

Tracy's Tot Town Child Care Agreement

- 1) _____ (the Child) will arrive at *Tracy's Tot Town* (the Provider) at _____ and be picked up at _____.

- 2) Additional person(s) authorized to pick up the Child are as follows:
 - _____
 - _____

- 3) Person(s) NOT authorized to pick up the Child are as follows (*A Custodial Parent or Guardian Must Supply A Copy Of A Court Order If The Other Parent May Not Take The Child*):
 - _____
 - _____

- 4) The Child must be delivered to *Tracy's Tot Town* before 9am unless the parent notifies the Provide so that the Provider may adequately plan activities and lunch.

- 5) **Fees and Payment**
 - a) The basic charge for *Tracy's Tot Town* Daycare will be \$ _____ per week.
 - b) The first week's payment will be due on the child's first day at *Tracy's Tot Town*.
 - c) Payment in advance will be due each Friday for the upcoming week.
 - i) If payment is not made on Friday as scheduled or other arrangements with the Provider have not been made the child may not return on the following Monday.
 - ii) There is a \$10.00 late payment fee for each day payment is not received unless other arrangements have been made with the Provider.
 - d) Overtime will be considered if a drop-off is made before _____am or the pick-up occurs after _____pm.
 - i) Unless other arrangements are made with the Provider, concerning early arrival or late departure, a fee of \$5.00 for the first 15 minutes and \$1.00 per minute in excess of 15 minutes will be charged.
 - e) If the Child is absence for illness or for any other reason, including parental vacation, the weekly fee will remain in effect and payment will be due as scheduled.

6) Holidays, Vacation and other Leave

- a) The following are paid holidays for the Provider
 - i) New Year’s Day
 - ii) Memorial Day
 - iii) Easter Monday
 - iv) Labor Day
 - v) The Forth of July
 - vi) Thanksgiving Day
 - vii) The Friday following Thanksgiving Day
 - viii) Christmas Eve
 - ix) Christmas Day
 - x) The Day after Christmas
- b) If a holiday included under 6)a) above falls on a Saturday the Provider will receive the preceding Friday as the holiday and if the holiday falls on a Sunday the provider will receive the following Monday as the holiday.
- c) The Provider will receive one week vacation with pay. The Provider will give the parent thirty (30) days notice prior to scheduling this vacation.
- d) The Provider will be allowed ten (10) paid sick days per year in the event of an illness which prevents the facility from opening. Notice of a closure in the event of illness will be made as soon as reasonably possible.
- e) The Provider will be allowed three (3) days paid leave in the event of the death of a parent or grandparent (including in-laws) or a sibling. One (1) day paid leave will be allowed in the event of the death of an aunt or uncle.

7) Meals

The Provider will furnish the following meals and snacks:

MEALS SERVED	TIME
Breakfast	8 am
AM Snack	10 am
Lunch	Noon
PM Snack	2:45 pm

If the Child has special dietary needs it will be the parent’s responsibility to provide food and snacks. In any event, any food allergies or other dietary needs must be communicated to the Provider by the parent.

8) Extra Clothing And Supplies For All Ages

The following items must be provided by the parents:

- For infants; two sets of clothing, diapers and baby wipes and baby food.
- For toddlers; 1 set of additional clothing and baby wipes.

9) Sickness Policy

- a) State day care regulation prohibits Family Day Care Providers from caring for a child who has a fever, rash, diarrhea, nausea, or other symptoms of acute contagious illness. If these symptoms arise while the Child is in the custody of the Provider, the parent must pick up the Child when contacted by the Provider or make arrangement for someone else to pick up the Child.
- b) State regulations prevent a Provider from administering prescription or non-prescription medicines without written authorization from the parent. Prescriptions must be in a bottle with the Child’s name and directions for proper administration.

10) Transportation

Consent is given to the Provider to transport the Child in her car as necessary for Field Trips or emergencies. Field Trips, other than an occasional visit to a neighborhood park, will be made upon 48-hour notification to the parent.

11) Provisional Placement

A trial period of two (2) weeks is agreed upon prior to final placement of the Child with the Provider. This agreement may be terminated by either party at the end of the two week trial period without recourse.

12) Termination

This agreement may be terminated by either party with two weeks written notification.

13) Effective Date Of Agreement

This agreement will take effect on _____, and remain in effect until a change is made in writing (with two weeks written notice), or until _____ at which time it will be reviewed and updated.

PROVIDER SIGNATURE _____ **DATE:** _____

PARENT SIGNATURE _____ **DATE:** _____