

## **Part-Time Child Care Contract**

The Following agreement is made between:

1. Mother/Legal Guardian. \_\_\_\_\_  
Home Phone. \_\_\_\_\_  
Work Phone. \_\_\_\_\_  
Home Address. \_\_\_\_\_  
\_\_\_\_\_

Employer's Name and Address. \_\_\_\_\_  
\_\_\_\_\_

2. Father/Legal Guardian \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone. \_\_\_\_\_  
Home Address. \_\_\_\_\_  
\_\_\_\_\_

Employer's Name and Address. \_\_\_\_\_  
\_\_\_\_\_

3. Daycare address and phone #

For The Care Of:

4. Child's Name/ D.O.B. \_\_\_\_\_

Child's Name/ D.O.B. \_\_\_\_\_

Child's Name/ D.O.B. \_\_\_\_\_

Basic Rates and Payment Policies:

The payment fee shall be \$ \_\_\_\_\_ per day/hour.

Care shall be provided from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on the following days:

Please check all that apply.

Monday  Tuesday  Wednesday  Thursday  Friday

The day care hours are available from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Please note: Your time agreed to on your contract is abiding unless change is noted by the providers. Please understand I do need to be notified if late time will be needed. Winter months are flexible. Overtime will be charged at one and a half times your level of hourly rate.

Additional Fees:

\_\_\_\_\_ Payment for  
Child Care is always due on the last day of the week your child will be in our care at the close of day care. Every other week payments are not allowed.

Days Off, Vacations and Holidays:

**1. The following are paid holidays** when they fall on a day regularly scheduled for care: Veteran's Day, Memorial Day, Labor Day, Thanksgiving Day, New Years Day. \*\*\* New Year's Eve & Christmas Eve\*\*\* children are required to be picked up by or before 5:00 p.m.

2. Charges for a child's absence for an illness are part of your set fee, which does not change. Any hourly children scheduled for time, that do not come for care that day will be charged a flat fee of \$ \_\_\_\_\_ per day, unless vacation time is scheduled.

3. Charges relative to Parent/Child vacations are: There is ABSOLUTELY NO FEE if a month's notice is given.

4. If for some reason your child will be more than one hour late for care as scheduled, a phone call is required.

The Provider and Parent must give Two weeks notice of a day off or other leave of absence other than a family death, or other extenuating circumstances. Any time I am notified less than two weeks for a child not being in my care on a scheduled day you will be charged for those days of absence, unless circumstances as said above. Any scheduled time off will be put into an agreement on a calendar in your file and signed by both parent and providers two weeks prior to any time off requested. This will prevent any miscommunication or confusion of days off requested.

Any time off which proceeds Fourteen days; including vacations, (Your Name) Daycare cannot guarantee your position will be available upon return. There are absolutely no exceptions.

**Illness:**

All illness days will be documented. Please refer to the Illness Policy form in your file.

**Other Charges:**

1. There will be an extra charge for Infant supplies when parent does not properly provide them. (The parent will receive a bill for these items on the Friday a payment is due)

Example: Diapers, Food, Wipes Formula, Etc.

2. A Holding fee(deposit) of \$\_\_\_\_\_ is required to be paid on\_\_\_\_\_which will be applied to the last week payment or forfeited if the child does not come for care as agreed upon.

3. If there is a field trip planed you will be requested to provide entrance fees (if so needed) and lunches (money or bagged) for your child.

**Supplies:**

You need to supply all children with an extra change of clothing for messy days, outdoors and accidents which may occur periodically. These clothes are to be marked with your child's full name and left at the childcare for such occasions.

**Understanding of Contract:**

This contract is only provided for those people to who agree for long term, Full Time or Part Time care of their children. Any false understanding as to term or changes in daily routine hours on Parent/Guardian's part; other than when agreed upon between the Parent/Guardian and Providers, will result in IMMEDIATE DISMISSAL.

**Termination Agreement:**

Either the Provider or Parent/Guardian may terminate this contract only with a three week notice or the ending of one year when this contract will be renewed. If a three-week notice is not given; you forfeit your holding fee and payment of the two weeks following term is then due.

By signing this contract, the Parent/Guardian agrees to the terms and thereby agrees to abide with the Provider's Policy and Terms as set forth. The provider may only amend the policies with a two-week notice to the Parent/Guardian by an updated contract. I do understand this is a Legal and Abiding Contract; and understand that when signed by myself, legally obligates me to the terms in this contract for one year or upon written three-week notice of termination/leave of absence.

Provider \_\_\_\_\_ Date \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Copies of this Contract will be provided upon request!

Please Circle: New/Renewed