

Provider-Parent/Guardian Child Care Agreement

The following agreement is made between:

1. _____
 Mother/Legal Guardian Home Phone Work Phone

 Home Address E-mail Address

 Employer's Name and Address

and
 2. _____
 Father/Legal Guardian Home Phone Work Phone

 Home Address E-mail Address

 Employer's Name and Address

and
 3. _____
 Child Care Provider Phone

 Address E-mail Address

for the care of:

4. _____ ; _____ ;
 Child's Name/Date of Birth Child's Name/Date of Birth
 _____ ; _____
 Child's Name/Date of Birth Child's Name/Date of Birth

Basic Rates and Payment Policies:

The payment fee shall be \$ _____ per month or \$ _____ per week or \$ _____ per day or \$ _____ per hour.
 Care shall be provided normally from _____ A.M. to _____ P.M. on these days: (Circle all that apply)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Additional Fees (registration fees, bounced check fees, late payment fees, damage caused by children, etc.):

Payment shall be due on: _____

Overtime Rates:

1. For the purpose of this agreement, overtime will be considered as drop-off before _____ A.M. _____ P.M. and pick-up after _____ A.M. _____ P.M.
2. If the parent/legal guardian makes prior arrangements with the provider, the child may stay overtime at the following rate: \$ _____ per _____ or portion thereof.
3. If the parent/legal guardian has not informed the provider that he or she will be arriving earlier or later than the agreed upon times, the following rate will be charged: \$ _____ per _____ or portion thereof.

Rates Regarding Holidays, Vacations, and Other Absences:

1. The following are paid holidays when they fall on a day regularly scheduled for care: _____

2. Charges for a child's absence will be: _____

3. Charges related to provider's illness or other emergency that prohibit care will be: _____

4. Charges related to provider's scheduled vacation are: _____

5. Charges related to parent(s)/guardian's scheduled vacation are: _____

The provider and the parent/guardian will each give _____ weeks advance notice of scheduled vacation or other leave.

6. Other: _____

Other Charges:

1. There will be an extra charge for the following infant supplies when not provided by the parent(s)/legal guardian:

diapers, wipes, baby food, formula, etc.

and for activity fees/expenses for: _____

field trips, children's classes, materials for special projects, etc.

2. Care will begin on _____. A holding fee/deposit of \$_____ is required to be paid on _____ which will/will not be applied to the first _____ weeks' payment. This is a nonrefundable fee.

3. Parent will pay in advance for the last two weeks of care by _____.

Termination Procedure:

This contract may be terminated by either parent/guardian or provider by giving _____ weeks written notice in advance of the ending date. Payment by parent/guardian is due for the notice period, whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

Signatures:

By signing this contract, parent(s)/guardian(s) agree to abide by the written policies of the provider. The provider may amend the policies by giving the parent(s)/guardian(s) a copy of the new or changed policies at least _____ days/weeks before they go into effect.

Provider's Signature _____ Date _____

Mother/Legal Guardian's Signature _____ Date _____

Father/Legal Guardian's Signature _____ Date _____

Co-signer's Signature _____ Date _____

If the parent or legal guardian is under age 18, a co-signer must sign this agreement and act as a guarantor to the contract and agree to be bound by all financial terms.