



AGREEMENT ON CHILDCARE

Date of this agreement ____/____/____

Terms agreed on this date by

| | |
|--------------------------|--------------------------|
| Parent / Guardian | Relationship To child |
| Name | |
| Address | Home Phone |
| City | Cell Phone |
| State | |
| Zip | |

| | |
|--|--------------------------|
| Parent / Guardian (if applicable) | Relationship To child |
| Name | |
| Address | Home Phone |
| City | Cell Phone |
| State | |
| Zip | |

And

| | |
|---------------------------|------------|
| Childcare Provider | |
| Name | |
| Address | Phone |
| City | Cell Phone |
| State | |
| Zip | |

Regarding the childcare of

| | |
|------|---------------|
| Name | Date of Birth |
|------|---------------|

1. Hours of Childcare provision.

We agree that childcare will be provided for the named child during the following times:

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--------|-----|-----|-----|-----|-----|-----|-----|
| Start | | | | | | | |
| Finish | | | | | | | |

Once agreed, these hours must be strictly adhered to. If the Parent/Guardian is going to be late for picking up their child it is their responsibility to immediately contact the Provider so that alternative arrangements can be made.

Repeated late pick ups or arrivals can result in the Provider terminating this agreement.

Please be aware that a fee of \$_____ will be charged for each _____ that the parent is late for picking up their child.
(minute, 15 minutes or hour)

2. Fees and Overtime Rates

The fee for childcare is \$_____ and is due for payment on

_____ and is to be paid in full each _____
(date, day of week or month) *(week, month, semester)*

Overtime childcare may be available at the Providers choice and will be charged at \$_____ per hour.

If the Provider wishes to change these fees and rates, the Parent/Guardian will be given _____ week(s) notice in writing.

3. Attendance and fees

Please be aware that the agreed fee is payable **even if the child does not attend childcare on the agreed days.**

4. Payment Policy

Payments are due as specified and agreed upon in Section 2. If a payment is late, a 'late fee' payment of \$_____ per day will be added to monies due.

If fees are repeatedly paid late, the Provider may choose to terminate this agreement.

It is the responsibility of the Parent/Guardian to ensure that checks are not returned. If the bank returns more than _____ check(s) the Provider has the right to ask for all future payments to be made in cash.

5. Termination of Childcare

The Provider or the Parent/Guardian may choose to terminate childcare and end this contract but _____ week(s) notice must be given in writing.

If the behaviour of the child is a danger to other children or Staff, the Provider has the right to terminate the agreement immediately, without written notice.

If this agreement is repeatedly broken, the Provider may also choose to immediately terminate it without written notice.

5. Holidays

No childcare will be available during the following holidays as the facility will be closed.

6. Vacation policy

A child is allowed up to _____ week(s) of vacation from daycare each year.

To ensure the child's re-admission to daycare, the vacation time is charged at a discounted rate of _____ %.

If the Parent/Guardian wishes to use the vacation policy, a minimum of _____ week(s) written notice is required.

If the Provider is taking a vacation and childcare will not be available, the Parent/Guardian will be given _____ week(s) written notice.

The Provider may close daycare for a maximum of _____ week(s) each year for Staff Vacation.

7. Supplies for Care of the Child.

The Parent/Guardian must provide the following for use in caring for the child:

8. Provision of Food

The following meals and snacks will be provided for the child. Payment for this is included in the fees agreed in Section 2.

| Meal | To be provided for child under this agreement <i>(tick)</i> |
|-----------|---|
| Breakfast | |
| Lunch | |
| Supper | |
| Snack(s) | |

Children are / are not allowed to bring food from home with the following exceptions
(circle)

9. Toilet Training

If the child has had any success in toilet training, the Provider may (at their own discretion) provide assistance in the process during daycare.

Until the child has shown the ability to stay 'free of accidents' for at least _____ week(s), the Parent/Guardian must keep them in diapers or 'pull-ups' for the duration of childcare.

10. Sickness

If the child is showing any of the following symptoms, alternative care arrangements must be made as the child will not be accepted into daycare on that day.

If the child begins to show any of these symptoms during daycare, the Provider will contact the Parent/Guardian and ask for the child to be picked up immediately. This policy is to protect the other children and Staff.

11. Discipline

If the child misbehaves during daycare, 'timeout' will be employed. The Provider will use this time to explain to the child why their behaviour was unacceptable and to give the child time to think about why they misbehaved.

If the child is a danger to, or becomes abusive to either other children or Staff, the Provider has the right to immediately terminate this agreement and to contact the Parent/Guardian for immediate pick up.

12. Release

The child will not be released to any person who has not been authorized by the Parent/Guardian on the 'Pick Up Authorization' form – unless it is to medical personnel, in the best interests of the child.

Signatures to this agreement

In signing this contract, the Parent/Guardian and the Provider agree to the terms specified.

| | |
|--|--------------------------|
| Parent / Guardian name (Please print) | Relationship To child |
| Signature | Date |

| | |
|--|--------------------------|
| Parent / Guardian name (<i>if applicable</i>) (Please print) | Relationship To child |
| Signature | Date |

| | |
|-------------------------------------|------|
| Provider name (Please print) | |
| Signature | Date |