

PARENT-PROVIDER CHILD CARE CONTRACT

I. The following contract is between _____
(Parents of child(ren) in care)
and _____ located at _____ for the
(Child Care Provider) (Address of child care facility)
children listed below:

| | |
|--------------------|---------------------|
| Child's Name _____ | Date of Birth _____ |
| Child's Name _____ | Date of Birth _____ |
| Child's Name _____ | Date of Birth _____ |
| Child's Name _____ | Date of Birth _____ |

II. Standard Rates and Payment Policies:

1. A deposit of \$_____ is required. The deposit will be applied to the last week's payment or to the termination notice period if proper notice is not given (see V. Termination procedure).
2. The fee will be \$_____ per hour per day per week (circle one)
Days and hours of care provided will be: _____
3. Payment is to be given: weekly bi-weekly other _____ on _____
(Day of week/month)
4. The child care provider will provide (check all that apply):
 Breakfast Morning Snack Lunch Afternoon Snack Dinner
5. The parent(s)/guardian(s) will provide the following (check all that apply):
 Change of Clothes Formula/Breast Milk Diapers & Wipes Infant Food
Provider will supply _____ for an additional fee of \$_____.
Other special arrangements include _____

III. Rates for holidays, absences, vacations, overtime:

1. Care will not be provided, but payment is due, on the following holidays when they occur on a day the child(ren) is/are regularly scheduled for care:

2. The provider will be notified by _____ if the child(ren) will be absent for the day.
(time)
3. Policy for payment of absences is: _____
4. Fees and policies for provider's vacation: _____
5. Fees and policies for parent/guardian's vacation: _____
6. If the provider is unable to provide care because of illness or emergency, the policy is: _____

7. If the parent/guardian drops off the child earlier or picks up later than the times specified above, the following overtime rate will be charged: \$_____ per _____ or portion thereof.

IV. Damages:

The policy on damage caused by the child(ren) while in the provider's care unless caused by the negligence of the provider is:

(This does not apply to normal wear and tear on toys or furniture, only to damage.)

V. Termination procedure:

This contract begins on the following date: _____ and may be terminated by either parent/guardian or provider by giving _____ weeks' written notice. The provider may terminate the contract without notice if the parent/guardian is over _____ week(s) late with scheduled payments. Parent/guardian may terminate the contract without notice if the provider does not comply with NYS child care regulations/laws. Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.

VI. Signatures:

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract.

Provider's signature

Date

Mother/Legal guardian signature

Date

Address of Mother/Legal guardian

Phone number

Father/Legal guardian signature

Date

Address of Father/Legal guardian

Phone number

Co-signer's signature (Required if parent/legal guardian is under 18 years old. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent/guardian fails to pay for care provided.)

Date