

## Parent/Provider Contract

This is a contract between \_\_\_\_\_ (herein called Parent(s)) and Michelle Henton, owner of Heaven's Little Treasures (herein called Provider).

Childcare services will be provided by Michelle for (name of children) \_\_\_\_\_ on (circle days needed) Monday, Tuesday, Wednesday, Thursday, Friday from \_\_\_\_\_ until \_\_\_\_\_ beginning on \_\_\_\_\_.

### Childcare Hours

My hours of operation are Monday through Friday from 6:00 am to 5:00 pm. Please let me know if you are running late. Only those listed as authorized people will be allowed to pick up your child. It is your responsibility to let me know of any changes to this list.

Please list the people who will be picking up your child:

Authorized People	Relationship

### Payments and Late Fee

The fee for part time (2 days) will be \$ 140.00 a week payable prior to service being provided. All payments are due by 5:00 pm on Friday prior to care or you will be charged a \$10.00 per day late fee. If you do not pay within a week's time I will terminate childcare. I take my childcare business seriously and our family depends on my income just as you depend on your income earned working outside your home, so I ask that you respect it as such.

1. Parent will pay late fee of \$10.00 per day if payment is not received by 5:00 PM on Friday prior to childcare. Parent agrees that if payment is not received within 3 days at drop off time, including all late fees; the child will not be accepted into child care. Parent agrees that if 7 days pass without payment made, childcare services will be terminated and a collection process will begin.

\* I will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian is responsible for all court costs.

2. There will be a \$25.00 charge for all returned N.S.F. plus any additional charges incurred to me and/or by the bank. Parents will be required to pay by cash or money order if this occurs

3. \*Due to cost of living increases, weekly childcare fees will increase a percentage per child on the anniversary date of enrollment.

### **Enrollment Fee/Deposit**

There is a \$100 Non-Refundable enrollment Fee due per child at time of enrollment. This fee serves as the deposit for your spot and also covers cost of consumable materials and supplies put in place for your child's use on an ongoing basis.

### **Holiday/ Vacation**

The following holidays we are closed. No childcare service will be provided:

Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day (4th of July), Labor Day, Columbus Day, Veteran's Day, Thanksgiving 3 days, Winter Break (2 weeks over Christmas and New Years), Spring break 2 days, Summer break two weeks.

- Whenever possible you will be notified at least three weeks prior to my vacation time. Occasionally there may be unforeseen situations that arise with little notice.
- I recommend that you have a substitute caregiver for times when I need off for appointments, sick days, vacations, etc.

### **Termination/Trial Period**

A two-week trial period will be in effect starting on the first day of care and ending on \_\_\_\_\_. During this trial period either party may choose to discontinue services with written notice. Parent will only be charged for day(s) child actually received care during trial period.

If for some reason you decide to stop bringing your child to my house I require a **two-week written notice**. This will give me time to find a child to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day.

If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for legal fees incurred on my part.

If I can no longer watch your child for one reason or another, I will give you a two-week notice, if possible. There might be a time when immediate termination could be warranted, and as we both understand it is not easy to find day care, it is important for policies to be understood and abided by.

Examples of why I would terminate your child's care with or without notice include (but may not be limited to):

- \*\*Failure to complete required forms.
- \*\*Lack of parental cooperation.
- \*\*Failure of child to adjust to daycare after a reasonable amount of time.
- \*\*Lack of payment
- \*\*Lack of respect for the provider or other children, by the parent or child
- \*\* Violence upon any person or child

\*Parent agrees to complete all forms required and given by (Heaven's Little Treasures). Parent agrees to update their information as it occurs. Parent understands that a child cannot start care without proper documentation on file.

\*Parent agrees to provide diapers, wipes, bottles, sunscreen, full set of extra clothes.

**\*I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you are accepting it in all it's terms.**

Mother Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Address of mother  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Father Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Address of father  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Address of provider: 41582 Corte Pergamino City Temecula State CA Zip code 92592