FAMILY INFORMATION

# Welcome to A Place to Grow

Family guide, enrollment forms and childcare agreement

*A small, nurturing home environment where children can play, learn, feel loved and grow.*

Hi! I am Caidence Brassfield, and most people call me Cady. I look forward to getting to know your family and creating a comfortable, engaging day for your child.

### Meet your caregiver

I bring four years of professional childcare experience in private homes and childcare settings, including infant and toddler teaching and three years of nannying. My experience includes babies as young as six weeks old. I am CPR and First Aid certified, have completed a background check and fingerprinting, and am pursuing a bachelor's degree in Elementary Education at Wright State University.

| A personal approach | Getting started |
|---|---|
| Approximately 2-3 children, with enrollment based on age, individual needs and availability. | Planned start in December 2026. Your exact first day is agreed in writing. |
| Infants through school-age children. Activities and routines are adjusted to each child. | Free family meet-and-greet to see the space, discuss routines and ask questions. |

## Let us meet

**Fairborn, Ohio / Wright State area**
Text or call (937) 241-2756
caidencebrassfield@gmail.com

The care address is provided privately and entered in the family agreement. A signed agreement, completed child forms and first-week tuition are needed before care begins.

**Inside this packet** Hours and tuition - family policies - health and safety - fillable child forms - medication authorization - family agreement.

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# Hours & weekly tuition

A minimum of three reserved days per week

| Day | Planned regular hours |
|---|---|
| Monday | 8:00 a.m. - 5:00 p.m. |
| Tuesday | 8:00 a.m. - 5:00 p.m. |
| Wednesday | 7:30 a.m. - 4:30 p.m. |
| Thursday | Noon - 6:00 p.m. |
| Friday | 8:00 a.m. - 5:00 p.m. |

Drop-off and pickup may take place within your agreed schedule and these operating hours. Please text your expected pickup time each morning. Hours outside the regular schedule require advance agreement and depend on availability.

## Choose a weekly schedule

| Reserved days | First child | Add second sibling | Two-child total |
|---|---|---|---|
| 5 days / week | $200 | $125 | $325 |
| 4 days / week | $165 | $110 | $275 |
| 3 days / week | $135 | $90 | $225 |

The sibling amount is added to the first-child rate. The table assumes two siblings from the same household attending the same days. Different sibling schedules are quoted in the agreement. Rates are weekly and apply across the offered age range.

### Simple weekly payment

Tuition is due each Monday in advance. The first week is paid upfront to reserve the agreed start. There is no separate registration fee or deposit. Payment method and any partial first week are recorded in your family agreement.

Weekend, holiday and other extra care is considered individually and is not guaranteed. Any extra hours and price must be agreed before that care takes place.

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# Payments, absences & closures

## Reserved care and communication

- Weekly tuition reserves your child's agreed days. Ordinary missed days and sick days remain payable.
- For an absence, text as soon as possible, ideally the evening before or early that morning. Text is also preferred for late arrivals, pickup changes and everyday questions.
- Any family-vacation discount is agreed in writing before the absence. The vacation section of your agreement records the arrangement for your family.

## Holiday and provider closures

Planned closed holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

Each of your reserved days closed by the provider receives a tuition reduction. The daily credit is your agreed weekly tuition divided by your reserved days per week. A full week of provider closure costs $0. Closure dates are shared in writing, including any observed dates.

For personal time off, I aim to give at least two weeks' notice whenever possible. Unexpected closures are communicated promptly. A credit already paid is applied to the next payment or refunded if care ends.

## Late pickup

Please text as soon as you expect a delay. A five-minute grace period applies after your agreed latest pickup time. After that, the late rate is $10 per additional 15 minutes. The agreement records how partial 15-minute periods are charged. Emergencies can be handled individually.

## Ending care or changing the arrangement

Please give as much withdrawal notice as you can, preferably at least two weeks. This is a preference, and there is no penalty for shorter notice. Provider notice of a planned end is also given as early as possible. If an urgent safety issue prevents continued care, families are contacted promptly.

A withdrawal ends future reserved care on the agreed end date. There is no charge for an unworked notice period. Any unused prepaid future care is reconciled and returned. Schedule or price changes are confirmed in writing before they take effect.

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# A day in our care

## Play, connection and learning

Days may include story time, music and dancing, arts and crafts, sensory play, educational games, age-appropriate free play, outdoor time, and naps or quiet time. Activities follow each child's age, interests and developmental stage.

The nearby playground can be part of our day with written parent permission and supervision. Participation is optional. We agree before enrollment how the group can safely accommodate an outdoor opt-out. Vehicle transportation requires a separate written arrangement.

## Food and supplies

- **Parents provide** diapers, wipes, at least one complete spare outfit, formula or breast milk, preferred bottles and any special personal supplies. Label belongings with your child's name.
- **Meals and snacks** can be sent from home or arranged individually with me. We document allergies, dietary restrictions and who supplies food before the first day. New foods and starting solids are discussed with parents first.
- **I provide** toys, books, craft materials, appropriate nap equipment and limited emergency extras such as diapers, wipes, clothing, bottles and sanitized pacifiers.

## Rest and familiar routines

We discuss feeding, naps, comfort and toileting before enrollment. Infants are placed on their backs for sleep in a separate, safety-approved crib or play yard with a firm, flat surface and fitted sheet. Infant sleep spaces remain free of blankets, pillows, stuffed toys and other soft items. Comfort items stay outside infant sleep spaces.

## Staying connected

Daily communication can include bottles and amounts, meals, wet and dirty diapers, bathroom use, naps, activities and general updates. Photos or video are shared privately with the child's parents only with permission. Public sharing requires a separate authorization.

Safe-sleep reference: CDC - Providing Care for Babies to Sleep Safely.

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# Health, medication & safety

### When to stay home

Please keep your child home for a fever of 100.4 F or higher, vomiting, diarrhea, contagious illness, or symptoms that prevent comfortable participation. If symptoms develop during care, I will contact you to arrange pickup.

Children generally return after at least 24 hours without fever, vomiting or diarrhea, without fever-reducing medication, and when well enough to participate. Illness-specific public-health advice may require longer exclusion. Please discuss ongoing noncontagious symptoms and individual care needs with me.

## Medication and health plans

- Provide written authorization for each medication, its original labeled packaging, and clear dose, route and timing instructions. Prescription instructions must match the child's label or written prescriber directions.
- We review any allergy, asthma, seizure or other medical action plan before care. Emergency medication and any needed provider training must be arranged before the first day.
- Medication is stored securely and administration is logged. I will contact you about a refused, missed or uncertain dose. No medication is given to hide a fever so a child can remain in care.

## Emergencies and authorized pickup

When medically necessary, I call 911 first, then contact the parent or listed emergency adults as soon as possible. I follow available medical action plans and document injuries or incidents. Please keep all contact details current and identify an adult who can collect your child if you cannot.

Children are released only to an authorized adult whose identity can be verified. Pickup changes need written confirmation. Share any relevant legal pickup restrictions and supporting documents privately.

## Before the first day

Complete one enrollment and routine form for each child, sign the family agreement, provide any health plans or medication authorization, and confirm supplies, dates and payment. Return completed forms directly to Cady because they contain private child and family information.

COMPLETE ONCE PER CHILD

# Child enrollment & contacts

Please write "none" where appropriate and attach extra pages when needed.

**Child's full legal name**

**Preferred name**

**Date of birth**

**Planned first day**

**Primary language(s)**

**Child's home address**

## Parent / guardian 1

**Name and relationship**

**Phone**

**Email**

## Parent / guardian 2, if applicable

**Name and relationship**

**Phone**

**Email**

## Emergency contacts and authorized pickup

List adults to contact if parents are unavailable. Mark pickup authority separately.

**Emergency adult 1 / relationship**

**Phone**

**May pick up?** Choose...

**Emergency adult 2 / relationship**

**Phone**

**May pick up?** Choose...

**Additional pickup adults / phones / relevant restrictions (attach documents if needed)**

COMPLETE ONCE PER CHILD

# Health, routines & permissions

**Child's name**

**Pediatrician / practice / phone**

**Allergies, symptoms to watch for and action plan location (or none)**

**Health conditions, medications, accommodations and support needs (or none)**

**Feeding - milk / formula, amounts, schedule, solids, restrictions and who provides food**

**Sleep / comfort / diapering or toileting routines and other helpful information**

## Optional permissions - select one response in each box

**Supervised nearby playground / walking visits**

Choose...

**Private photo / video updates to parents**

Choose...

An outdoor opt-out will be discussed before enrollment to confirm a safe arrangement for the whole group. Photos are not posted publicly under this form. No vehicle transportation is authorized by this form.

**Outdoor plan / permission limits / other instructions**

I confirm this information is accurate, will update changes promptly, and understand the emergency contact and 911 procedures in the guide. Medication needs separate written authorization and instructions.

Parent/guardian signature

Date

USE ONE FORM PER MEDICATION

# Medication authorization

Complete with Cady before administration. Attach prescriber instructions and medical action plans when needed.

**Child's full name**

**Date of birth**

**Medication name / strength / concentration**

**Expiration date**

**Reason / condition treated**

**Exact dose with units**

**Route / method**

**Scheduled time(s)**

**If as needed - exact symptoms, minimum interval and maximum in 24 hours**

**Authorization begins**

**Authorization ends**

**Prescriber / phone**

**Storage, preparation, side effects and action-plan instructions**

**Last dose before care - date, time, amount / first dose already given at home?**

I authorize Cady to administer this medication according to the attached label and written instructions. I will provide the original labeled container, notify Cady of doses given outside care, and report changes immediately. Any conflicting or incomplete directions must be resolved before a dose is given. Emergency medication follows the child's action plan.

Parent/guardian signature

Date

Provider reviewed / received date: _____ Initials: _____

This custom authorization supports communication and recordkeeping. Cady will provide any additional required health-plan documentation for the arrangement.

COMPLETE TOGETHER BEFORE CARE

# Your family childcare agreement

Provider: Caidence Brassfield (Cady), operating as A Place to Grow

**Parent / guardian legal name(s)**

**Child 1 name / date of birth**

**Child 2 name / date of birth, if applicable**

**Private care address**

**First care date**

**Agreement review date**

**Payment method**

## Reserved weekly schedule

Choose at least three days. Leave arrival and pickup blank for days not reserved. Times must fit the operating hours or a written exception agreed below.

| | | |
|---|---|---|
| **Monday - reserve?** | **Expected arrival** | **Latest pickup** |
| Choose... | | |
| **Tuesday - reserve?** | **Expected arrival** | **Latest pickup** |
| Choose... | | |
| **Wednesday - reserve?** | **Expected arrival** | **Latest pickup** |
| Choose... | | |
| **Thursday - reserve?** | **Expected arrival** | **Latest pickup** |
| Choose... | | |
| **Friday - reserve?** | **Expected arrival** | **Latest pickup** |
| Choose... | | |

**Any sibling schedule differences, additional hours, separate price or special arrangements**

Regular hours are listed on page 2. Write extra-hours exceptions and prices above.

KEEP A SIGNED COPY FOR BOTH PARTIES

# Agreement terms & signatures

**Household / parent name**

**Reserved days per week**

**Child 1 weekly tuition $**

**Child 2 added tuition $**

**Total weekly tuition $**

**First week due date / amount $ (including any partial week)**

**Partial late interval billing**

Choose...

**Family-vacation arrangement - notice, number of days / weeks and tuition due**

If no vacation adjustment is written above, ordinary reserved-day tuition applies. The partial late-interval choice must be completed before care begins.

**1. Payment and reserved days.** Tuition is due Monday in advance. The first week is paid upfront with no separate registration fee or deposit. Ordinary absences and sick days remain payable. The rates in this agreement match the selected days and sibling arrangement.

**2. Closures and credits.** Each provider-closed reserved day is credited at total weekly tuition divided by reserved days per week. A full closed week costs $0. Credits are applied to the next payment or refunded if care ends. Any vacation adjustment applies to the remaining open-day tuition after closure credits, with no duplicate credit.

**3. Pickup and communication.** A five-minute grace period follows the agreed latest pickup. The late rate is $10 per additional 15 minutes, with partial intervals billed using the selection above. Text about delays promptly. Emergencies can be considered individually. Extra care and its price require prior agreement.

**4. Childcare responsibilities.** The family provides current contact, pickup, health and routine information and agreed supplies. Both parties follow the health, medication, safety, privacy, holiday and communication policies in pages 1-5 of this packet, dated November 10, 2026. Separate child permissions and health plans remain part of the child's record.

**5. Changes and ending care.** Changes are agreed in writing. Two weeks' withdrawal notice is preferred with no penalty for shorter notice. Future care ends on the agreed end date, with no charge for an unworked notice period. Unused prepaid future care is returned. Cady gives planned closure or termination notice as early as possible and communicates urgent safety closures promptly.

We have reviewed the guide, completed the schedule and financial fields, and agree to these arrangements. Each party receives a completed, signed copy.

Parent / guardian signature

Date

Provider signature - Caidence Brassfield

Date