

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 Cell Phone

and

2. _____
 Father/Legal Guardian Home Phone Work Phone

 Home Address E-mail Address

 Employer's Name and Address Cell Phone

and

3. _____
 Child Care Provider Phone

 Address Cell Phone 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 ____ AM to ____ PM 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:

- For the purpose of this agreement, overtime will be considered as drop-off before ____ AM/____ PM and pickup after ____ AM/____ PM.
- If the parent/legal guardian makes prior arrangements with the provider, the child may stay overtime at the following rate: \$_____ per _____ or portion thereof.
- 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: _____

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

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

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

 5. Charges related to the parent/legal guardian's scheduled vacations are: _____

- The provider and the parent/legal 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/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. The parent/legal guardian will pay in advance for the last two weeks of care by: _____.

Termination Procedure:

This contract may be terminated by the parent/legal guardian by giving ____ weeks' written notice in advance of the ending date. Payment by the parent/legal 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 or may give a ____ weeks' written notice. 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, the parent/legal guardian agrees to abide by the written policies of the provider. The provider may amend the policies by giving the parent/legal guardian 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 _____

Cosigner's Signature _____ Date _____

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