Thousand Oaks Child Care
Parent - Provider Contract

This contract is made between: _____ parent/guardian

and _____ care provider

Child's Name_____

Child's birth date_____

The first day of childcare will be_____

Care will begin at _____A.M. and end at _____P.M.

for the days circled: Mon.   Tues.   Wed.   Thurs.   Fri.

The charge for this care is _____per month, payable on the first day of care at the beginning of each month.

I require a one-month initial deposit, which is applicable to the last month of care when I am given appropriate notice.

Either party can terminate this contract with 4 weeks written notice. Less than 4 weeks notice may forfeit your deposit.

Payment is based on the schedule you agree upon in this contract, not the actual hours of attendance. Payment is due whether or not the child attends care.

Only the person(s) signed below and those named on the Authorization to Leave Care form may take children from the provider's care.

Before your child enters my care, the following forms must be returned to me:

    -Health forms & immunization records

    -Authorization to leave care

    -Medical treatment authorization

    -Field trip authorization

    -Emergency information

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All children enter care for a three-week trial period.
Parents or provider must give at least 1 month's notice from the first of the month, if either party wishes to terminate care. The deposit can be used for the last month of childcare, if adequate notice is provided. Without notice, the deposit will be forfeited.

Operating hours are from 8:00 A.M. to 5:30 P.M. Mon-Fri., unless both parties have approved individual arrangements in writing. Please pick up your child promptly. I charge $20 for every 15 minutes your child is picked up late. If late pick-up is chronic, the provider may need to renegotiate the childcare agreement.

If your check bounces, payment thereafter must be made in cash.
Childcare fees may be subject to change, with one month's notice given to parents.

Paid Vacation & Holidays for 2014-2015
9/1 – **Labor Day**
10/13 – **Indigenous People's Day**
11/26 – 11/28 – **Thanksgiving Week**
12/19 – 1/2 – **Winter Break** (closed after Thursday 12/18, reopens on Monday 1/5)
1/19 – **Martin Luther King Day**
2/16 – **President's Day**
4/3 – **Easter Weekend**
5/25 – **Memorial Day**
7/3 – **4th of July**
Summer Vacation – TBD
9/1 – **Labor Day**
10/12 – **Indigenous People's Day**
Winter Break – TBD
Additionally: 5 sick days per year only taken if too ill/contagious to provide care

- If you need care during one of the holidays, I may be able to provide care if it has been arranged in advance.
- If you take a vacation you must still pay for childcare, as I will be reserving your child's space. Please give at least two weeks notice of any planned absences.

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- I serve a nutritious, homemade lunch, as well as a morning and afternoon snack. The food is organic, local and does not contain any preservatives, GMOs, or hydrogenated oils. Please let me know if your child has any food allergies or special dietary needs.

- Please do not send junk food such as candy, cookies, or potato chips. If you are bringing treats for a special occasion such as a birthday, please check with me first and be sure to bring enough for everybody.

- Any formula provided must be brought to child-care in new, unopened containers. Parents are responsible for diapers and wipes used by their child, and will provide packages of unopened diapers as requested.

- If your child is obviously sick, please try to make individual care arrangements at your home to avoid spreading illnesses to other children.

- If your child develops a fever of over 101 degrees F. I am required to send your child home before the normal pickup time. You are required to pick your child up early if notified.

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Emergency Information

Child's Name _____

Birth date   _____

Parent's Names _____   _____

Work phone   _____   _____

Home phone   _____   _____

Cell phone   _____   _____

Persons to call in an emergency when parents cannot be contacted:

Name   Phone   Relationship

1. _____   _____   _____

2. _____   _____   _____

3. _____   _____   _____