

HCYDC PARENT-PROVIDER CHILD CARE CONTRACT (Purchase of Care Clients ONLY)

I. The following contract is between:

1. _____
Mother/legal guardian Home/Cell phone Work phone

_____ Home address Mailing address if different

and

Employer/school name and address

2. _____
Father/legal guardian Home/Cell phone Work phone

_____ Home address Mailing address if different

and

Employer/school name and address

3. Harvest Child & Youth Development Center 302.654.2613
Child care provider Phone

2205 Lancaster Avenue, Wilmington, DE 19805
Address

for the care of:

4. _____
Child's name and birth date Child's name and birth date

_____ Child's name and birth date
_____ Child's name and birth date

5. Start date of this contract _____ End date of this contract _____
(may be renewed at this time if all parties agree.)

II. Standard Rates and Payment Policies:

1. A deposit of \$ _____ is required. It will be applied to the last week's payment or to the termination notice period if proper notice is not given. (See IV. Termination Procedure)

2. POC authorization received

3. The pay will be \$ _____ per hour or \$ _____ per day or \$ _____ per week or \$ _____ per month.

4. Child care will be provided:

Mon. Tue. Wed. Thur. Fri. Sat. Sun. Hours: _____
(circle appropriate days)

5. Payment is due weekly bi-weekly other _____ every _____.

III. Parent/Provider: We Provide:

1. The provider will provide: Breakfast Lunch Afternoon snack
(check all that apply)

2. The parent/guardian will provide: Formula Infant food Diapers (type _____) and wipes
 Change of clothes Other _____
Other special arrangements: _____

3. Parent/guardian must supply a current medical form, completed by the child's doctor and updated annually.

IV. Rates for holidays, absences, vacations, overtime:

1. Care will not be provided, but payment is due, on the following holidays when they occur on a day the child(ren) is/are regularly scheduled for care:
New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas

2. Policy for payment for absences is: **Regular payment of child's tuition**
3. Fees and policies for provider's vacation: **100% of child's tuition**
4. Fees and policies for parent/guardian's vacation: **1 week unpaid tuition for vacation**
5. If the parent/guardian drops off the child earlier or picks up later than the time specified in #II, 4, the following overtime rate will be charged: **\$1.00 per minute per child or portion thereof.**

V. Damages:

The policy on damage caused by the child(ren) while in the provider's care unless caused by the negligence of the provider is:
Parents are responsible on damages caused by child due to gross misconduct.
 (This does not apply to normal wear and tear on toys or furniture, only to damage.)

VI. Termination procedure:

This contract may be terminated by either parent/guardian or provider by giving a 5 days written notice. This contract cannot be terminated during parent/guardian or provider's vacation. The provider may terminate the contract without notice if the parent/guardian does not comply with daycare regulations.

VII. Signatures:

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for care provided. The provider is responsible for giving/sending all signers a copy of the signed contract.

Provider's signature	Date
Mother/Legal guardian signature	Date
Father/Legal guardian signature	Date
Co-signer's signature (required if parent/legal guardian is under 18 years old. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent fails to pay for care provided.)	Date