[Template note, delete before use: a plain-English starting point, not legal advice; have a local attorney review it for your state.]

[Your Daycare Name]

[Licensed family child care home · License # 000000]

[Street Address, City, State ZIP] · [Phone] · [Email]

Child Care Agreement

Parent-provider contract · read with the Parent Handbook

This Child Care Agreement (the "Agreement") is made on [Agreement Date] between [Your Daycare Name], operated by [Provider Name] ("Provider"), and the parent(s) or legal guardian(s) named below ("Parent", together if more than one).

Key terms

Child (date of birth)	[Child's Name] (born ____/____/_____)
Parent(s) / guardian(s)	[Parent Name(s)] · [Parent phone] · [Parent email]
Start date	____/____/_____ Trial period: first [2] weeks
Contracted schedule	[Care days: Monday to Friday], drop-off [7:30 am], pick-up by [5:00 pm]
Provider's open hours	[Monday to Friday], [6:30 am] to [5:30 pm]
Tuition	$[ ] per ☐ week ☐ month, due ☐ each [Monday] ☐ on the [1st] in advance
Registration fee	$[ ] when this Agreement is signed, then $[ ] each [September]. Non-refundable.
Deposit	$[ ] (equal to [2] weeks' tuition). Pays the tuition for the last [2] weeks of care (clause 4)
Late payment fee	$[ ] if tuition is not paid by [end of the due day], plus $[ ] for each further day
Late pick-up fee	$[1] per minute after the contracted pick-up time, by the provider's clock
Returned payment fee	$[ ] per returned check or failed transfer
Notice to end care	[2] weeks in writing, either side

1. Enrollment

Enrollment begins when this Agreement is signed, the registration fee and deposit are paid, and the Enrollment Application, immunization record and any care plans are on file. The Parent Handbook and the Fee Schedule (Schedule A) are part of this Agreement. If they differ, this Agreement controls.

2. Hours and schedule

Care is provided during the contracted schedule above. Drop-off before or pick-up after the contracted times is charged as extra care at $[ ] per [half hour], when space allows, and must be arranged in advance. A permanent change of schedule needs [2] weeks' written notice and Provider's agreement, and may change the tuition.

3. Tuition pays for your child's space

Tuition reserves a space for your child during the contracted schedule. It is due in full whether or not your child attends, including days your child is sick, on vacation (except as allowed in clause 7) or absent for any other reason, and on Provider's paid holidays and paid closure days.

Payment method: ☐ Bank transfer / app: [Zelle / Venmo / processor] ☐ Check ☐ Cash (receipt given). Provider gives at least [30] days' written notice of a tuition change. Sibling discount: [10]% off the lower tuition. If a child care assistance program pays part of the tuition, Parent pays the co-pay and any difference between the program's payment and the tuition above.

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