

FAMILY DAYCARE CONTRACT

After reading the daycare policy handbook, please read over this contract. Sign, date and return this copy to the provider. The provider will keep this contract on file and you will receive a copy of this signed contract.

Date of Contract _____ Trial Period ends _____ Full Contract Effective Until _____

1st Child's Name _____ Sex _____ Birth date _____ Age _____

2nd Child's Name _____ Sex _____ Birth date _____ Age _____

Child's Home Address _____ City _____ State _____ Zip _____

Child's Home Phone# _____ Child lives with _____

Parent's or Guardian's Names _____ Marital Status _____

Please list all members of the child's household including ages of siblings _____

EMERGENCY INFORMATION

In the event that a parent cannot be contacted, please list one person who can be notified in the case of an emergency.

Name _____ Phone _____ Relationship to child _____

Please list all people who can pick child up from care without written consent from parents.

1. _____ 2. _____
3. _____ 4. _____

CHILD CARE HOURS AND FEES

Hours: Your hours contracted for care will be from _____ to _____ On the following days

It is important that arrival and departure time are punctual and brief so that we can all get settled and proceed with our activities. If you need care beyond the contracted hours you will need to prearrange this with the provider. The provider is under no obligation to provide an extension of time if such extension conflicts with the provider's own plan. Late arrival does not justify late departure.

Fees: The basic charge will be \$200 per week for full time care, \$35 per day part time. Tuition shall be paid each Monday morning in advance when you drop your child off for care. If your child will not be in care on Monday morning you will need to drop off payment prior to Monday morning. Do not put me in a position to ask for the check – Please remember to bring it.

Late Fees: A late fee of \$10 per day will be charged for any late payments. A \$45 dollar fee will be assessed for all returned checks. Additional fees may also be charged if the returned check or late payment caused excess fees to provider's account. Childcare will not be provided for clients with outstanding fees.

Overtime Fees: A fee of \$5 will be charged for every 15 minutes that you are late for pick up time.