

## **Gramma's House Family Childcare and Preschool Contract**

I have read the entirety of Gramma's House Handbook including each section listed below which can be found in detail in the handbook. I agree to follow all policies in Gramma's House handbook and contract. Policies not followed could lead to immediate termination.

- Admission
- Business Hours
- Fees
- School-age Care
- Payments and Late Fees
- Closing Procedure
- Holidays
- Vacation
- Smoking
- Activities
- Arrivals and Departures
- Absences
- Cleanliness/Hygiene
- Transportation
- Termination
- Child Abuse/Neglect
- Release of Child
- Supplies
- Toys
- Regular Attendance
- Medication
- Child Illness
- Meals and Snacks
- Disasters
- Medical Emergencies
- Immunizations
- Nap/Quiet Time
- Damages
- Discipline
- Fieldtrips
- Equal Opportunity Provider
- General Information
- Complaint Reporting Procedure

**\*Parent/Guardian Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

In order to make our relationship as enjoyable as possible, the following are some mutual beneficial

requirements that are necessary to assure that there are no misunderstandings between either party, that each party is aware of the requirements, and that these requirements are carried out in a businesslike manner.

At our daycare you are paying for a specific slot, so no discounts are given if your child does not attend care whether the child is sick, or for other reasons. We are professional childcare providers, not babysitters, and we expect our clients to show respect for our home, family, and each other.

Financial agreement for the care of:

1<sup>st</sup> Child \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

2<sup>nd</sup> Child \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

3<sup>rd</sup> Child \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

**Contracted Hours**

The hours and days we have agreed that Gramma’s House will provide care for our children (children must be picked up and dropped off at the times parents write below. Children here longer than 10hrs will pay \$10 per every hour over):

	Drop-off Time	Pick-up Time
<input type="checkbox"/> Monday-	_____	_____
<input type="checkbox"/> Tuesday-	_____	_____
<input type="checkbox"/> Wednesday-	_____	_____
<input type="checkbox"/> Thursday-	_____	_____
<input type="checkbox"/> Friday-	_____	_____

With care beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_

Please notify us in writing if there are any changes to be made to your hours. **A 2 weeks notice and our approval are required before changes are made.**

**\*Parent/Guardian Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Contracted Fees**

You agree to pay Gramma's House:

**Pay Schedule-** Monthly      Weekly

**Your current daycare hours are considered to be-**    FT    PT    Daily

**Rate-** \$ \_\_\_\_\_

If your child does not attend daycare for any reason, even if he or she is sick, no refunds will be given.  
**A paid 2 weeks notice is required prior to termination.** Parents may also pay for the 2 weeks notice and not bring their child to care.

**CCCAP clients** will be required to pay the aforementioned fees accordingly if your child has more than 1 absence a month, more than 2 part-time days a month, or for any other reason CCCAP does not pay for certain days or hours. CCCAP only covers 3 holidays a year. You will be responsible for the other 6 holidays of the year.

**Fees**

Payment due at time of registration-                      \$ \_\_\_\_\_

Payment due 1<sup>st</sup> month/ week-                                      \$ \_\_\_\_\_

Payment due monthly/ weekly-                                      \$ \_\_\_\_\_

**\*Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_