

Provider-Parent/Guardian Child Care Agreement

The following agreement is made between:

1. _____
Mother/Legal Guardian Home Phone Work Phone

Home Address

Employer's Name and Address

and

2. _____
Father/Legal Guardian Home Phone Work Phone

Home Address

Employer's Name and Address

and

3. _____
Child Care Provider Home Phone

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 week or \$ _____ per day or \$ _____ per hour.

Care shall be provided normally from _____ a.m. to _____ p.m. on these days: (Check all that apply)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Additional Fees: _____

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: _____
6. Other: _____

Other Charges:

1. There will be a charge of \$ _____ for each breakfast, \$ _____ for each lunch, and \$ _____ for each snack served. Other: _____
2. There will be an extra charge for the following infant supplies when not provided by the legal guardian(s):
_____ diapers, wipes, baby food, formula, etc.
and for each activity fees/expenses for _____ field trips, children's classes, materials for special projects, etc.
3. A holding fee (deposit) of \$ _____ is required to be paid on _____ which will be applied to the _____ week's payment or forfeited if the child does not come for care as agreed.

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 this 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 _____ 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.