

Child Care Agreement

I, _____, the legal guardian of _____
 agree to the following: (Initial all that apply)

- _____ Pay fee per day/per week of _____.
- _____ Volunteer to work _____ hours a week with the program.
- _____ Follow the procedures in the program handbook.
- _____ Obtain a Special Care Plan if applicable.
- _____ Day payment to be made is _____.
- _____ Services to be provided as part of the child care fee (transportation, meals, etc.) are:

- _____ Child's arrival time _____ Child's departure time _____
- _____ Late fee \$ _____.
- _____ Obtain health assessments for my child according to the schedule recommended by the American Academy of Pediatrics.
- _____ Notify _____ when my child is scheduled for routine health visits, and obtain a form to complete and return.
- _____ Cooperate with _____ in the follow up of any medical, dental, or developmental needs of my child.
- _____ Complete a daily admission form and have my child observed by a member of the staff before I leave each day.
- _____ Notify the teacher _____ in advance if I plan a birthday celebration for my child.
 (specify time)
- _____ Notify the staff when my child is ill or any family member has a contagious disease.
- _____ Complete a medication consent form when requesting medication administration.
- _____ Provide the program staff with _____ necessary for my child's care.
 (linens, clothing, toothbrush)
- _____ Provide information on how to contact me in an emergency situation which I will update when changes occur and every 6 months.
- _____ Agree to discuss my concerns with _____
 (staff member's name)
- _____ Notify a teacher and sign my child in and out every time my child arrives and departs with me or a person I authorize.
- _____ Designated persons to whom child may be released are: _____

Legal Guardian Signature _____

Date _____

This agreement should be reviewed by the legal counsel for your facility. Contracts usually include more information than present on this form.