

Karin's Little Helpers Parent & Provider Contract

HOURS OF OPERATION: 7:00am to 5:30 pm Monday through Friday. Drop-in: 7:00-12:00 and 3:30-5:30 Monday through Friday.

CONTRACTED DAYCARE: Parents are to provide a firm schedule, as far in advance as possible of the time needed for care. **Your child may only be in daycare for a maximum of 10 hours per day.** Care will be provided for the following days and hours:

Circle and write in times needed for care.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

FEES: The rate for daycare is \$ ____ per week for the following child/children.

Name of child/children _____.

This fee is due regardless of attendance. Day Care hours are 7:00am to 5:30pm. 10 Hours max limit.

OVERTIME: Overtime is considered any time outside the agreed time interval. The following charges will be assessed for overtime incurred, payable the same week of service.

- \$ 8 per hour for prearranged overtime (with a 24 hour notice and my approval.)

- \$ 1 per minute when time wasn't prearranged.

I am under no obligation to provide an extension of time if it will conflict with plans. Late arrival does not justify late departure.

PAYMENTS: Payments will be made: (CIRCLE ONE) WEEKLY/BI WEEKLY/ MONTHLY. Which ever payment plan is decided on, **it will be paid no later than 5:30p.m. on Friday.** If fees are not paid by 5:30pm on Friday (in full), a \$ 10 a day late fee will be added to the amount due. If fee isn't paid by the following Monday at drop off, services will be suspended until fees are paid in full.

FUTURE ENROLLMENT: If care is to begin at a future date, (2 weeks or more from the enrollment date) an advance payment of \$ ____ will hold a position or ½ the weekly enrollment fee will be accessed until your child is in care. A position will not be held unless there is a signed contract, all required forms are filled out and returned, and fees are paid. These fees are non-refundable if enrollment is canceled.

DAYCARE HOLIDAYS & VACATIONS: Daycare will not be provided on certain federal holidays (view handbook), Thanksgiving and the following day, Christmas Eve day & Christmas day, but the weekly fees for your child will remain in effect. If the holiday falls on Saturday daycare will close the Friday before, if the holiday falls on Sunday daycare will close the Monday after. Daycare will also be closed for 3 weeks each year for vacation, 5 of these days will be paid (they will be consecutive). You will be notified in advance which days are to be paid. Parents receive 5 days of unpaid vacation time. If you do not use your five days they will not be carried over to the next year. Parents are responsible for finding back-up care during vacation and emergency closings.



TRIAL PERIOD AND TERMINATION OF SERVICE: The first two weeks of enrollment are considered probationary for everyone; care may be terminated any time during that period. After the probationary period, this agreement may be terminated by either party by giving two weeks written notice. If a two week notice is not provided by the parent, fees for two weeks are still required. I retain the right to terminate this contract WITHOUT NOTICE in the event of destructive, uncontrollable, or violent behavior or in the case of delinquent fees or irresolvable issues. In the event your child needs a daycare setting different from what I offer, I can help with referrals. I reserve the right to terminate without notice, any child of a parent who is disrespectful or threatening to any person connected with Karin's Little Helpers.

PROPERTY DAMAGE: Respectful treatment of all property, toys, and furniture is expected. Accidental or willful destruction of property will be charged to the parent at the cost to replace the item.

DISCLAIMER: I/We hereby agree to comply with the rules and regulations of Karin's Little Helpers Childcare regarding fees, attendance, health, clothing, and other items specified in the Parents' Handbook issued by Karin's Little Helpers Childcare. I am aware of the scheduled child care holidays. The information contained in the Parent Handbook as well as the rates are subject to change. You will be notified in writing of any changes before they go into effect. By signing this agreement, I/we agree to honor all terms of this contract, and the written policies of Karin's Little Helpers, now and in the future. Breach of this contract in any way from the parent, may result in immediate termination of all services.

Parent's Signature/Date

Parent's Signature/Date

Providers Signature/Date