

Karie's Kiddo's/Trupka's Daycare Contract

This contract is made between the parent/guardians: _____
and Karie Trupka for the care of the following children:

_____ child's name/birth date
_____ child's name/birth date
_____ child's name/birth date
_____ child's name/birth date

The payment for care shall be \$ _____ per month/week/day

Sunday	Arrival	AM	-	Pickup	PM
Monday	Arrival	AM	-	Pickup	PM
Tuesday	Arrival	AM	-	Pickup	PM
Wednesday	Arrival	AM	-	Pickup	PM
Thursday	Arrival	AM	-	Pickup	PM
Friday	Arrival	AM	-	Pickup	PM
Saturday	Arrival	AM	-	Pickup	PM

*The above times and days are **not** flexible.*

- If a parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick up fee of \$ 25.00 will be charged.
- Payment is due to the provider in advance of care and paid on the prior to or the last day of the prior month/week.day. Accepted methods of payment include: cash, personal check, credit card, or money order. If a personal check is returned due to a lack of funds, the parent/guardian must pay a \$50.00 returned check fee. If a check is returned more than one time, only cash or money orders will be accepted.
- If a payment is not made on time, the following fee will apply: \$50.00

CAPLP/Parent Aware Payments:

- Parents receiving DHS child care assistance must pay the full tuition rate until the authorizing paperwork is delivered. Upon receipt of DHS payment, your account will be credited towards the following month. You are responsible to directly pay DHS copay each month. Rates vary according to DHS disbursement. If DHS billing lapses it is your responsibility to pay the full tuition amount until DHS notifies me.
- Families using the state subsidy program (CAPLP/Parent Aware) are responsible for paying any and all amounts not covered by CAPLP/Parent Aware.

Overtime rates are as follows:

For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time.

- With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of \$4 per hour.
- Without advance notice by the parent and approval by the provider, the overtime rate will be \$8.00 per hour.

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Payments during Holidays, Vacations, and Other absences: The provider will not be open for business on the following Holidays: New Year's Day, Jan., Memorial Day, last Monday in May, Independence Day, July 4, Labor Day, first Monday in September, Columbus Day, second Monday in October, Veterans Day, Nov. 11, Thanksgiving, fourth Thursday and Friday in November, Christmas Eve and Christmas Day, Dec. 24 - 25, New Years Eve Day. You will need to find alternate care for your child.

Parents are expected to pay for care on those Holidays.

- The provider will take 2 weeks vacation during the calendar year and will give parents 4 week's notice of such upcoming vacations. Parents are expected to pay for care on those vacation days.
- If a parent plans on taking a vacation and the child will not be in care, the provider must be given 2 weeks notice. Parents are expected to pay during their scheduled vacations.
- When the provider is ill and unable to provide care, she will make every effort to provide as much notice as possible. Parents are expected to pay on provider sick days.
- When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. Parents are expected to pay on child sick days.
- If a child does not arrive for the day and no notice has been given to the provider, parents will pay. If no notice is given to the provider for 3 days DHS will be notified.

Additional charges:

- The provider will charge additional fees as follows: (i.e. for supplies, special trips, damaged property, etc).

Termination Procedures:

- This contract may be terminated by the parent(s) or the provider. A two- week notice prior to the last date of care is required.
- The provider may immediately terminate this contract without any notice if payment is not made on time.

Other:

- If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.
- The contract can be revised at any time by the provider if necessary.

Signatures:

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

_____	Parent's name/signature/date
_____	Parent's name/signature/date
_____	Provider's Name/signature/date

If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.