELY**.

In addition, we require that the contract be signed and brought to us **BEFORE** care begins. We will **NOT** care for a child if we do not have these papers in our files.

If you are reserving a space in the near future there will be a \$100.00 (non-refundable) holding fee to be applied towards your first week of care.

### **Termination:**

Parents must provide a 2 week written notice prior to removing their children from care. This enables the provider to fill the vacancy created.

**Parents who do not provide a 2 week notice of termination in writing, will pay the provider for 2 weeks' worth of care as a severance in lieu of proper notification.**

### **Adjustment:**

Your child's adjustment is important to everyone involved. A 2 week trial period will give all of us an opportunity to judge whether or not the new situation will be one in which we all feel comfortable. During the trial period, all rules, regulations, and responsibilities outlined in this contract shall be enforced, excepting those regarding the termination. Either party may terminate at will. Should the parent/guardian choose to continue care at the end of the trial period, all rules pertaining to termination will be effective immediately.

### **Illness:**

We will continue to care for an ill child, if the illness is minor, such as a cold. Children who are coughing and/or sneezing excessively, running a fever in excess of 100F, etc. will be isolated from the other children, per licensing requirements. Parents will be notified if the provider feels that the child is too ill to remain in the daycare. (I.e. Vomiting, Diarrhea, Rash, temperature in excess of 100F, etc.)

**If you feel that your child is too sick to play outside, then he/she should remain at home as they are most likely too sick to be at daycare.**

### **Illness cont:**

**Note:** If you are notified that your child is too ill to remain in daycare, you are to pick up your child **PROMPTLY!** Failure to pick up your child within an hour of notification will result in a \$15.00 per-hour sick-care fee and could ultimately result in a report to CPS (Child Protective Services).

Parents will be notified immediately if the provider feels that a child requires medication or a physician's care during an illness. At the discretion of the provider, the child may not be re-admitted to the daycare without written/verbal communication from the child's physician concerning the state of the child's health.

We reserve the right to refuse to care for a child that is obviously too ill to be in the daycare. This is for the protection of the other children and their parents, when it is your child that is ill it is a necessary concern.

### **Administration of Medication:**

We will administer prescription medication to children in our care under the following conditions:

- With written approval of a parent, person, or agency having authority by court order to approve medical care.
- Medications must be in the original container, labeled with: (a) The child's first and last name, (b) the date the prescription was filled or the medication's expiration date, and (c) legible instructions for administration on the label or as authorized in writing by a physician or other person legally authorized to prescribe medication.
- Written approval will be on the **Authorization and Instructions for the Medication** form to be kept on record.
- All medications administered will be recorded on a medical log.

We will administer non-prescription medications only if they are antihistamines, non-aspirin fever reducers/pain relievers, non-narcotic cough suppressants, decongestants, anti-itching ointments or lotions intended specifically to relieve itching, diaper ointments and powders intended for use in the diaper area of the child, sun screen, to children in our care under the following conditions:

- Written approval of a parent/guardian; has been given. And where required, a physician's written authorization has been given. For example, some labels indicate that for children under 2 years of age, you are required to consult a physician.
- Only at the dose, duration, and method of administration specified on the manufacturer label for the age or weight of the child needing the medication.
- Written approval will be on **The Authorization and Instructions for Medication** form to be kept on record.

**Special Needs:** A care plan will be filled out and in place for children needing an epi pen, inhalers, nebulizer, or other medications which require extra attention.

## **House Rules:**

There are rules that we have established for our daycare to lessen the risk of injury to persons or property. These rules are essential in order to ensure a safe and efficient daycare center.

These HOUSE RULES are to be respected by the children in care at ALL TIMES, including time when the parent is present. Please do not permit your child to ignore or disobey these rules in your presence. It is not fair to your child, to the other children in care, or to the provider. House rules are to be respected by any party dropping off or picking up a child or they will be asked to leave. If it is a continuous behavior the person will not be allowed back on the premises and care may be terminated immediately.

**IF YOU ARE UNCOMFORTABLE WITH OUR RULES, YOU SHOULD CONSIDER LOOKING FOR A DIFFERENT DAYCARE SITUATION.**

**The HOUSE RULES are as follows:**

1. There is **NO RUNNING** anywhere in the building and **NO PLAYING** on the stairs.
2. There will be **NO THROWING** inside the building.
3. **NO** eating except in assigned areas.
4. **NO GUM** chewing.
5. **NO** food or candy brought from home (unless pre-approved).
6. Children should not bring any toys they are unwilling to share. Valuable, fragile or irreplaceable toys **CANNOT** be guaranteed to return in the same condition.
7. Children will **NOT** be permitted to play with toy weapons, or to play "shooting" or killing in any way what-so-ever. **Guns are not toys and killing is not fun.**
8. Crude, vulgar and obscene language is not acceptable.
9. Abuse of furniture, house toys etc. is not tolerated. (The expense of a toy that is not respected once the parents have been notified will be charged to the parent for replacement.)
10. We provide USDA meals, breakfast, lunch, and snack. **NO** food is to be brought from home, except preapproved for Birthdays, or Special occasions.

## **Transportation:**

Children will be required to sit in booster seats/car seats until they reach the minimum requirements established by the State of Washington (4'9" and 80 lbs). Transportation will be charged at **\$10.00 per week** (this covers cost of gas/insurance and maintenance on the vehicle). Please print, fill out, and return the Transportation Permission Form available from our website on the Resources page.

**Allergies and Menu:** If your child has an allergy to food, you must fill out an allergy form and take it to your doctor along with the menu. Your doctor must give you a **signed** note **stating the allergy and any instructions** that would be helpful for your child in the event of an emergency. Your doctor also must fill in replacements for your child on the menu, to be certain that your child is getting the proper nutrition replacements.

### **Discussions:**

In order for us to provide the best possible care for your child, it is essential that we have the opportunity to discuss your child's progress and development in the daycare. Parent/Provider conferences are held as needed. We will always try to be available. If you ever have any questions or concerns that you would like to discuss, please feel free to bring them up at any time. Only in this manner, can we work together as a team for the good of your child.

### **Discipline:**

We **DO NOT** use corporal punishment of any kind. The standard term of discipline in our daycare is a "Time-Out" method. Using this method the disruptive child or children is/are removed from the group play for a brief period of time, in relation to their age(s). When a parent is advised of a discipline problem with their child, the parent must take care of the problem or care will be discontinued.

### **Rest, Snack, Lunch:**

Every child through the age of 5 years, by state law, is required to have a rest time. Those who sleep will be awakened around 3 pm. Children under 30 months are allowed to follow their own sleep patterns and cannot be awakened, per WAC Code.

Breakfast is served from 8:00 to 9:00, Lunch is at noon, and afternoon snack is served at 3:15.

### **Hours of Operation:**

Normal daycare hours will be 6:30 a.m. to 6:00 p.m. **Parents are welcome at any time to visit our daycare or their child in our care.**

### **Religion:**

We are a Christian Daycare. We teach Christian principles and concepts. We celebrate Christmas as Jesus Birthday, Easter as Christ's Resurrection, do unto others as you would have them do to you, we pray before our meals, and we read Bible stories. We respect the rights of each individual and their Religion.

**\*\*OUR DAYCARE LEARNING CENTER IS OPEN TO ALL CHILDREN REGARDLESS OF RACE, CREED, COLOR, NATIONAL ORIGIN, RELIGION, PHYSICAL, MENTAL OR SENSORY DISABILITY, SEXUAL ORIENTATION OR GENDER IDENTITY.\*\***

### **Provider Responsibilities:**

- To provide a licensed daycare facility that meets the requirements of the Washington state laws.
- To provide a home-like atmosphere that supports the physical, social and emotional needs of the children in our care.
- To provide nutritious meals and snacks.
- To provide daily, as required by law, naps and/or quiet rest periods, for children 5 years of age and under.
- To furnish toys, games, books, etc. that stimulate the growth and development of the children in our care.
- To partake in classes, workshops, conferences, etc., in order to further our knowledge in any area of child care.
- To provide a loving “HOME” environment for the children in our care, so that they will be happy, healthy children.
- To return a copy of the signed contract to you for your records after the trial period.

In order to protect ourselves, THE PROVIDER, in the event that any child comes in to our care which we feel may have been battered, beaten, or otherwise neglected or abused, we are **REQUIRED** by Washington State law to immediately report such a suspicion to Child Protection Services (CPS).

**Substance Use:** If a person picking a child up from our care is suspected of being under the influence of drugs or alcohol, the following will take place: The license plate number, make, and model of the car will be recorded and reported to 911 upon leaving our facility. To avoid reporting to 911 alternate person/s may be called to come and pick up the child(ren). **Please work with us in this matter to ensure the safety of the children.**

### **Emergency Situations/Disasters**

In the event of a life threatening emergency or major disaster, the parent will be notified, if possible. Your child will remain in daycare until parent/guardian/or other emergency contact person arrives for your child. The daycare staff is trained for major emergencies or disasters.

### **Policies: Disaster/Pesticide/Health:**

All policies are available in the daycare office for review upon request. Health Plan and Pesticide policies are posted on the parent information board in main entry. It is the responsibility of the parent to be informed about daycare policies and adhere to them.

## **Parent Responsibilities:**

Parents are to have necessary forms returned to the provider **BEFORE** care begins. Parents are to inform the provider in **ADVANCE**, whenever possible, if your child cannot be picked up at the usual time. When you are late, without explanation, it infringes upon our rights and the rights of our families. Allowances will be made for bad weather.

Inform the Provider **PRIOR** to your usual drop-off time if your child will not be coming to daycare or will be late. If you **DO NOT INFORM US**, we will assume your child is not coming and whenever possible we will reduce our staff. In the event that there will be a late drop off, you must inform us by 10am. Failure to do so will result in your child not being admitted for the day.

By state law, you must sign your child into and out of our care on a daily basis. This must be done **WITH YOUR FULL SIGNATURE**.

Every Monday you must provide your child with a clean crib sheet and blanket for nap. And every Friday take them home to launder... If your child is part-time, you may be required to take home daily. A \$5.00 laundry fee will be charged if you fail to provide a sheet and blanket.

**Promptly** inform the provider of any illness or contagious disease that your child might have which could affect the other children in the daycare. If your child is sent home with a 100 F. fever or has one, please keep him/her home for 24 hours until you are sure he is no longer contagious.

## **Additional Responsibilities:**

- See that your child has outerwear appropriate for the weather.
- Children are to be dressed and ready for their day, i.e. fully dressed, with socks and shoes. (We are caring for several children; it is the responsibility of the parent to dress their child.)
- Children in the process of toilet training are required to wear “pull ups”
- The daycare provides the wipes, and parents provide the diapers/pull-ups. When changing each child, table is wiped, sterilized, and gloves are worn by the provider. Diaper changes are done at the following times: 9am, 12pm, 3pm, 5pm, or as needed. Diapers are placed in a disposable container and placed in dumpster, A.S.A.P., when convenient.
- Respect the “House Rules”, and help your child to respect them.
- **Care plan filled out by parent & doctor** for a child with special requirements. (i.e. asthma inhalers and nebulizers, epi pen for allergies, suppository for epilepsy, etc.)
- Be familiar with the provisions outlined in this contract.
- Notify the provider in writing 2 weeks **PRIOR** to vacations dates.
- **Notify the provider** in writing 2 weeks **PRIOR to termination of child care. (If you do not provide a written 2 weeks’ notice, you will be charged your rate per your signed contract.**
- Pay all fees and charges **PROMPTLY! Your rate is to be paid all 52 weeks of the year.** Report any change in address, phone number, employment, or other pertinent information to the provider, immediately, so that our records can be kept accurate.
- I understand I owe \$10 annually for supplies (i.e. New cubbies for my child).



**Payments:** In order to figure the monthly rate, multiply the **number of days in the month** (excluding Saturdays, and Sundays) **times your daily rate**. Once your schedule has been established, you **MUST** notify the provider **30 days in advance**, if you wish to change the schedule.

**Note:** You, as an employee, expect to receive your wages on a specific day or date. You would not appreciate being asked by your employer to wait an extra two or three days for your wages, nor would you appreciate being told that you had been forgotten and there was no paycheck for you this time. You are, in essence, our employer. Please offer us the same consideration that you expect from your employer. **DO NOT ASK US TO WAIT FOR OUR WAGES AND DO NOT TELL US THAT YOU FORGOT THAT YOU WERE SUPPOSED TO PAY ON ANY GIVEN PAYDAY. PLEASE PAY PROMPTLY!!!** Failure to do so could result in termination of care and/or legal action being taken.

**Overtime:** These are the circumstances under which you will be charged overtime:

- If your child is picked up after the closing time of 6:00 P.M., CHARGE: \$15.00 for the first 15-minute period and \$5.00 for each additional 15 minutes or portion thereof.
- Any time your child is in daycare for more than 10 hours on any day. Charges: \$9.00/hr for 2 ½ and potty trained to 8 years of age.\$10.00/hr for 12-months to 29-months of age.
- Payments made by client go to unpaid fees, before being applied to balance for care or co-pays.

**Late Charges:** In order to avoid a late charge, please pay your childcare tuition **BEFORE 10:00 AM** on your Friday due-day. All tuition is to be paid in **ADVANCE**. If tuition is not paid by Friday at 10am, a \$15 late fee will be assessed. **CHILDCARE TUITION IS NOT ACCEPTED ON DAYS WHEN THE DAYCARE IS NOT OPEN FOR BUSINESS.**

**Holidays:** **ALL HOLIDAYS ARE PAID HOLIDAYS! THE DAYCARE WILL NOT BE OPEN FOR BUSINESS ON THE FOLLOWING DAYS. IF THIS DAY FALLS ON A WEEKEND, IT WILL BE OBSERVED ON THE FRIDAY BEFORE OR MONDAY AFTER RESPECTIVELY, MOST COMMONLY OBSERVED BY GOVERNMENT AGENCIES (I.E. LIBRARIES, CITY OFFICES ETC.)**

**NEW YEAR'S DAY (JAN)**

**JULY 4<sup>TH</sup> (JULY)**

**MARTIN LUTHER KING Jr. Day (3rd Mon in Jan)**

**LABOR DAY (SEPT)**

**PRESIDENT'S DAY (FEB)**

**VETERANS DAY (NOV)**

**THANKSGIVING (NOV) 2 DAYS**

**MEMORIAL DAY (MAY)**

**CHRISTMAS DAY (DEC)**

(WE CLOSE AT 4PM ON CHRISTMAS EVE.)

**3 Professional Training Days (April/June/Dec)**

(Dates to be determined.)

**Snow Days**

If the local district is closed, our hours will be 8:00 AM to 5:00 PM.

### **Vacation/Time Off Days:**

You pay for all 52 weeks in the year. Tuition will be reduced by ½ the weekly rate when the vacation time-off is at least 5 consecutive days, and a parent has submitted a two-week notice for the vacation/time-off days. If your child misses more than 5 days a month (not vacation with notice) I understand I may lose my spot and care may be terminated by my provider effective immediately.

### **Rate Increase:**

Rate increases will be made no more often than once each calendar year. Written notice will be given to you **30 days PRIOR** to the date on which such increases become effective.

### **Registration/supply fees and contract renewal are annual:**

Contract may need to be renewed each year. The need to renew contracts shall be determined by either change in the body of the contract, and/or, an increase in the rates for childcare. If such changes occur, it will be necessary for new contracts to be signed by all parties PRIOR to the date upon which such changes become effective.

The provider reserves the right to make changes in the body of the contract as the need may arise. This means that, while the normal contract renewal time is **September of each calendar year**, the contracts may be amended and renewed at any time during the year, at the discretion of the Provider. Supply fees are used to purchase equipment, new cots, toys, administrative supplies, and art supplies. This is a weekly fee that is non-refundable. Registration fees are an annual fee and are non-refundable.

### **Specifics:**

This contract is designed to meet the needs of each individual family. All spaces will be appropriately filled in **BEFORE** the contract is signed. Any changes you desire after the signing of this **"SPECIFICS"** page will require that a new page be filled out with that desired changes, and it will need to be signed by all parties.

### **Returned Checks:**

There will be a **\$50 charge** for all returned checks **plus** any charges made by our bank. Cash or a cashier's check **will be required** as payment for a returned check. Your account may be placed on a cash basis after two returned checks.

### **Financial Statements:**

Financial statements will be provided upon request for the current year. Any additional years will be charged a rate of \$50.00 per hour.

### **Professional Training**

Professional Training Days are a day the center is closed so its employees can attend Training. This will happen 3 days per calendar year. You will be notified 30 days in advance as to find alternate care for your child. This day is included in your Payments that you pay all 52 weeks of the year, which is your contracted amount. Thank you for understanding as we bring more Quality care to your children.

## DAILY SCHEDULE

- 6:30 - 7:45am Free Play All
- 7:45 – 8:00am Clean-up and wash hands
- 8:00 – 9:00am Breakfast
- 9:00 – 9:15am Clean-up from breakfast and separate into groups
- 9:15 – 10:45am Circle Time, Craft Time, Library Time  
\*\*\*\*When there are two groups the groups rotate. One table is at Circle Time, the other is at home/block centers.
- 10:45 – 11:00am Beds are made
- 11:00 -11:45 Outside Play\*\*\*\*In case of inclement weather – Large muscle movement play in the multipurpose room at 11:00
- 11:45 – 12:00 Potty and hand washing for lunch.
- 12:00 Lunch
- 12:45 – 3:00pm Nap/Rest time for all
- 3:00 -3:20pm clean up beds with video, Potty, hands washed for snack
- 3:20pm Snack for Preschool and Toddlers
- 4:00pm Hands washed and Snack for school age.
- 3:30 – 6:00pm Free play, outdoor play, parent pick up

We are a Christian Daycare we pray over our snacks and meals and include some Bible stories and Songs in our Curriculum. We teach the children some Sign Language, simple Spanish such as colors and numbers, read stories, practice writing letters, their names, and numbers, calendar months, and days of the week, shapes, and colors, as well as many other pre-k skills. We work on manners and other life skills. We believe play is important as well as individual expression.

**Another Best Childcare Inc.  
Thayer Inc.  
18133 52nd Ave W  
Lynnwood, WA 98037  
425-744-1212**

**Tuition Rates**

Registration Fee is \$50 (non-refundable) - Due every September.

**Toddlers 12 Months though 2 ½ years of age and non- potty trained**

5 days a week .....	\$48.30 per day or \$241.50 per week
4 days a week.....	\$49.88 per day or \$199.50 per week
3 days a week .....	\$52.54 per day or \$157.62 per week
2 days a week .....	\$57.33 per day or \$114.66 per week
1 day a week.....	\$63.00 per day or \$63.00 per week

**2 ½ years& Potty trained though 6 years of age and (kindergarten)**

5 days a week .....	\$46.20 per day or \$231.00 per week
4 days a week.....	\$47.25 per day or \$189.00 per week
3 days a week.....	\$50.35 per day or \$145.53 per week
2 days a week.....	\$51.27 per day or \$102.54 per week
1 day a week.....	\$60.90 per day or \$60.90 per week

**6 years of age through 12 Years**

Before school care and after school care up to 4 hours is \$162.75 per week or \$32.55 per day. Before or after school care up to 2 hours is \$21.00 per day. 5 hours or more 5 days per week = \$241.50 per week.

Van Transportation to & from school is \$100.00 per school year (not pro-rated).

**Drop In and other Information**

Drop in care (Partial days of less than 5 hours).

Toddlers are \$13.13 per hour. Preschool is \$12.08 per hour.

We accept subsidized care (DSHS, CPS, VOA, Catholic Community Services, etc.)

Preschool Time is 8:45-11:45 and is \$35.00 per day.

Tuition rates are set on an ongoing contract and cannot be changed without proper notification and contract renewal. Every September 1st of the new calendar year, there will be a 5% rate increase added automatically. All payments are due on Friday by 10:00 AM. After such time a \$15.00 late fee will be added. Co-Payments are due by the 5th of the month or your child cannot attend.

**Please return pages 1 and 2 to the daycare office. You retain pages 3 through 12.**