

Parent(s) and Provider Agreement

This form must be completed in its entirety.

Enter name of child care program, contact information, address and logo.

Child's Name

Birthday

Parent Name (mother)

Home #

Work #

Address

City

State

Zip Code

Parent Name (father)

Home #

Work #

Address

City

State

Zip Code

Child's Enrollment Record

Enter the Date the Child will start here.

Date of Admission _____

Enter the hours of operations. In this section be specific. See example.

Hours

Hours of operation are from 6:00 a.m. to 6:30 p.m. Monday thru Friday. Hours must not exceed over 52 hours a week, unless other arrangements have been agreed upon. Provider should be notified by 9:30 a.m. if the child is not attending or will be coming in later on the day of. **No child is allowed to be dropped off during nap time between the hours of 12:30pm – 2:30pm.** In the case of an emergency, the provider will contact the parent(s) when she is unable to care for the child on a scheduled day or week. Parent(s) arriving after closing to pick up their child will be charged a late fee of ten (10) dollars for the first fifteen minutes, per child and a dollar per minute after the first 15 minutes, per child, payable when the child is picked up or before child can be dropped off the following business day.

Holiday and Vacations

In this section enter all the days the child care program will be closed. Include information about your vacation days too.

The provider recognizes the following holiday as paid holidays: New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the day after, and Christmas Eve, and Christmas Day. If a holiday falls on the weekend it will be honored on the following Monday. However, all tuition is due the Friday proceeding the holiday is observed on Monday. If tuition is not paid on Friday a late fee of twenty-five (25) dollars will be applied the following Monday after closing and must be paid before child can return.

The provider is required to notify parent(s) two (2) weeks prior to a scheduled vacation. During the provider's vacation time, the child will be supervised by a professional assistant, who is trustworthy, reliable, and very caring. Each parent is also required to notify provider two (2) weeks in advance before child is to be withdrawn for vacation or permanently

Decide if you will provide meals and snacks and enter it in this section. Also, have

withdrawn from the facility. Parent(s) is required to pay half (1/2) the weekly tuition if child do not attend for an entire week. This is to reserve a space for the child's readmission.

Meals & Nutrition

When school is in session, Parent(s) delivering their child after 8:15 a.m. must make sure their child has ate breakfast prior to being dropped off. Provider is not responsible for special meal(s) to an individual child. Parents will be presented with a menu each month and parent(s) will be responsible to provide child's food if they do not agree with what is on the menu. Provider will serve nutritional meals and snacks based upon the hours of care listed below.

Breakfast – 7:05 a.m.
Lunch – 11:30 a.m.
Snack – 4:00 p.m.

Absolutely no gum, candy, cookies, chips, or sodas are to be brought to the daycare center. Parent(s) will provider formula, baby food, and food for special diets unless other arrangements have been made with provider. Parent(s) are responsible for labeling infant's name on all formula, bottles, baby bags, wipes, etc.

Please sign here if your child does not require a special diet. _____
Parent(s) Signature

Please sign here if your child does not require a special diet. _____
Parent(s) Signature

If your child has a special diet, please describe below;

Health & Safety Policy

List the policy on immunization and a child becoming sick while in your care.

To insure a safe and healthy environment for your child and other children, each parent is responsible for submitting written proof of immunization to the provider within two weeks of enrollment and it must remain up to date. If immunizations have not been or are not to be administered, because of a medical condition, a statement from the child's primary health care provider documenting the reason why the child is temporarily or permanently medically exempt from the immunization requirements. If immunizations are not to be administered because of the guardian(s) religious or philosophical beliefs, a legal exemption with notarization, waiver, or other state-specific required documentation signed by the parent/guardian should be provided to provider. Provider reserves the right to determine when a child is too ill to be cared for in the home daycare. If child becomes ill or conditions escalated, provider will use own discretion when determining the need for a child to be picked up and child cannot return to home daycare within 24 hours of being sick. This includes having a fever. Provider must have written permission before administering any medication. Medication will be given according to doctor's instructions only. Provider must have written statement from your child's doctor stating that it's safe for your child to re-enter the home daycare if the child contracted a contagious illness. Anytime a child is hurt in home daycare (major and minor), or any adverse reaction to medication there will be an incident report made on the injury that must be signed by Parent(s) and Provider.

Permission to secure Emergency Medical Treatment

Use this section to get permission from parents to treat a child in the event of an emergency.

I, _____ parent of _____ age ____ give permission to the provider, Providers Name and a copy of my medical insurance to secure and authorize such emergency medical care and /or treatment as my child might require while under supervision. I agree to pay all cost and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent.

Note: Every effort will be made to notify parent(s) **IMMEDIATELY** in case of an emergency.

Parent Signature

Date

Parent Signature

Date

Discipline Policy

Inform parents how you will deal with challenging behaviors.

Children are very precious and lovable and need a lot of love and attention. Here at Early Care Evolution the children will be provided with lots of love, attention, schooling, and fairness. The provider has the right to reprimand the child when he or she misbehaves. Discipline will be in the form of “time-out” appropriate for child’s age group. If a child’s behavior becomes uncontrollable the provider will setup a meeting with the parent(s) to discuss the child’s behavior. Biting, cursing, fighting, talking back, and/or any other belligerent behavior will not be tolerated. After talking with the parent(s) in an effort to current the problem, the provider has the right to determine if the problem has been properly corrected. If not corrected, the provider will issue a two weeks’ notice to the parent(s) for termination of childcare services.

Weather

Describe the procedure in the event of severe weather.

In the event that severe weather is eminent, the provider will notify parent(s) whether the home daycare will be close. In the case a warning is issued during or after the scheduled closing of the facility, the provider will contact each parent to inform them if the home daycare will be closing early or not opening the following day respectively. In the event that the home daycare does not open for the full week because of weather half (1/2) tuition will be due.

Tuition

Inform parents about fees such as registration fee, activity fee, transportation fee, late fee, bounced check fee etc.

A non-refundable application fee of forty-five (45) dollars is due and payable on the day of enrollment for each child, unless specified otherwise. Childcare tuition is based on a five-day week, including holidays, earlier releases, a non-holiday day out of school, and absences due to illness or severe weather. If the child has attends two or more days in a week, a full week of tuition must be paid in full. If the child is out an entire week half (1/2) of tuition is due or if child only attends the home daycare for one day in a week fifty (50) dollars (drop-in rate) is due and must be paid in full.

Parent(s) is required to give a two (2) weeks written notice before permanently withdrawing the child from the home daycare. This is mandatory, otherwise two (2) weeks’ pay should be render to provider. This allows and ensures proper closing of the bookkeeping and setup for a new open enrollment. The full weekly tuition will be charged if a child is presence two or more days in the home daycare. **Tuition is accepted in the form of a check, cash app, or PayPal only.** Tuition is due on Friday and is considered late the following Monday at noon (12 p.m.). At this time a late charge of

thirty (30) dollars will be applied for each child the parent has enrolled in the home daycare. If the late payment of thirty dollars plus tuition for the week is not received by the end of the week, child may not attend the home daycare the following week. If parent(s) fails to notify or pay tuition or any other fee, when the child has not attended the home daycare for a week, provider has the right to terminate this agreement. Early Care Evolution does accept drop-in children. A fee of fifty (50) dollars is due for each child at the time of drop-off plus a registration fee of \$45.

School Age Children

Be specific about school age children and when they have early release and extra days out of school such as spring break.

If a child has an early release day from school or if school has a delayed start time, a fee of ten dollars (10) is due per child, per day which is due at the time of drop off. If a child will be out of school for the entire day an extra fee of twenty (20) dollars per child, per day is due at the time of drop off. Note: These fees will be due along with regular weekly tuition for before and after school care. For the week of spring break or any other week that child will be out of school for an entire week, a fee of one-hundred-thirty-eight (138) dollars is due at the time of drop off for the entire week (two (2) days or more). If child will only be attending one day in that week a fee of fifty (50) dollars (drop-in rate) is due at the time of drop off.

If you will be transporting children inform parents about your transportation policy here.

Transportation Policy

There will be field trip, if children will be transported for any other reason I will inform parent(s). Children will be transported in a safe operating automobile covered by insurance and operated by a licensed driver. All children will be in a seat belt or car seat whichever is suitable for his or her age and weight.

Non-discrimination Policy

Enter a discrimination policy here.

No Child will be discriminated against on the basis of race or religion.

Miscellaneous Information

Enter other information here you would like to inform parents about.

1. Parents have the rights to access this facility anytime your child is in care and to review a copy of the facility's latest licensure evaluation report.
2. No smoking on premises, this includes house and yard.
3. Children are discouraged from bringing their own toys, provider is not responsible for any broken or lost toys.
4. Fire drills will be conducted monthly and recorded.
5. Parents are free to call anytime to see how their child is doing.
6. As a child care provider, I am required to report any suspected child abuse or neglect.

Parents and Provider Responsibilities

Insert a disclaimer here regarding the responsibilities of parents and the provider and all parties should sign this agreement.

Parents are responsible for diapers, wipes, formula, blankets, a change of clothes, baby food, and bottles or cups. For each diaper the provider has to provide, parent(s) will be charged \$2.50 for each diaper used. For each can of milk

(formula) parent(s) will be charged seven (7) dollars, and two (2) dollars for each can of baby food. Parent(s) will be responsible to pay this amount at the time of pick up.

Provider is responsible for breakfast, lunch, and pm snack. The provider is also responsible for quality care, educational activities, nutritional meals, and providing a safe environment for each child.

I hereby acknowledge that I/we have read and understand the terms of this contract. I/we will adhere to the aforementioned terms or a letter of dismissal will be given from the provider two weeks in advance to make other provisions for the care of my child. By signing below I am giving you consent for childcare services to be rendered.

Print Name (Parent)

Parent's Signature Date

Print Name (Parent)

Parent's Signature Date

Provider's Signature Date

I hope this helps!
Charlie Nicole