

# The Little Playhouse Family Childcare

## 2009 Parent and Provider Contract

**HOURS OF OPERATION:** 7:00am to 6:00pm Monday through Friday, Additional Evening Hours Available

**CONTRACTED DAYCARE:** Parents are to provide a firm schedule as far in advance as possible of the time needed for care.

**CARE WILL BE PROVIDED FOR THE FOLLOWING DAYS AND HOURS:**

Circle and write in times needed for care.

Monday \_\_\_\_\_ to \_\_\_\_\_

Tuesday \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_

Thursday \_\_\_\_\_ to \_\_\_\_\_

Friday \_\_\_\_\_ to \_\_\_\_\_

Parent must notify provider by 7:00am if the child will be absent. No children will be accepted after 10:00a.m. **NO EXCEPTIONS.**

**FEES:** The rate for daycare is \$\_\_\_\_\_ per day/week.

This fee is due regardless of attendance. There is a non-refundable registration fee of \$\_\_\_\_\_ per child due before childcare begins.

**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. \$1.50 per minute after agreed pick up time per child.

**An original, current physical and immunization form for all children (not in school) will be required for enrollment. You will be notified at least three weeks of their expiration date. No child will be accepted into the program without a current physical/immunization record on file.**

**PAYMENTS:** Payments are due no later than 6:00 pm on Friday for the following week's care. If fees are not paid by 6:00 pm on Friday, a late fee of \$5.00 per day will be applied to your weekly fee after 6:00 pm. **CARE WILL NOT BE PROVIDED ON MONDAY IF THE WEEKLY FEE AND LATE FEE IS NOT PAID.** If daycare is closed on Friday due to a holiday or you are not coming on Friday, then your daycare fee is due on Thursday.

**SUBSTITUTE:** I will occasionally use a substitute to care for the children if I must attend appointments, training, am not feeling well, etc. My substitute is First Aid/CPR certified, experienced, trained, had her background screened, and has been cleared by licensing. She also stops by occasionally to help with the children. She may at times care for the children for up to two hours without prior notification to you. If my substitute is needed for more than two hours, I will notify you in advance.

**BACKUP CARE:** *As with any childcare arrangement, you must have backup childcare arrangements in the event of a scheduled daycare closing, emergency, or your child is sick and unable to attend The Little Playhouse Family Childcare.*

**TRIAL PERIOD AND TERMINATION OF SERVICE:** The first two weeks of enrollment are considered probationary for everyone; care may be terminated by the provider or parent 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. I reserve the right to terminate without notice, any child of a parent who is disrespectful or threatening to any person connected with The Little Playhouse Family Childcare.

**I/We hereby agree to comply with the rules and regulations of The Little Playhouse Family Child Care specified in this Contract and the Parent Handbook. I am aware of the scheduled child care holidays, the provider’s right to additional personal days, and payment procedures. Child care rates and the information contained in the Parent Handbook are subject to change. You will be notified in writing of any changes before they go into effect. By signing this agreement, you agree to honor all terms of this contract, and the Parent Handbook. Breach of contract in any way by the parent/guardian may result in immediate termination of all services.**

\_\_\_\_\_  
**Mother’s Signature (or Guardian)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Father’s Signature (or Guardian)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Provider’s Signature**

\_\_\_\_\_  
**Date**

## 2008 PAID HOLIDAYS AND CLOSINGS

The Little Playhouse Family Childcare will be closed for the following paid holidays. There are no reductions in fees for these days. By enrolling in the Little Playhouse Family Childcare, you agree to pay for the following days:

Tuesday, January 1, 2008	New Year's Day
Monday, May 26, 2008	Memorial Day
Friday, July 4, 2008	Independence Day
Monday, September 1, 2008	Labor Day
Friday, October 31, 2008	No evening care
Tuesday, November 11, 2008	Veteran's Day
Monday, November 24, 2008	<b>Personal Day-No Charge</b>
Tuesday, November 25, 2008	<b>Personal Day-No Charge</b>
Wednesday, November 26, 2008	<b>Personal Day-No Charge</b>
Thursday, November 27, 2008	Thanksgiving Day
Friday, November 28, 2008	Day after Thanksgiving
Wednesday, December 24, 2008	Christmas Eve
Thursday, December 25, 2008	Christmas Day
Friday, December 26, 2008	Day after Christmas
Wednesday, December 31, 2008	New Year's Eve
Thursday, January 1, 2009	New Years Day 2009
Friday, January 2, 2009	<b>Personal Day-No Charge</b>

As most of you already know, my husband will be deployed to Iraq sometime in January 2009. He will be gone for at least one year. I will be closing the daycare for a week before he leaves. I will also be closing the daycare for a week when he comes to visit for his R&R which is usually six to eight months into his deployment. This time is very important for our family and we ask that you respect our need/desire to spend quality time with our family member. I will give you as much notice as the military gives us. You will not be charged for these weeks.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# 2009 PAID HOLIDAYS AND CLOSINGS

The Little Playhouse Family Childcare will be closed for the following paid holidays. There are no reductions in fees for these days. By enrolling in the Little Playhouse Family Childcare, you agree to pay for the following days:

Friday, January 1, 2009	New Year's Day
Monday, January 19, 2009	Martin Luther King, Jr. Day
Monday, May 25, 2009	Memorial Day
Friday, July 3, 2008	Independence Day
Monday, September 7, 2009	Labor Day
Wednesday, November 11, 2009	Veteran's Day
Monday, November 23, 2009	<b>Personal Day-No Charge</b>
Tuesday, November 24, 2009	<b>Personal Day-No Charge</b>
Wednesday, November 25, 2009	<b>Personal Day-No Charge</b>
Thursday, November 26, 2009	Thanksgiving Day
Friday, November 27, 2009	Day after Thanksgiving
Thursday, December 24, 2009	Christmas Eve
Friday, December 25, 2009	Christmas Day
Wednesday, December 31, 2009	New Year's Eve
Friday, January 1, 2010	New Years Day 2010

**I will also be taking an additional one week vacation in 2009. You will not be charged for this week. I will schedule this week when my husband comes home from Iraq for his R&R. I will give you as much notice as the military gives us.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_