



Colleen's Child Care Enrollment Contract

This contract is between _____, hereinafter "client," and Colleen Stephansen (Colleen's Child Care) hereinafter "provider," for child care services provided for the child(ren) listed below.

Child Care Provider

Name of provider: Colleen Stephansen (Colleen's Child Care)
Address: 1628 Celeste Drive Modesto, CA 95355
Cell Phone: 209-402-0253 (text messages are welcome too)
E-mail: colleenstephansen@comcast.net

Client(s)

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

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

Child(ren) Covered by This Contract

1. Name of child: _____ Date of birth: _____
2. Name of child: _____ Date of birth: _____

1. First Day of Care

- Child care will begin on _____.

2. Regular Hours of Care

- The hours of care will be from _____ to _____, Monday through Friday. Late drop-offs do not allow for late pickups.
- The child care program is open year-round, except for the holidays and vacations listed in my policy handbook and yearly calendar given each year.
- The latest a child can be dropped off without prior notice is 9 AM.

3. Business Hours

- The child care program is open Monday through Friday from 7 AM to 5:30 PM.

4. Child Care Rates and Fees

- The child care rate will be \$ _____ per week.

5. Family Discounts

- There is no discount for two or more children from the same family.

6. Rate Increases

- The provider will increase the child care rates with 4 weeks' notice annually.

7. Advance Payment

- Fees are due on Monday morning or first day of child care each week for that weeks' care.

8. Payment Due Date

- Child care fees are due at drop-off time on Monday morning or the first day of child care for the week.

9. 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 will cease to offer child care until full payment is made, including late payment fees.
- The fee for an insufficient funds check will be \$ 25, plus the amount of any bank charges to the provider's account.

10. Early Drop-off and Late Pickup Fees

- The client will pay an additional \$10.00 for the first 10 minutes or fraction of for the first 10 minutes the child is dropped off or picked up later than the time stipulated in this contract.
- The client will pay an additional fee of \$1.00 per minute after the initial 10 minutes as stated above if the child is dropped off earlier or picked up later than the time stipulated in this contract.
- All fees for early drop-off and late pickup are due at the end of that day of care.
- The provider will use the clock near the sign in / out binder to determine if any early drop-off or late pickup fees apply and, if so, how much. It is the client's responsibility to remember to sign in and out each day.

11. Holidays

- The child care program will be closed on the following days each year:
 - New Year's Day (January 1)
 - Martin Luther King Day (third Monday in January)
 - Washington and Lincoln's Birthdays as observed by the local school district
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Veterans Day (November 10)
 - 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)
- No payment is required for any holidays that Colleen's Child Care is closed.
- List of closure dates / annual calendar will be provided no later than December 15th each year for the next year

13. Provider Sick/Personal Days

- The client will not pay for the personal days taken by the provider. These days are scheduled in advance and listed on the annual calendar.
- Any changes to the annual calendar will be given 2 week written notice prior to the change.
- The client will not pay for days that the child care program is closed due to a death in the provider's family.
- The client will not pay for the sick days taken by the provider resulting in the child care being closed.

14. Provider Vacations

- The provider will take up to 3 weeks of vacation per calendar year and the child care will be closed during this time.
- The client will not pay when the provider is on vacation.

15. Client Vacations

- The client may take vacation days from the program and will pay their regular rate for those days to hold their child's placement if taken during time when the child care is open for business.

16. 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.
- Failure to comply with the program's illness policies may result in the termination of this contract.
- The client must pay for all days when the child is sick and not in child care.
- No fees will be charged if the provider's children are ill and the child care program is closed.

17. Charges for Damage by the Child

- If the client's child breaks or damages the provider's property, the client will pay to have the item replaced or repaired, at the provider's discretion.

18. Trial Period

- 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. Payment is due for each day unless the contract is cancelled before the day begins.

19. Termination after the Trial Period

- After the two-week trial period has been completed, the client must give a two-week written notice to terminate this contract.
- The client must pay the full child care fee for the notice period even if the client removes the child from the provider's care before the notice period ends.
- The provider may terminate this contract at will.

By signing this contract, clients indicate that they have read the provider's policies and agree to follow them. The provider reserves the right to make changes to her policies and will give the client a copy of the revised policies 2 weeks before they go into effect.

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

Co-signers signature

Date of signature

A co-signer is required if the client is under the age of 18. The co-signer guarantees the contract and agrees to be responsible for all its financial terms if the client fails to pay the provider.

Provider's signature

Date of signature