



Kare'n' 4 Kids

Part-time Child Care Contract

The Names of the Parties to the Contract

This contract is between _____ & _____, hereinafter "client," and Karen P. Johnson of Kare'n' 4 Kids, hereinafter "provider," for child care services provided for the child(ren) listed below.

Child Care Provider

Name of provider: Karen P. Johnson of Kare'n' 4 Kids
Address: 7401 East 250th Street Elko, MN 55020
Home Phone: 952-461-7401
Cell Phone: 612-812-7482
E-mail: Karen@Karen4Kids.com

Client

Name of first parent/guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail: _____ Pager: _____
Employer's name/address: _____

Name of second parent/guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-mail: _____ Pager: _____
Employer's name/address: _____

Child(ren) Covered by This Contract

- 1. Name of child: _____ Date of birth: _____
- 2. Name of child: _____ Date of birth: _____
- 3. Name of child: _____ Date of birth: _____
- 4. Name of child: _____ Date of birth: _____

Hours of Operation

1. First Day of Care

- The first day of care will be _____.

2. Regular Hours of Care

- The hours of care will be:
from _____ [AM / PM] to _____ [AM / PM], Monday
from _____ [AM / PM] to _____ [AM / PM], Tuesday
from _____ [AM / PM] to _____ [AM / PM], Wednesday
from _____ [AM / PM] to _____ [AM / PM], Thursday
from _____ [AM / PM] to _____ [AM / PM], Friday
from _____ [AM / PM] to _____ [AM / PM], Saturday
from _____ [AM / PM] to _____ [AM / PM], Sunday

- Late drop-offs do not allow for late pickups.

3. Other Business Hours

- The provider's child care is open 24 hours a day 7 days a week.

Terms of Payment

A. Part-time Child Care Rates and Fees

1. Regular Rate

- The regular rate will be \$_____ per day per child.

2. Rate Increases

- The child care rate will go up 3 % (rounded to the nearest dollar) annually on September 1st, beginning September 1, 2010.

3. Advance Payment

- The client will pay for child care one week in advance. Fees are due on Fridays each week for the following week of care.

4. Payment Due Date

- Child care fees are due at pickup time on Friday for the following week. If Friday is not your regularly scheduled day, payment can be made in advance and held until Friday.
- Payments may be made in the form of cash, personal check or credit card through PayPal. Checks should be made payable to Karen Johnson. Payments made through PayPal must be sent to kpjohn0320@integraonline.com.
- Daily receipts and year-end payment summaries will be furnished upon request.

5. Late Payment Fees

- If the child care fee is not paid when due, a late payment fee of \$10 per day will be added to the past due amount until it is paid.
- If the client does not make payment when due, the provider may cease to offer child care until full payment is made, including late payment fees.
- The fee for an insufficient funds check will be \$25.00, plus the amount of any bank charges to the provider's account as well as a late fee of \$10 per day. If a check is returned, all future payments must be made by cash, or PayPal.

6. Advance Notice

- It is extremely important the client gives the provider advance notice when early or late drop-offs or pick-ups are necessary. It is equally important the provider approves early or late drop-offs or pick-ups. The provider understands schedules

may vary within the contracted hours.

- Contacting the provider prior to the contracted or scheduled start or end time is of the utmost importance. Informing the provider with advance notice will ensure the provider stays within her licensing capacity of children in care and it is just plain common courtesy.
- Failure to notify the provider with advance notice may result in refusal of child care services for that day or may be reason for immediate termination of your child care contract.

7. Allowance Hours

- The client may drop off earlier or pick up later than the contracted hours defined by the client on page two of this contract ____ times per calendar year without charge if the provider has space available.
- The provider will record each allowance occurrence and notify the client when the maximum has been reached.
- Once the maximum has been reached, drop-in (hourly) child care fees will apply. These fees will be due at the end of that day of care

B. Drop-in (Hourly) Child Care

The provider offers drop-in (hourly) child care outside the regularly scheduled hours as defined by the client on page 2 of this contract.

Definition - Child care needed on a regular or irregular basis and is on a first come, first serve basis with minimal advanced notice. The provider can not guarantee there will be an opening for your child(ren) so it will be to the client's advantage to call as far in advance as possible to reserve space for your child.

It is very important the client adheres to their reserved time slot to allow the provider to schedule other children who need care.

The provider reserves the right to close when no child care reservations have been made.

1. Rate

- One child: \$5 per hour or any part thereof
- Additional Children: \$3 per hour or any part thereof for each additional child per family

- Child care fees begin to accumulate with the reserved time or the arrival time whichever is earlier.

2. Rate Increases

- The provider reserves the right to increase the drop-in (hourly) child care rate.
- The provider will notify the client when rates are increased.

3. Cancellation Fee

- A cancellation fee of \$10 per family will be charged if a confirmed child care reservation is cancelled for any reason.
- A cancellation can not be made after the actual start time of the child care reservation.

4. No Show Fee

A no show fee of half of the expected child care fee will be charged if a confirmed child care reservation has been made and the client has not cancelled and has not arrived for child care services.

5. Payment Schedule

- Child care fees are due at pickup each day.
- Payments may be made in the form of cash, personal check or credit card through PayPal. Payments made through PayPal must be sent to kpjohn0320@integraonline.com.
- Daily receipts will be furnished upon request. Year-end payment summaries will also be provided for tax purposes.

6. Late Payment Fees

- If the child care fee is not paid when due, a late payment fee of \$10 per day will be added to the past due amount until it is paid.
- The fee for an insufficient funds check will be \$25.00, plus the amount of any bank charges to the provider's account as well as a late fee of \$10 per day. If a check is returned, all future payments must be made by cash, or PayPal.

C. Holding Fees

Holding fees are charged when the provider has space available in her child care program but guarantees to hold that space for a client until a future date.

- The provider agrees to hold a space in the child care program until _____ for the client's child. In return, the client agrees to pay the provider \$50 per week during the holding period. Payment is due monthly on the 1st.
- If the client decides not to enroll the child in the program before the end of the holding period, the holding fee is not refundable.
- The holding fee paid may not be applied to child care fees once the child is in the program.
- The client must contact the provider two weeks before the end of the holding period to confirm that the child will begin child care as scheduled. If the provider does not receive this confirmation and is unable to reach the client within 48 hours, the provider will assume that the client has changed his/her mind and will not be enrolling the child.

D. Registration Fees

- The client will pay a one time registration fee of \$15 per family upon signing this contract.

E. Charges for Damage by the Child

- If the client's child intentionally or deliberately damages or misuses an item, the client will be responsible for the cost of the damage as determined by the provider.

F. Holidays, Vacations, and Absences

1. Holidays

- Kare'n' 4 Kids will be closed each year on the holidays listed below:
 - New Year's Day (January 1)
 - Presidents' Day (third Monday in February)
 - Good Friday (date varies)
 - Easter Sunday (date varies)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Columbus Day (second Monday in October)
 - Thanksgiving Day (fourth Thursday in November)
 - the day after Thanksgiving
 - Christmas Eve Day (December 24)
 - Christmas Day (December 25)

- New Year's Eve Day (December 31)

- Clients must pay the normal rate for holidays when the program is closed if these days fall on their regularly scheduled days unless they choose to use their vacation days (see client vacation for details).

2. Provider Sick/Personal/Training/Family Emergency/Funeral Days

- The provider has up to three paid sick or personal days per calendar year. March 20th will be a paid personal day the provider will take each year. If the provider takes more than three sick or personal days in a calendar year, they will be unpaid days.
- The provider may take up to two days each calendar year as paid professional development days. If the provider takes more than two professional development days in a calendar year, they will be unpaid days.
- The provider may take up to three paid days per calendar year for family emergency leave. If the provider takes more than three days, they will be unpaid.
- The provider may take up to three paid days of funeral leave in the case of the death of an immediate family member. If the provider takes more than three days per occurrence, they will be unpaid.
- The client will pay the full rate when the child care is closed for sick or personal days, professional development days (training), family emergency or funeral days if these days fall on their regularly scheduled day.
- The client is responsible for arranging backup care when the child care is closed for any reason.

3. Provider Vacations

- The provider will take 10 days of vacation per calendar year. If the provider takes more than 10 days, they will be unpaid.
- The provider's vacation days may be taken all together, a few at a time, or one day at a time.
- The provider's vacation days must be taken in increments of one full day.
- The client will pay the regular fee for the provider's vacation days if these days fall on their regularly scheduled day unless the client wishes to use their vacation days (see client vacation for details).
- The provider will give the client at least two weeks written notice of her vacation days.
- The client is responsible for arranging backup care when the child care is closed for

any reason.

4. Client Vacations

- The client may take up to _____ vacation days from the program free of charge.
- The client's vacation days may be taken all together, a few at a time, or one day at a time.
- The client's vacation days must be taken in increments of one full day.
- The client may not carry over vacation days from one calendar year to another.
- The client must give the provider two weeks' notice of the dates they wish to use their vacation days.
- Vacation days request forms must be completed and approved throughout the year and kept on file with the provider.
- All vacation days request forms must be completed and approved at least two weeks in advance.
- The provider reserves the right not to approve the use of vacation days if adequate notice is not given.

5. Child Sick Days and Absences

- The client must notify the provider in advance (before the scheduled starting time) whenever a child won't be coming to care due to illness or any other reason. If the client does not provide that advance notice, the client will pay for the missed day(s) of care, regardless of any other terms of this contract.
- The client does not have to pay for up to _____ days per calendar year when their child cannot come to care because of illness (unpaid sick days).
- Unpaid sick days apply to each child separately. For example, if a family has two children in care, each child has _____ unpaid sick days per calendar year. If one of your children is sick, you can use one unpaid sick day for that sick child for each day they are ill (limited to _____ days total per calendar year) If you choose to keep your other child home, you may choose to use an unpaid sick day for that child also.
- An unpaid sick day form must be completed, signed by client & provider and kept on file with the provider.
- The client must pay for all short-term illnesses when the child is sick and not in child care after the _____ unpaid sick days have been used. The payment for a long-term illness may be negotiated with the provider.
- The client may not carry over unpaid sick days from one calendar year to another.

- Failure to comply with the program's illness policies may result in the termination of this contract.

Termination Procedure

Trial Period

- Child care will begin on _____. The client will pay \$_____ per child per week. The first two weeks in the child care program will be an adjustment or trial period. During this time, either the client or the provider may cancel the contract immediately, without written notice. If the contract is cancelled during this two-week trial period, the client will pay a prorated fee. The prorated fee is calculated by taking the weekly rate and dividing by the number of days contracted per week. Payment is due for each day unless the contract is cancelled before the day begins.

Advance Payment for Last Two Weeks of Care

- The client must pay \$_____ per child at the time of the signing of the contract; this advance payment will cover the client's last two weeks of care, even if the provider's rates are higher at that time.

Termination after the Trial Period

- The client must give a two-week written notice to end this contract. Payment is due for the notice period whether or not the child is brought to the provider for care during that time.
- There are some situations where it is not possible for the provider to meet the needs of a specific child or family. Although the provider will try to give the client a two-week notice to end this contract, the provider reserves the right to terminate this contract at will.
- If it becomes necessary for the provider to resort to legal action to collect fees, the client will be responsible for all legal fees incurred by the provider.

Child Care Enrollment Reservation

- The client wishes to enroll their child(ren) with the provider starting on _____.
- If the client decides not to enroll their child(ren) after _____ (less than one month prior to start date), they must notify the provider in writing. The advance payment for the final two weeks of care will be forfeited.
- If the client decides not to enroll their child(ren) before _____ (one month prior to start date), they must notify the provider in writing. A cancellation fee of \$50 per child will be charged.

The Signatures of the Parties to the Contract

- By signing this contract, clients indicate that they have read the provider's policies in the Child Care Handbook and agree to follow them. They further agree to follow any changes or additions that the provider makes to her policies in the future.
- The person signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced and have joint custody of the child.

A failure to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms of this contract.

Parent or legal guardian's signature

Date of signature

Parent or legal guardian's signature

Date of signature

Provider's signature

Date of signature