

ENROLLMENT CONTRACT

This is a child care agreement between:

AND:

Mothers Name: _____

Home phone: _____

Work phone: _____

Cell phone: _____

Fathers Name: _____

Home phone: _____

Work phone: _____

Cell phone: _____

Address: _____

For the care of the following child(ren): List full name(s) and current age(s).

Emergency contact (in the event a parent cannot be reached):

The terms of agreement are as follows:

Days of care: _____

Hours of care: _____

There will be a fee of \$ _____ per week, payable in advance no later than the 1st day of care in any given week.

Early starts/Late pick ups (any time after your regular scheduled pick up time) will be charged a fee of \$5.00 for every 15 minutes you are early/late. This fee is expected paid promptly on the day you are early/late.

There will be an added fee of \$25.00 for any check returned NSF. Should the NSF result in any charges to my bank account, you will be expected to cover all costs on top of the \$25.00 fee. Once the fee is paid, you will receive grace for the first check returned. A second Non-Sufficient Funds check will result in all fees paid strictly in cash.

Meals and/or snacks are provided for children over 12 months of age, and included in the weekly rate. Parents are asked to provide the following:

My policy regarding a child who is absent: The weekly fee remains the same.

Holidays:

The following are considered days off and paid holidays for the provider providing they fall on a regular day of care:

New Year's Day

Fourth of July

Labor Day

Thanksgiving, the Friday following Thanksgiving

Christmas Eve Day, Christmas Day

My vacation policy is as follows:

I take a week or two off every year. You will be given a minimum of two weeks notice. There is no charge while I am on vacation.

Should you take a vacation, I expect a two week notice, and your fee is 1/2 of your regular fee to hold the child(ren)'s spot. Should you take more than one week of vacation in any year (your year begins on the date your contract is signed), subsequent weeks are charged at the full rate.

In the event of termination of care, by either party, there is a required two week notice.

During the two week notice time frame, you will be expected to pay each week in full regardless of whether your child attends daycare or not.

There is a two week trial period, during which either party may terminate this agreement at any time. At the end of the two week trial period, the contract will be in full effect.

This contract will be up for renewal in ____ months. The undersigned agree to the terms of this contract:

Parent Signature

Parent Signature

Date

Provider signature

Date