

# Form A—Parent-provider child care agreement

The following agreement is made between parent(s)/guardians(s) and provider for child care services given to: \_\_\_\_\_.

Parent/guardian name: \_\_\_\_\_ child's name \_\_\_\_\_ date of birth

Parent/guardian name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Provider's name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**The terms of the agreement are as follows:**

**Effective date:** \_\_\_\_\_ **until** \_\_\_\_\_

**Hours:**

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times							

**Fees:**

Standard care: \_\_\_\_\_ per (circle one) month, week, day, hour

Overtime rates: \_\_\_\_\_ per hour

Standard fee payment is due one week in advance on: \_\_\_\_\_

State Assistance \$ \_\_\_\_\_ per month Parent Co-payment \$ \_\_\_\_\_ per month

Overtime fee rates are due on: \_\_\_\_\_

Additional charges \$ \_\_\_\_\_

An advance payment of \$ \_\_\_\_\_ for the last two weeks of care is due before beginning child care.

**Vacations/illness :**

\_\_\_\_\_ days of non-attendance per year are allowed free of charge. All other times, including illness, will be charged the full weekly rate. Other provisions for child care must be made for the following times:

**New Year's Day**                      **Memorial Day**                      **Fourth of July**                      **Labor Day**  
**Thanksgiving and the day after**                      **Christmas Eve**                      **Christmas Day and December 26**

Provider will take vacation \_\_\_\_\_. There will be a charge of \$ \_\_\_\_\_ for this time.

**Termination of agreement:**

Either parents/guardians or provider may terminate this agreement by giving a two-week advance notice. Payment for child care services is due for the two week notice period, whether or not the child attends the child care program. The provider can terminate the contract immediately without giving any notice if parents or guardians do not make payments when they are due.

**I/we agree to abide by the written terms of this agreement.**

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **date** \_\_\_\_\_

**Provider signature** \_\_\_\_\_ **date** \_\_\_\_\_