

## 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.