

PROVIDER/PARENT PAYMENT AGREEMENT

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

This Agreement is Between

Business/Provider Name	Parent Name (First, Last)
Provider Number & Location Number	Second Parent Name (First, Last)
Provider Address	Provider Phone Number

For the Care of (if more than 3 children complete on separate sheet)

Example

Child Name Sally Jones	Child Date of Birth 10/14/2015	Child Care Price \$150 per week	Payment Schedule Weekly, on or before Payment Due On Fridays
Child Name (First, Last)	Child Date of Birth	Child Care Price per month, or per week, or other (specify)	Payment Schedule Monthly, on or before (Date of Month), or Weekly, on or before (Day of Week) Other (specify)
Child Name (First, Last)	Child Date of Birth	Child Care Price per month, or per week, or other (specify)	Payment Schedule Monthly, on or before (Date of Month), or Weekly, on or before (Day of Week) other (specify)
Child Name (First, Last)	Child Date of Birth	Child Care Price per month, or per week, or other (specify)	Payment Schedule Monthly, on or before (Date of Month), or Weekly, on or before (Day of Week) other (specify)

This payment does not include extra charges that may be incurred for items including field trips/special events, as agreed upon in advance. Parents are responsible for paying the difference between the subsidy amount and the cost of care.

Parent and Provider Agreed Upon Start Date

Provider's Days and Hours of Operation (as of date)

Provider's Policy for Deposits or Holding a Slot

Provider's Anticipated Closure Dates and Policy for Payment during Closures

Provider's Policy, and Payment Expectations, for Expected Child Absences

Note: Expected absences are those reported in advance by the parent, including vacations or appointments

Providers' Policy, and Payment Expectations, for Unexpected Child Absences

Note: Unexpected absences are those not reported in advance, including sick days or no-shows

Provider's Payment Dispute Policy

Provider's Reasons and Procedures for Termination/Expulsion of a Child(ren)

Parent's Procedures for Termination/Disenrollment of a Child(ren)

Discounts or Scholarships Available to Parents/Children (such as sibling discount, etc.)

Discounts or Scholarships Parents/Children Received and Amount of Discount

Miscellaneous

Examples Include: Child's Anticipated Daily Schedule, Drop-Off and Pick-Up Times, Other Policies

By signing this agreement, providers and parents agree to abide by the agreement and written policies of the provider. The provider may amend the policies by giving the parents a copy of the new or changed policy.

Provider Contact Name – (Print)

Provider Contact Signature

Date

Parent Name – (Print)

Parent Signature

Date

The provider must retain a copy of each current written payment agreement at the location where child care is provided. The provider must retain a copy of an expired written payment agreement for 3 years after the agreement is terminated and the child no longer attends. The expired agreement may be kept at a location where it can be made available to the Department of Children and Families within 24 hours.

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