

Sample Family Child Care Contract

This contract is made between the parent(s)/guardians:

_____ name of parent(s)

_____ address of parents(s)

and *name of family child care provider* for the care of the following children:

_____ child's name and date of birth

_____ child's name and date of birth

_____ child's name and date of birth

The payment for care shall be \$_____ per week/ day/ hour

and reflects a schedule as follows:

arrival time _____ am and pick up time _____ pm on the following days:

The above times and days {*are or are not*} flexible.

If parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick up fee of \$_____ will be charged.

Payment is due to the provider in advance of care and paid on the following day of the week: _____. Accepted methods of payment include cash, personal check, credit card, or money order. If a personal check is returned due to a lack of funds, the parent/guardian must pay a \$ _____ returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment.

If a payment is not made on time, the following fee will apply: \$_____

Care 4 Kids Payments

If you are on the Care 4 Kids program, the payment policy is as follows:

- *Families using the state subsidy program (Care 4 Kids) are responsible for paying any and all amounts not covered by Care 4 Kids.*

Overtime rates are as follows:

For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time.

With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of \$_____ per hour.

Without advance notice by the parent and approval by the provider, the overtime rate will be \$_____ per hour.

Payments during Holidays, Vacations, and Other absences:

The provider will not be open for business on the following Holidays:

Parents {*are or are not*} expected to pay for care on those Holidays.

The provider will take _____ weeks vacation during the calendar year and will give parents _____ week's notice of such upcoming vacations. Parents {*are or are not*} expected to pay for care on those vacation days.

If a parent plans on taking a vacation and the child will not be in care, the provider must be given _____ weeks notice. Parents {*are or are not*} expected to pay during their scheduled vacations.

When the provider is ill and unable to provide care, she will make every effort to provide as much notice as possible. Parents *{are or are not}* expected to pay on provider sick days.

When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Parents *{are or are not}* expected to pay on child sick days.

If a child does not arrive for the day and no notice has been given to the provider, parents are still expected to pay.

Additional charges:

The provider will charge additional fees as follows: (i.e. for supplies, special trips, damaged property, etc).

Termination Procedures:

This contract may be terminated by the parent(s) or the provider. A ____ - week notice prior to the last date of care is required.

The provider may immediately terminate this contract without any notice if payment is not made on time.

Other:

- *If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.*
- *The contract can be revised at any time by the provider if necessary.*

Signatures:

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

Parent's name

Parent's signature/date

Parent's name

Parent's signature/date

Provider's name

Provider's signature/date

If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.