

PARENT/PROVIDER AGREEMENT CHECKLIST

The following are topics for parents and providers to discuss and come to a mutually satisfying agreement. 4C is not to be involved in collecting this information, but rather offers this list of suggested topics that parent and providers should discuss.

Child Care Program

- 1. Child Care Background and Experience - Discuss your views about being a family day care provider.
- 2. Activities/Equipment - Discuss typical daily schedule, play activities, television viewing, and who provides toys and equipment (include discussion regarding bringing items from child's home).
- 3. Child's Development and Interest - Discuss child's favorite activities, sleep patterns, stages of development, fears, relationships with others.
- 4. Meals - Agree upon what meals provider will serve, child's food preferences, portions, and food habits. Discuss sample menus and food allergies.
- 5. Child Guidance - Discuss methods of discipline.
- 6. Clothing/Diapers - Agree upon what extra clothing will be brought by parents and who will provide diapers.
- 7. Field Trips/Outings - Discuss policies on transportation, swimming, and other outings.
- 8. Pets - Talk about any allergies, fears, etc.
- 9. Toileting - Discuss approach to toilet training.
- 10. Outdoor Play - Discuss supervision, water sources, additional play equipment (i.e. rope swings, trampolines)

Health/Safety

- 1. Driving - Obtain written permission for providers to transport children, use of safety seats, and insurance coverage.
- 2. Release of children - Agree upon a list of individuals who are permitted to dropoff and pickup child and discuss any concerns about individuals not permitted.
- 3. Insurance - Discuss accident and liability insurance coverage.

- _ 4. Illness - Agree upon policies and procedures for care of ill children and care of children when provider/provider's family members are sick. Discuss policies on dispensing medicine, health practices, permission for treatment and children's medical coverage.
- _ 5. Emergencies/Substitutes - Discuss who will care for children if provider and/or children have an emergency. Agree upon plans for substitutes when provider is unable to care for children.
- _ 6. Smoking - Discuss viewpoints of parent and provider.

Fees and Policies

- _ 1. Fees/Payment Schedule - Discuss rates, method of payment, receipts, and how often the parent will pay the provider.
- _ 2. Holidays/Vacation - Discuss holidays on which your child care home will be closed. Discuss both provider's and the parent's vacation plans.
- _ 3. Arrival/Departure - Agree to arrival and departure times and what fees will be paid for overtime.
- _ 4. Trial Period - Discuss a trial period (usually two weeks) during which all parties can decide whether or not this is to be a permanent situation.
- _ 5. Notice - Agree to the amount of notice to be given by either party if arrangements are changed or ended.