

## DAY CARE CONTRACT

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Children of new clients will be placed in my day care home on a two-week trial basis. This allows all parties to get acquainted, and if there are any personality conflicts, disciplinary problems, etc. each party has the opportunity, at an early stage, to terminate day care in my home and seek alternative care.

Opening time in my home is 7:00 AM and pickup time is no later than 5:30 PM unless prior arrangements have been made.

### MEALS

Lunch and snacks will be provided.

Please do not have your child come to my home chewing gum, eating candy or other foods. Treats, however, brought for the entire group are always welcome.

If your child is an infant and still drinking formula, or eating baby food, you are responsible for providing those items. If your child has special dietary needs, you will be responsible for providing the necessary items.

### PAYMENT POLICY

Weekly charge- the charge for the care of your child in my home is \$190.00 per week. It is agreed that the payment shall be made in full on the **MONDAY OR THE FIRST WORKDAY** of the week, with **no deduction for absences, holidays, or vacation**. Late payment of **\$15 per day** will be assessed for each day payment is late after **MONDAY OR THE FIRST WORKDAY** of the week. We require a 2 weeks notice in the event that the client is ending day care service.

Parents are not responsible for the weeks that the provider takes as vacation.

Late Fee- The parents understand and agree to pay a late pickup fee of \$25 per child for each 15 minute period the child is not picked up from my home after 5:30 PM. Unless otherwise have been discussed ahead of time. This charge is payable when incurred.

**ILLNESS**

Sick children may not attend my daycare. SICK according to regulations any child that may be running a fever, have a rash, diarrhea, vomiting, or unexplained symptoms or who appear to be less than healthy.

It is up to me to decide if a child is too sick to stay here in my care. If your child becomes ill, you will be notified and expected to pick up your child immediately.

Children must be symptom free without medication for 24 hours before returning to my care. Sick children need their own parent and bed. This is also for the protection of other children in my care.

**List all Allergies/Medical conditions or Medicines child takes on a regular basis**

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## **DISCIPLINE**

The provider has a discipline policy, which consists of positive reinforcement and time outs. The use of physical punishment is **NEVER** permitted.

As a partner in caring for your children, it is important that good communication exists between parents and the provider. If your child is experiencing a change in the home environment that may result in changes in behavior at the home day care, it is important for you to notify the provider. The provider will keep you informed of any behavioral problems, which may occur, or any unusual information, which may be important to know about your child. Every effort will be made to resolve the problems, which may occur.

The provider reserves the right to ask you to make alternative arrangements for the care of your child if these problems are left unresolved.

## **PROVIDER RESPONSIBILITIES**

I will provide a safe and loving day care home that supports the physical, social and emotional needs of the children in my care. Completely supervised play is provided. Toys are furnished for the children. Your child is welcome to bring toys to my home however; they must be shared and therefore could possibly be broken, damaged or lost. In the event this happens, it is agreed that the provider will not be held responsible for the replacement of the toy or article.

There will be daily naps for all the children in my care as required by state regulations.

It is understood that there may be a time when the provider must be away from the home day care for short periods of time. I will provide a responsible, loving caregiver to care for the children in my absence.

## **PARENTAL RESPONSIBILITIES**

A clean change of clothes will either remain in my day care home at all times, or be brought daily with your child. If your child is still in diapers, you must supply the diapers, wipes and diaper cream. During potty training, I will ask that you supply at least two changes of clothes and pull-ups.

Parents are responsible for reporting any changes in address, phone numbers, employment, work hours or persons designated to pick up your child. These things must be supplied immediately so that you may be contacted in the event of an emergency. It is understood and agreed that your child will not be released to anyone that is not designated in writing by you.

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**Mother**

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**Father**

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**Date**

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**Date**

**Doctor and office**

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**List All Responsible People  
Allowed To P/U Child**

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