Childcare Contract 

Full Name of Child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/Guardian Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/Guardian Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hours of Operation:**

Monday-Friday 7:00 am to 5:00 pm (unless otherwise stated)

**Supplies Needed:**

Parents are responsible for supplying formula, baby food, disposable diapers and wipes, ointments, etc. You must also supply at least one COMPLETE change of clothing appropriate for the weather.

**Tuition and Late Fees:**

The weekly rate is $225 per child. This is a flat rate and stays the same regardless of attendance or hours.

All payments are due in advance. Payment is due each Friday in advance for the following week.

A late fee of $1.00 per minute will be charged after 5:00 pm. The late fee will be collected the same day.

**Termination:**

Two weeks’ notice is required for withdrawal by the parents. Parents will be required to pay the full two weeks regardless of the child's attendance. For termination by the daycare provider for reasons other than contract violations, two weeks’ notice will also be given. Any violation of any article of our contract will be just cause for immediate termination.

The daycare provider has the right to terminate the contract immediately if the safety of **anyone** in the household is compromised.

There will be a 2 week trial period, in which the provider will be able to terminate the contract if she feels unable to provide the appropriate care for a child.

**Vacation:**

Provider Vacation:

I will be taking 2 weeks of vacation. The parent is responsible for finding back up care. One week (5 days) of provider's vacation will be paid. I also receive a one week unpaid vacation. Ample notice will be given prior to provider vacation. Please understand and please remember that vacation and days off are necessary to avoid provider burnout.

Client Vacation:

Five days of vacation time will be given to full-time clients per year. No payment is due for these days upon at least a 2-week notice. There will be no vacation ‘roll-overs’ from year to year.

**Absence Due to Other Reasons:**

There are a limited number of spaces available; therefore, weekly payments are not based on child's attendance. No refunds or reductions in fee are given for late arrivals/early departures, parental vacations, weather, or exclusion due to illness.

**Substitute:**

Occasionally the provider may find it necessary to leave the daycare home for a small portion of the day. A qualified substitute will be provided if this is necessary. Parents will be informed in advance, if at all possible, if this is to take place.

**Sickness Policy:**

Children that are exhibiting sign of fever, vomiting, diarrhea, rash or other condition contagious to other children will be sent home.

**Back Up Care:**

When choosing Family Child Care it is imperative that you have reliable back up care available. In the event of provider illness, vacations, or personal time off, it is the responsibility of the client to arrange alternate care. However, I am very reliable and hard-working, so I will make the utmost effort to remain open when at all possible.

**Pets:**

A small dog, cat and rat reside in the home.

**Discipline:**

There will be three simple rules during daycare hours-children may not 1) hurt themselves 2) hurt each other (physically or emotionally) and 3) hurt objects. The general focus will be on good behavior, but if necessary, children will have to sit in a designated area away from other children for a short period of time. The amount of time will depend on the child's age; a 2 year old would sit out for 2 minutes, a 3 year old would sit out for 3 minutes, etc. Once time out is over, I will talk to the child about their behavior and why they had to sit out. Hopefully, by focusing on good behavior, time out will be used very rarely.

**Provider Days Off:**

**2014**

**April 18 and 21**

**May 26**

**July 4**

**September 1**

**November 27 and 28**

**December 24, 25, 26 and 31**

I have read and accept the policies and procedures discussed in this childcare contract. I understand that this contract may be reviewed and revised as necessary and that I will be provided with written notice of any such revisions/changes at least 30 days prior to any changes/revisions.

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

Childcare Provider Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Children over the age of one year will take naps on a sleeping mat instead of a Pack and Play. If you would prefer for your child to sleep in a Pack and Play AFTER the age of one year, initial here:

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