



Colleen's Child Care Enrollment Contract

This contract is between _____, hereinafter "client," and _____, hereinafter "provider," for child care services provided for the child(ren) listed below.

Child Care Provider

Name of provider: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail: _____

Client(s)

Name of first parent/guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail: _____ Pager: _____
Employer's name/address: _____

Name of second parent/guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail: _____ Pager: _____
Employer's name/address: _____

Child(ren) Covered by This Contract

- 1. Name of child: _____ Date of birth: _____
- 2. Name of child: _____ Date of birth: _____

1. First Day of Care

- Child care will begin on _____.

2. Regular Hours of Care

- The hours of care will be from _____ to _____, Monday through Friday. Late drop-offs do not allow for late pickups.
- The child care program is open year-round, except for the holidays and vacations listed in my policy handbook and yearly calendar given each year no later than December 20th of each year.
- The client may bring the child to the program on the following days: _____
- The drop-off time for your child is _____. I will not accept your child before this time unless you have made prior arrangements with me.
- The pickup time for your child is _____.
- The latest a child can be dropped off without prior notice is 9 AM.
- No pickups between 12:45pm and 2:30pm as this is nap / quiet time for the children.

3. Business Hours

- The child care program is open Monday through Friday from 6:30 AM to 5:00 PM.

4. Child Care Rates and Fees

- 1) The child care rate will be \$ _____ per week.
- 2) If the client is receiving subsidy payments from a government agency, the client is responsible for paying the full amount of the fees under this contract if the government agency does not pay the provider for any reason. The co-pay will be \$ _____ per week.

5. Family Discounts

- There is no discount for two or more children from the same family.

6. Rate Increases

- The provider will increase the child care rates with 4 weeks' notice annually.

7. Advance Payment

- Fees are due on Monday morning or first day of child care each week for the that weeks' care.

8. Payment Due Date

- Child care fees are due at drop-off time on Monday morning or the first day of child care for the week.

9. Late Payment Fees

- If the child care fee is not paid when due, a late payment fee of \$10 per day will be added to the past due amount until it is paid.
- If the client does not make payment when due, the provider will cease to offer child care until full payment is made, including late payment fees.
- The fee for an insufficient funds check will be \$ 25, plus the amount of any bank charges to the provider's account.

10. Early Drop-off and Late Pickup Fees

- The client will pay an additional \$10.00 for the first 10 minutes or fraction of for the first 10 minutes the child is

dropped off or picked up later than the time stipulated in this contract.

- The client will pay an additional fee of \$1.00 per minute after the initial 10 minutes as stated above if the child is dropped off earlier or picked up later than the time stipulated in this contract.
- All fees for early drop-off and late pickup are due at the end of that day of care.
- The provider will use the clock on the time clock computer to determine if any early drop-off or late pickup fees apply and, if so, how much. It is the client's responsibility to remember to clock in and out each day.

11. Advance Notice

- If the client notifies the provider of an early drop-off the night before, there will be no early drop-off fee. However, the provider may start charging for early drop-off if you overuse this privilege.
- If the client notifies the provider of a late pickup at least one hour before the scheduled pickup time, there will be no late pickup fee provided the child is picked up no later than 5pm. However, the provider may start charging for late pickup if you overuse this privilege.
- Late pickup fees will always apply for any pickup time past 5pm.

12. Holidays

- The child care program will be closed on the following days each year:
 - New Year's Day (January 1)
 - Martin Luther King Day (third Monday in January)
 - Washington and Lincoln's Birthdays as observed by the local school district
 - Good Friday
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Veterans Day (November 10)
 - Thanksgiving Day (fourth Thursday in November)
 - the day after Thanksgiving
 - Christmas Eve Day (December 24)
 - Christmas Day (December 25)
 - New Year's Eve Day (December 31)
- If a holiday falls on a Saturday, the child care program will be closed the day before (Friday).
- If a holiday falls on a Sunday, the child care program will be closed the next day (Monday).
- The client must pay for all paid holidays listed above, regardless of any other term in this contract.
- The client will not pay for any holiday that falls during the provider's vacation time (ie: Winter / Christmas Break week)

13. Provider Sick/Personal Days

- The client will not pay for the personal days taken by the provider. These days are scheduled in advance and listed on the annual calendar.
- Any changes to the annual calendar will be given 2 week written notice prior to the change.
- The client will not pay for days that the child care program is closed due to a death in the provider's family.
- The client will not pay for the sick days taken by the provider resulting in the child care being closed.

14. Provider Vacations

- The provider will take up to 3 weeks of vacation per calendar year and the child care will be closed during this

time.

- The client will not pay when the provider is on vacation.

15. Client Vacations

- The client may take vacation days from the program and will pay their regular rate for those days to hold their child's placement.

16. Child Sick Days and Absences

- The client must notify the provider in advance (before the scheduled starting time) whenever a child won't be coming to care due to illness or any other reason.
- Failure to comply with the program's illness policies may result in the termination of this contract.
- The client must pay for all days when the child is sick and not in child care.
- No fees will be charged if the provider's children are ill and the child care program is closed.

17. Holding Fees

- The provider agrees to hold a space in the child care program until _____ for the client's child. In return, the client agrees to pay the provider half of the regular child care fee during the holding period. Payment is due weekly beginning on _____.
- The holding fee paid may not be applied to child care fees once the child is in the program.
- If the client decides not to enroll the child in the program before the end of the holding period, the holding fee is not refundable.

18. Charges for Damage by the Child

- If the client's child breaks or damages the provider's property, the client will pay to have the item replaced or repaired, at the provider's discretion.

19. Trial Period

- Child care will begin on _____. The client will pay \$_____ per week. The first two weeks in the child care program will be an adjustment or trial period. During this time, either the client or the provider may cancel the contract immediately, without written notice. If the contract is cancelled during this two-week trial period, the client will pay a prorated fee. Payment is due for each day unless the contract is cancelled before the day begins.

20. Termination after the Trial Period

- After the two-week trial period has been completed, the client must give a two-week written notice to terminate this contract.
- The client must pay the full child care fee for the notice period even if the client removes the child from the provider's care before the notice period ends.
- The provider may terminate this contract at will.

