

Contract Agreement

Parties Involved

This Agreement is made between _____ (hereinafter referred to as "Provider") and _____ (hereinafter referred to as "Parent(s)").

Date of Agreement: _____

Child's Name(s): _____

Date of Enrollment: _____

Terms of Agreement:

1. Enrollment and Hours

- *Hours of Operation* _____
- *Drop-Off and Pick-Up Policy:* "Children must be picked up no later than the scheduled time. Late pickups will incur an additional fee of \$_____."

2. Fees and Payment

- *Tuition Rates:* Weekly rate of \$_____, payable by _____.
- *Payment Method:* Accepted methods include _____.
- *Late Payment Fee:* Payments received more than ___ days late will incur a late fee of \$_____].

3. Absences and Holidays

- *Provider Closure Days:* "The daycare will be closed on major holidays. Full payment is required for closure days as outlined above."

4. Health and Safety Policy

- "Parents agree to follow the health guidelines set forth by _____ including keeping children home when they show signs of illness such as fever, vomiting, etc."

5. Termination Policy

- *Notice Required:* "A notice period of _____ is required for termination of services by either party. Payment is expected for this notice period regardless of attendance."

Parent Signature:

Date:

Provider Signature:

Date:

Policy Handout

_____ - Policy Handout

Welcome to _____! Our policies help ensure a safe, happy, and organized environment for all children. Please review and sign below.

1. Attendance and Absences

- *Sick Days:* "Please inform us as soon as possible if your child will not be attending due to illness."
- *Absence Policy:* "Absences do not result in a refund as your child's spot is reserved specifically for them."

2. Health & Wellness

- *Illness Policy:* "Children who exhibit symptoms such as a fever over [temp], vomiting, or diarrhea will be sent home for the health and safety of others."
- *Medication:* "We are unable to administer medication without proper documentation from a physician."

3. Drop-Off and Pick-Up

- "Parents must notify us in advance if someone other than the regular guardian will be picking up their child. Photo ID will be required for any unfamiliar individuals."

4. Payment Policy

- "Tuition is due [weekly/monthly] on [day of the week]. Late payments will incur a \$_____ fee."

5. Communication

- "We will communicate important updates and child progress through [newsletters, parent-teacher meetings, and our app]. Parents are encouraged to reach out with any questions."

Acknowledgment of Policy Understanding

I, _____, have read and agree to the policies set forth by _____.

Parent Signature:

Date:
