

Parent-Provider Contract Outline

As a new child care provider, you will need to develop information, materials, and policies for your program. This information could include topics such as: your program philosophy, your routines and schedules, and the type of care you want to provide.

In addition, we recommend that you create a contract between your program and the parents/caregivers of the children enrolled in your care. The purpose of this contract is to establish a clear understanding by both parties of the guidelines and expectations regarding attendance, payment, and other policies of your program.

If you have a Parent Handbook you should reference its existence in your contract. By referencing the handbook, you can keep your contract simple and straightforward while defining, in greater depth, your expectations of a family enrolled in your program. If you choose to enter into an agreement with The Department for Children and Families (DCF), additional requirements may need to be added to your contract.

For additional information, go to: http://www.dcf.ks.gov/services/ees/Pages/Child_Care/ChildCareSubsidy.aspx

If you have a contract with clear guidelines and expectations, conflict and confusion between you and your families could be reduced or eliminated.

ITEMS TO INCLUDE IN YOUR CONTRACT:

- **Names of all parties entering the contract, to include, but not limited to:**
 - Your name and program name
 - Name(s) of the parent/caregiver/legal guardian(s) responsible for tuition payment
 - Name(s) and birthday(s) of the child(ren) enrolling into your care

- **Terms of service, to include:**
 - What are your hours and days of operation?
 - What is the rate you will charge for care?

- **Payment for services:**
 - Will payment be due in advance of care?
 - Will you charge by the day, half day, or hourly?
 - Will you charge different rates based on the age of the child?
 - Will you offer discounts to families with multiple children enrolled?
 - Will you offer any other discounts (military, student, etc.)?
 - Will you charge a whole date rate for a child that attends another program, such as preschool, while enrolled in your program?
 - Will you charge for days the children are absent from care for illness?
 - What holidays will you be closed?
 - Will you require payments on holidays that you are not open?
 - Will you take paid vacation days?
 - Will you charge for extended leave? Example: While a family is on maternity leave or vacation?
 - Will you charge a late fee if a child is picked up late?
 - Will you charge a late fee if the tuition payment is late?
 - What will you do if a parent's method of payment is declined?

- **When a family chooses to leave your care:**

- How much notice do you require when a family is leaving care?
- Will payment for the last two weeks of care be due in advance?
- Will you require notice in writing with dates?
- Will you require payment if the child does not attend the days within the notice given?

- **Circumstances that could lead to termination of care by provider:**

- What reasons would cause you to terminate providing care for a family? For example: nonpayment.
- How much notice will you give families if you are terminating care?
- How will you provide notice?

- **Signatures**

All parties listed on the contract, over the age of 18, must sign and date the contract to guarantee its legality.

The following paragraph is from Tom Copeland's website. "Your contract is a legal document that spells out the hours and days you will provide care in exchange for money paid by the parent. Your policies contain all the rules for how your program will operate (sick policy, meal policy, activities, behavior guidance, etc.). We recommend that your contract and policies be two separate documents. Any changes to a written contract must be in writing and signed by both parties. You can make any change in your policies at will."

Retrieved from: <http://tomcopelandblog.com/wp-content/uploads/2015/01/Four-Key-Tips-on-Contracts-and-Policies-.pdf>

Contact the KCCTO office for more information.

We are here to support you!

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