



Childcare Agreement

This agreement is entered into on the _____ day of _____, _____
(Month) (Year)

between

Parent / Guardian #1 (*hereinafter referred to as "Parent / Guardian"*)

Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Parent / Guardian #2 (*if applicable*) (*hereinafter referred to as "Parent / Guardian"*)

Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

and

Childcare Provider (*hereinafter referred to as "Provider"*)

Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip)

for the care of

Child's Name: _____ D.O.B.: _____

1.) Hours of Service

Under this agreement, childcare will be provided for the above named child during the following hours:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Begin							
Finish							

It is important that the above hours are adhered to. If the *Parent / Guardian* is late in picking up their child, they are responsible for notifying the *Provider* as soon as possible so that arrangements can be made.

Repeated late pickups can result in termination of this agreement by the *Provider*.

In addition, a fee of \$ _____ will be charged for each _____ that the parent is late in picking up their child.
(Minute, 15 minute period, hour, etc.)

2.) Rates and Fees

The agreed upon fee for childcare is \$ _____. This fee is due on _____ on a _____ basis.
(Date, day of the week, or month) *(Weekly, monthly, etc.)*

Overtime services may be provided at the *Provider's* discretion at the rate of \$ _____ per hour.

The *Provider* may change the agreed upon rates of this section by supplying the *Parent / Guardian* with _____ week(s) written notice.

3.) Attendance

The agreed upon rate in Section 2 "Rates and Fees" is payable regardless of whether the child actually attends the daycare on the days.

4.) Payments

Payments are promptly due on the terms of Section 2 "Rates and Fees". If a payment for childcare is late, a late fee for the amount of \$ _____ per day will be assessed.

Repeated late payments can result in termination of this agreement by the *Provider*.

Any returned check fees will be the responsibility of the parent. If the bank returns _____ check(s), the *Provider* reserves the right to demand that all future payments be made in the form of cash only.

4.) Termination of Services

Either party may terminate this contract, and the childcare services specified within, provided _____ week(s) notice is given.

The *Provider* may terminate the agreement immediately in the event that the child's behavior endangers the other children or the *Provider*.

The *Provider* may also terminate the contract early for repeated violations of this agreement by the parent.

5.) Holidays

Daycare will be closed, and no services will be provided during the following holidays:

6.) Vacation

A child may take a vacation of up to _____ week(s) from the daycare per year. This vacation time is charged at a discounted rate of _____ % to ensure the child's re-admission.

A minimum notice of _____ week(s) is required of the *Parent / Guardian* if they will be using the vacation policy stated above.

The *Provider* agrees to give the *Parent / Guardian* _____ week(s) notice if the *Provider* intends to close the daycare to accommodate a vacation by the *Provider*. The *Provider* may close the daycare for a maximum of _____ week(s) per year for vacation purposes.

7.) Supplies

The *Parent / Guardian* will be responsible for providing the following supplies to the *Provider* for use in the care of the child:

8.) Meals and Snacks

The following meals and snacks will be provided at no charge as part of the rates agreed upon in Section 2 "Rates and Fees":

Meal	Number Provided
Breakfast	
Lunch	
Snack	
Supper	

Children (are / are not) permitted to bring food from home with the following
(Circle one)

provisions (if any)

9.) Potty Training

If the child has had success in potty training at home, the *Provider* may attempt to provide assistance in the potty training process at their discretion during daycare.

The *Parent / Guardian* agrees to keep the child in diapers or "pull-ups" until the child has demonstrated the ability to remain "accident-free" for a period of at least ____ week(s) at home.

10.) Child's Illness

If the child is exhibiting any of the following symptoms, the child will not be accepted for care that day and alternate care arrangements should be made.

Authorization Signature(s)

By signing this agreement, all parties agree to abide by the policies and procedures specified within. The procedures for termination of this contract are located within this document under the Termination of Services section.

Parent / Guardian #1

Parent / Guardian Signature	Printed Name	Relationship	Date
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Parent / Guardian #2 *(if applicable)*

Parent / Guardian Signature	Printed Name	Relationship	Date
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Provider

Signature	Printed Name	Date
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