

Sample Child Care Contract

Between: _____ (Provider) _____ and:

Mother/Legal Guardian	Address	Telephone Number
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Father/Legal Guardian	Address	Telephone Number
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For the care of [Child(ren)'s Name(s)]:	Date of Birth:

Philosophy: I believe my job as a Child Care Provider is to support the role of the parent. I will strive to enhance the physical, emotional and cognitive growth of each and every child. I use only positive methods of child guidance.

I am a (licensed or certified) child care program inspected by the State of Maine. I operate my facility in compliance with the State Rules for child care programs. My child care programs meets or exceeds all licensing, fire, health, and safety requirements. Therefore, I require that immunization records or a statement of philosophical belief that precludes immunization be provided for all children before I will provide care.

Programs hours of operation: 7:00 am until 5:30pm

Circle all that apply: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

The hours for my child(ren) will begin at _____ and I will pick up my child at _____.

Rates:

6 weeks-12 months	12 – 36 months	Over 36 months:	Hourly (for all ages):
\$150/week or \$35/day	\$135/week or \$30/day	\$110/week or \$25/day	\$12/hour

After-school care (3:30-5:30) may be provided for \$75/week or \$17/day. Snow days and summer care for school age children will be \$110/week or \$25/day. **The weekly fee includes meals, snacks and baby cereal.** Charges for ill children, parent vacation, provider vacation, and provider holidays and personal leave days shall be in accordance with the age of the child and service rates above.

Full payment is expected on **Friday morning, before noon**, for the previous week's attendance. **An additional fee of \$1 per minute will be charged starting at 5:30pm or before 7:00 am.** In the event of an emergency, you agree to contact me as soon as possible to let me know what time you will arrive. Excessive late pickups may result in the discontinuation of services to your child(ren).

A **\$10 late fee** will be added per business day if payment is not received by noon of Friday. Late fees are due at the time of payment. Excessive late payment may result in the discontinuation of services to your child(ren).. If no payment has been made by Monday morning, you child will not be allowed to attend child care. Checks that are returned for insufficient funds will be subject to a \$20 charge.

If your child(ren) will not be in care on Friday, you may leave a post-dated check for Friday's date. If you will be on vacation you must leave a post-dated check the week before unless you will be able to drop it off on the Friday of your vacation.

Each child will enter the child care on a 2-week trial basis. Within this period, either the parent or provider may discontinue the contract with no notice. After the initial 2-week trial basis, the parent agrees to give a minimum of 2 week notice (with two additional full weeks of payment) before withdrawing their child, or agrees to pay two weeks of fees in lieu of notice. The provider agrees to provide two weeks of notice before discontinuing services.

Holidays will include: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the day after, Christmas Eve (closing at noon), Christmas and the day after Christmas. The program will be closed for vacation from __/__/__ to __/__/__.

Parents must provide diapering needs, additional clothing, and any special dietary needs for their child(ren).

By signing this contract, you are allowing your child to be photographed. Images may be used for:
 program records social media or advertising display with the program.

State of Maine states that all licensed child care providers are mandated reporters, meaning we are required by law to report any and all suspected child abuse and/or neglect.

By signing this contract, all parties agree to abide by the written policies of the provider. Failure by the provider to enforce any terms in the contract does not waive the right of the provider to enforce any other terms of the contract. Any amendments to the policies will follow a 1 week notice period before they go into effect. If a parent or legal guardian is under the age of 18, a co-signer must sign the contract and be bound by all terms.

Mother/Legal Guardian's Signature and Date

Mother's Employer

Address

Telephone Number

Father/Legal Guardian's Signature and Date

Father's Employer

Address

Telephone Number

Co-signer's Signature and Date

Provider Signature and Date