SAMPLE Family Child Care Contract

This contract will be enforced.

Child Care Provider

Name of provider: _____

Address: _____

Home Phone: _____   Work Phone:_____   Cell Phone: _____

E-mail: _____   Pager: _____

Client

Name of first parent/guardian: _____

Address: _____

Home Phone: _____   Work Phone:_____   Cell Phone: _____

E-mail: _____ Pager:

Employer's name/address: _____

Name of second parent/guardian: _____

Address: _____

Home Phone: _____Work Phone: _____ Cell Phone:

E-mail: _____   Pager: _____

Employer's name/address:

Child(ren) Covered by This Contract

1. Name of child: _____   Date of birth: _____

2. Name of child: _____   Date of birth: _____

Hours of Operation

- Child care will begin on _____. Delay on this start time will occur, if these items are not received by _____: all completed DHS & my paperwork, deposit -last two week of tuition, registration fee, first week of tuition

- The days of the week I will be caring for your child(ren) are _____.

- The child care program is open year-round, except for the holidays and vacations listed in my policy handbook.

- The drop-off time for your child is _____ [AM / PM]. I will not accept your child before this time unless you have made prior arrangements with me.

- The pickup time for your child is _____ [AM / PM]. Late fees will apply after this time.

Terms of Payments

- The regular rate will be $ _____per week.
- The child care fee will go up on __?____ of each year.
- Fees are due on *Friday* each week for the next week of care.
- Late Payment Fees/ Return checks

    If the child care fee is not paid when due, a late payment fee of $ _?____ The late fee is due on the upcoming Monday at drop off.

- If the client does not make the late payment on the following Monday along with the late fee, the provider will cease to offer child care. A family may be terminated at the discretion of the provider on this at any time.
- The fee for an insufficient funds check will be $ __?____, plus the amount of any bank charges to the provider's account.

Holidays

- The child care program will be closed on the following days each year: New Year's Day (January 1)
    - Martin Luther King Day
    - Presidents' Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - the day after Thanksgiving
    - Christmas Eve Day (December 24)
    - Christmas Day (December 25)

- New Year's Eve Day (December 31)
- New Year (January 1)

- If a holiday falls on a Saturday, the child care program will be closed the day before (Friday).
- If a holiday falls on a Sunday, the child care program will be closed the next day (Monday).
- The client must pay for all paid holidays listed above, regardless of any other term in this contract.
- Clients pay rate agreed upon on your individual contract for holidays when the program is closed.

Client Vacation

- The client may take up to __?___ unpaid vacation days from the program.
- The client's vacation days must be taken in blocks of time, such as one week, Monday–Friday.
- The client may not carry over vacation time from one child care year to another.
- The client may not take as vacation days any holidays or other days that are listed as paid under the terms of this contract.
- Clients must give the provider ___?___ notice of the dates of their vacation.

Client's child absence

- The client must notify the provider in advance (before the scheduled starting time) whenever a child won't be coming to care due to illness or any other reason.
- Failure to comply with the program's illness policies may result in the termination of this contract. These policies are listed in your parent handbook page__?___.
- The client must pay for all days when the child is sick and not in child care.
- The client must pay for all short-term illnesses when the child is sick and not in child care. The payment for a long-term illness may be negotiated with the provider.
- If a child is sick for longer than two weeks, the client can end care and the two-week deposit will not be refunded. A holding fee of $ ___?___/ per _____(week?) can be determined to remain on the roster.

Providers vacation & professional days and absence

- The child care program will close for __?___days each calendar year for training, conferences, vacations, and the provider's sick ???/personal days.
- The client is responsible for arranging backup care for the providers closed days.
- The provider's vacation days are taken ___?_____.
- The provider will give the client 2weeks written notice of her vacation days.
- The child care program will close for __?___days each calendar year for training, conferences, vacations, and the provider's sick ?/personal days.
- The client is responsible for arranging backup care for the providers closed days.
- The provider's vacation days are taken ___?_____. The provider will give the client 2weeks written notice of her vacation days.

Other:

- The client will be responsible for bringing diapers, baby food, and formula to the child care program.
- If the client's child intentionally or deliberately damages or misuses an item, the client will be responsible for the cost of the damage as determined by the provider.

Termination procedure

Trial Period

- Child care will begin on _____ *(insert date)*. The client will pay $_____ per week. The first two weeks in the child care program will be an adjustment or trial period. During this time, either the client or the provider may cancel the contract immediately, without written notice. If the contract is cancelled during this two-week trial period, the client will pay a prorated fee. Payment is due for each day unless the contract is cancelled before the day begins.

Last two weeks of care- deposit

- The client will pay $_____ at the time of signing the contract; this deposit will pay for the client's last two weeks of care and is non-refundable.
- This fee can be prorated over the first month paying a higher amount till full deposit has been reach, then going back to the weekly tuition amount.

Termination after Trial Period

- The client must give a two-week written notice to end this contract. The deposit fee will be used for the last two weeks. The tuition is not refunded if the client removes the child from the provider's care before the end of the two week notice period.
- The provider may terminate this contract at will. No refund is given back to the client.

The provider reserves the right to immediately terminate this contract without notice if the client does not make each payment in full when due.

Contract signatures

- By signing this contract, indicate that all parent(s)/ legal guardians have read the provider's policies and procedures and agree to follow them. The provider reserves the right to make changes to her policies without notice.
- The parent(s) signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced and have joint custody of the child.

_____   _____

Parent or legal guardian(s) signature   Date of signature

_____   _____

Parent or legal guardian(s) signature   Date of signature

_____   _____

Provider's signature   Date of Signature