

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:

- 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).
- The fee will be \$_____ per hour per day per week (circle one)
Days and hours of care provided will be: _____
- Payment is to be given: ☐ weekly ☐ bi-weekly ☐ other _____ on _____
(Day of week/month)
- The child care provider will provide (check all that apply):
☐ Breakfast ☐ Morning Snack ☐ Lunch ☐ Afternoon Snack ☐ Dinner
- 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:

- 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:

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

- 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