

SAMPLE CONTRACT

Hi

I am so glad to have you as part of our child care family. I hope you and your child will be happy here. Your child is very important to me and I will make every effort to keep your little one(s) happy and hope to help him/her reach the following goals:

- ... develop a good self-image and a wholesome attitude toward his/her body
- ... acquire a thirst for knowledge
- ... develop independence
- ... have learning experiences
- ... to help him/her know that there are friendly adults outside his/her home

I will keep in mind at all times, that the parents are the most important persons in their child's life.

NAME: _____

ADDRESS: _____

PHONE: _____

PARENT RESPONSIBILITY

As parent, you are expected to:

Call by _____ if your child will not be coming to my family child care home.

Call by _____ if you are planning to be late in picking up your child.

Give written permission if someone else is to pick up your child.

Give a _____ termination notice if you no longer need my services.

Give any information needed that might contribute to your child's growth.

Have your child dressed and ready for play upon arrival.

TRANSITION PERIOD

All new children will be on a _____ transition period in my home to allow for adjustments.

Our policy is _____.

FEES - FULL TIME

My day begins at ____ a.m. and usually ends at ____ p.m. Some homes charge by the week, my policy is to charge _____ for one child and _____ for two children and _____ for three children. An additional fee of _____ per hour will be charged if the child is not picked up by _____.

FEES - PART TIME

One child _____

Two children _____

Three children _____

Four children _____

Plus _____

If you or your child becomes sick, please notify me by _____.

I will charge _____ per day when the child is absent.

Most child care providers are paid every Monday or first day of care. My payment policy is _____

FORMS

I must have a form from each parent stating that the child's immunizations are up to date, and he/she is able to participate in our activities.

I must also have emergency phone numbers, doctor's phone number and the hospital you would use in an emergency.

VACATION NOTICE

I will need a notice if you are taking a vacation. Some child care providers receive paid vacation time and paid holidays.

My policy is _____

In case of my becoming ill or my vacations, you will need to have arranged for a substitute provider. Occasionally it is necessary for me to keep appointments, I will arrange this with you as the need arises.

DAILY PROGRAM

We try to spend at least some part of the day outdoors, weather permitting. We have plenty of large muscle activities. Our inside activities include creative, educational and dramatic play. Games and group activities are encouraged.

MEAL SCHEDULE

My breakfast policy is _____.

Morning snack is usually served around _____.

Lunch is usually served around _____ and is always a well balanced meal.

Afternoon snack is usually served around _____.

NAPS

All the children are to lie down for a short rest period if they stay here all day.

Our nap policy is _____.

You may help your child feel more comfortable if you try to explain this policy to your child.

SICK CHILDREN

If a child is sick during the day, he/she will be isolated to prevent the spreading of germs. You will be notified. If during the night or weekend your child has been sick, I would like to be notified so I may watch him/her and inform the other parents, if necessary. I must receive written permission from you to dispense any medication. Forms will be provided for you to sign. In the interest of all the children it is best that sick children be kept at home. My sick care policy is _____

CLOTHING

Please send with your child an extra change of weather suitable clothing that I may keep at my home in case we need them for an emergency. I will send these clothes home with you as they need laundering. Children should wear play clothes and bring clothes weather suitable for outdoors. My diaper policy is _____

TOILET TRAINING

Most child care homes provide assistance to you in training your child. It is especially important that both providers and parents work closely so that a consistent routine is established.

My toilet training policy is _____.

TRANSPORTATION

Periodically we take field trips. I will then need a parent permission slip, to allow your child to ride in my car. I will supply these slips as the need arises. Your child will be properly secured in the vehicle before our field trip begins.

OTHER INFORMATION

Parent's Signature

Date

Provider's Signature

Date

CONTRACT EXPIRES _____

RENEWAL DATE _____

Adapted from: Ramsey County Family Day Care Association and Toys 'N Things, Training and Resource Center