



Kathy's Kids Child Daycare Contract / Services Agreement

This Child Daycare Contract between Kathy Spisz, Director/Provider and the parents _____ for the enrollment of (Child/Children) _____ in Kathy's Kid's Daycare for child care services under the terms and conditions of this agreement.

(First Day of Enrollment)

Above signed Parent agrees to pay (Full time) \$ _____ (Part time) \$ _____ per week for the care of my child/children on the following days:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

Days scheduled may not be switched without prior consent of provider. Additional days may be added at the provider's discretion, for an additional fee.

FEES:

All fees are on a tuition basis and are due on or before Monday morning of the week of the child care or if part-time, on the first day of service.

This contract includes both full and part-time. All scheduled days must be paid for if they are used or not, as these are reserved for your child and cannot be filled when you are not there. If absent and days are not paid for, the next week you will be considered a walk-in and must call each day for availability

Parent understands that payment is a guaranteed rate and includes full pay for holidays, with no credit for absent or sick days. If a holiday falls on a Monday when daycare is closed, payment will be accepted on Tuesday. If for any reason your child(ren) will not be attending daycare on Monday, parent is still responsible for payment on the scheduled day unless other arrangements have been made. Payments in advance will be accepted.

This daycare is open Monday through Friday, from 6:30 A.M. to 6:00 P.M. unless other arrangements are made. Full tuition is _____ per week, which is rated on a 10 hour day. Over 10 hours an additional \$10.00 per hour will be charged. Part-time rate is _____ per day. Half days are considered 4 ½ hours or less and are _____ per ½ day. Weekends are available with notice at the rate of: Saturday \$10.00 per hour, Sunday \$15.00 per hour unless other rate agreed upon.

LATE FEE:

There will be a late fee charged of \$1.00 per minute for each minute the parent is late after 6:00 P.M. This will be added to your next week's tuition.

RETURNED CHECK FEE:

You will be charged \$25.00 if your check is returned and you must then pay in cash the amount of the returned check plus the \$25.00 fee.

RATE INCREASES:

The provider reserves the right to increase all rates and fees in this facility. A one month notice will be given, in writing, of all increases.

VACATIONS AND HOLIDAYS:

Parents are entitled to two weeks (full weeks only) vacation with the charge of one-half week's tuition per week. Parent is required to provide a two (2) week notice prior to vacation. All other vacations during the same year will require the full rate in order to maintain enrollment in daycare. Parent payment is due prior to your vacation. Provider may take 1-2 weeks' vacation per year with one week paid. Provider will provide four (4) weeks' notice to parent prior to vacation.

Please make alternate childcare arrangements for these holidays as this facility will be closed:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Years Day

FULL TUITION WILL BE CHARGED FOR THESE HOLIDAY WEEKS. This includes part-timers also. If your child's scheduled day falls on a holiday you are responsible for payment for that day.

*****Also if the week between Christmas and New Years is taken off, it is considered a vacation week and a half week's tuition is required.

MATERNITY LEAVE:

If maternity leave is taken and you wish to hold a spot for your child/children, payment must be made in full each week for the days and times you wish to reserve for the length of your maternity leave.

MEALS:

The provider will supply two meals; breakfast and lunch/dinner. Meals and snacks may be provided by parents if desired. Breakfast will be served to children scheduled to arrive before 8:00 A.M. Lunch will be served around noon. Also two snacks will be served; in the A.M. around 10:00 and in the P.M. around 3:00. If your child arrives after a meal or snack has been served; the provider will assume that the child has been fed.

Special treats may be brought by the children on their birthdays if desired, just let me know in advance.

Food allergies:_____.

ILLNESS:

We must maintain a healthy environment for the benefit of your child(ren) and the other children enrolled in the daycare. The parent agrees to notify the provider of the child's illness or suspected illness, and to make other arrangements. Parents agree that their child will be sent home if the provider's judgment is that the child should not be around other children. A child must stay home if they have a fever (100 or above), are vomiting, has diarrhea, or symptoms of a contagious disease. If your child becomes ill while at daycare provider will call parent to come pick up their ill child immediately.

MEDICINE:

According to state law, the provider must have written permission, signed by parent, before administering any medications to your child(ren). I can only administer a prescription with a dated permission slip, if the child's name appears on the label, the name of the medicine, the amount to be given, and the time/s to be given. Special handling of the medicine must also be noted. If possible it is best if medicine is given at home.

IMMUNIZATIONS:

All children are required to have a photo copy of their current and updated shot records on file. Parents are required to keep their child(rens) shots up to date. (This is very important because State Licensing does come unannounced and will review all paperwork pertaining to daycare operations.

EMERGENCY POLICY:

For life threatening emergencies, the provider will call 911 for emergency assistance. For non-life threatening emergencies, the parents or listed adults will be called to take the child to the doctor or emergency room.

SUPPLIES:

Provider will supply all the items needed for your child(ren) to play and learn with while in daycare. Items include (but are not limited to): learning activity books, games, toys, puzzles, outdoor play equipment, etc. If your child brings a toy or an item from home, provider will not be responsible if the toy or item gets lost or broken.

Items required for your child(rens) first day of attendance:

_____ Diapers/pull-ups

_____ Extra Set of Clothes

_____ Security Item (if needed for nap-time)

_____ Pacifiers (if used)

_____ Bottles (for Infants)

_____ Formula/breast milk

The first two weeks are a probationary period for the provider, parent, and child. This agreement may be terminated by either party at anytime during this period.

Provider keeps records of all payments for daycare and will provide parent with an end of the year statement. If parent requires a weekly receipt please let provider know.

Please notify provider before 9:00 A.M. if your child will not be attending daycare that day.

A Two (2) week notice should be given by parent to the provider if child(ren) will be leaving the daycare.

Parent will keep provider updated with any address, employment, phone number, or emergency contact information changes.

Please do not bring candy, gum, balloons, money or any other choking hazards to daycare with your child(ren).

Parent gives provider permission to use child(rens) photos for external publications
(website)_____.

I have read and agree to all the terms and conditions of this agreement.

Parent Signature:_____ Date _____

Daycare Provider:_____ Date _____