# DAYCARE CONTRACT

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| **Full Name of Child:** |  |
| **Date of Birth:** |  |
| **Date of Enrollment in Daycare:** |  |

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| **Parent/Guardian Full Name(s):** |  |
| **Home Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |

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| **Emergency Contact Full Name:** |  |
| **Home Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |

The child above will be enrolled in [Daycare] from [Start Date] to [End Date]. This term is renewable on a yearly basis.

## Tuition and Fees

Enrollment will cost a tuition rate of $[Amount] per week. This is a flat rate, and it does not change regardless of the child’s attendance or the number of hours spent at the daycare. Payment is due by 6:00 PM on Fridays. Late payments will be charged $10 per day late fee for every day the payment is late. For these purposes, the business day is considered to end at 6:00 PM. Partial payments are still subject to this late fee unless otherwise stipulated by the daycare administrator. Repeated late payments may be grounds for termination of this contract.

## Hours of Enrollment

The daycare is open from 6:00 AM to 6:00 PM Monday through Friday, with the exception of federal holidays. The child may be dropped off and picked up at any time during these hours. If the child is not picked up by 6:00 PM, a $5 late fee will be charged at the beginning of every half-hour until the child is picked up. This fee will be applied to the weekly tuition.

## Illnesses

If a child is running a fever, has a rash, or exhibits flu-like symptoms, that child may not attend daycare. This policy is in place to protect the other children. If a child becomes ill while at daycare, a parent or guardian will be notified immediately and the child will need to be taken home. Following a severe illness, we ask that parents give their children 24 hours to recover before returning them to daycare.

## Food

Due to allergy concerns, food containing peanuts and shellfish are not permitted on the premises. Special snacks may be brought in and shared with the other children, but only if the daycare administrator has approved those treats beforehand.

**Termination**

This contract may be terminated at any given time by either party. A termination notice is required two weeks in advance. During that period of notice, payment is expected regardless of whether the child attends the daycare or not.

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| **Signature of Parent/Guardian:** | **Signature of Daycare Administrator:** |
| **Date:** | **Date:** |