

# PARENT-PROVIDER CHILD CARE CONTRACT

**I. The following contract is between** \_\_\_\_\_  
(Parents of child(ren) in care)  
and \_\_\_\_\_ located at \_\_\_\_\_ for the  
(Child Care Provider) (Address of child care facility)  
children listed below:

Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____
Child's Name _____	Date of Birth _____

## II. Standard Rates and Payment Policies:

1. A deposit of \$\_\_\_\_\_ is required. The deposit will be applied to the last week's payment or to the termination notice period if proper notice is not given (see V. Termination procedure).
2. The fee will be \$\_\_\_\_\_ per hour per day per week (circle one)  
Days and hours of care provided will be: \_\_\_\_\_
3. Payment is to be given:  weekly  bi-weekly  other \_\_\_\_\_ on \_\_\_\_\_  
(Day of week/month)
4. The child care provider will provide (check all that apply):  
 Breakfast  Morning Snack  Lunch  Afternoon Snack  Dinner
5. The parent(s)/guardian(s) will provide the following (check all that apply):  
 Change of Clothes  Formula/Breast Milk  Diapers & Wipes  Infant Food  
Provider will supply \_\_\_\_\_ for an additional fee of \$\_\_\_\_\_.  
Other special arrangements include \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## III. Rates for holidays, absences, vacations, overtime:

1. Care will not be provided, but payment is due, on the following holidays when they occur on a day the child(ren) is/are regularly scheduled for care:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The provider will be notified by \_\_\_\_\_ if the child(ren) will be absent for the day.  
(time)
3. Policy for payment of absences is: \_\_\_\_\_
4. Fees and policies for provider's vacation: \_\_\_\_\_
5. Fees and policies for parent/guardian's vacation: \_\_\_\_\_
6. If the provider is unable to provide care because of illness or emergency, the policy is: \_\_\_\_\_  
\_\_\_\_\_
7. If the parent/guardian drops off the child earlier or picks up later than the times specified above, the following overtime rate will be charged: \$\_\_\_\_\_ per \_\_\_\_\_ or portion thereof.

**IV. Damages:**

The policy on damage caused by the child(ren) while in the provider's care unless caused by the negligence of the provider is:

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(This does not apply to normal wear and tear on toys or furniture, only to damage.)

**V. Termination procedure:**

This contract begins on the following date: \_\_\_\_\_ and may be terminated by either parent/guardian or provider by giving \_\_\_\_\_ weeks' written notice. The provider may terminate the contract without notice if the parent/guardian is over \_\_\_\_\_ week(s) late with scheduled payments. Parent/guardian may terminate the contract without notice if the provider does not comply with NYS child care regulations/laws. Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.

**VI. Signatures:**

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract.

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Provider's signature

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Date

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Mother/Legal guardian signature

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Date

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Address of Mother/Legal guardian

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Phone number

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Father/Legal guardian signature

-----  
Date

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Address of Father/Legal guardian

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Phone number

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Co-signer's signature (Required if parent/legal guardian is under 18 years old. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent/guardian fails to pay for care provided.)

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Date