The Busy Bee’s Handbook of Policies and Procedures explains all of the policies in place at the childcare home. This Agreement is reviewed annually at which time a new updated Handbook will be given to Parents. If changes are made to the Handbook throughout the year, Parents will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Referred By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (herein called Parent(s))
and Brandy Mausbach, owner of Busy Bee’s Daycare (herein called Provider).

Child care services will be provided by the Provider for the following children:

Child's Full Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M \_\_\_\_ F \_\_\_\_
Child's Full Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M \_\_\_\_ F \_\_\_\_

**Contracted Days/Times:** 3 days is considered part-time; 5 days is considered full-time

Monday: \_\_\_\_\_\_ am to \_\_\_\_\_\_ pm Tuesday: \_\_\_\_\_\_ am to \_\_\_\_\_\_\_ pm Wednesday: \_\_\_\_\_\_\_ am to \_\_\_\_\_\_\_\_ pm

Thursday: \_\_\_\_\_\_ am to \_\_\_\_\_\_ pm Friday: \_\_\_\_\_\_\_ am to \_\_\_\_\_ pm

Drop-In Days Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note any exceptions to the above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES (due regardless of attendance): Weekly Child Care Fee: \_\_\_\_\_\_\_\_\_\_ Drop-In Only Fee: \_\_\_\_\_\_\_\_\_**

Fees to Be Paid: \_\_\_\_Weekly\* \_\_\_\_Bi-Weekly \_\_\_\_Monthly\*\*
\* Due the end of care each week regardless of attendance or child care closing.

**ADDITIONAL FEES:** Parents are expected to pay any of the following Additional Fees within 24 hours.Late Payments: Parents will pay $5 per child per calendar day (including weekends) that payments are received late beginning the following morning after the fee due date.
Bounced Checks: Parents will be billed a $35 penalty fee plus any other fees Provider incurs as a result.
Authorized/Overtime Early Drop-Off/Late Pick-Up: I require a 24 hour notice if going to be coming early or staying later than what you are contracted for.

**TRIAL PERIOD:** There will be a two-week (14 calendar days) Trial Period beginning on the child's first actual day of care. During this time either the Parent or the Provider may terminate this agreement without further obligation. No pre-paid childcare fees will be refunded if this agreement is terminated during the Trial Period.

**RESERVATIONS:** Upon enrollment, Provider will require payment to hold spot until child starts. Provider will hold the space for 1/2 of Parent's weekly child care fee until child(ren) start. Child care fees made during this holding period are non-refundable and will not be credited towards care once care begins.

**DROP-IN ONLY ENROLLMENTS:** Drop in rate is $35 a day. Parents acknowledge that Drop-In only care days are made on an as needed and space available basis. Parents agree to pay for drop-in care at the time of approved request. Parents agree that if they withdraw their request for care within 48-hours of the requested time, Provider will not refund payment. Parents acknowledge that if they do not use child care services for a period of 3 months or longer Provider has the right to cancel this agreement.

**Child Care Closings:**
Paid Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Preschool Graduation Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day & the Day After, Christmas Eve, Christmas Day.
Paid Personal/Sick Days: Six (6) days per year taken as needed. Provider will give Parents a minimum of two-week's notice of paid personal days except in the case of Illness or Emergency. Paid Vacation Days: 1 week of paid vacation. Payment for this will be due before the 1 week is taken in full. Provider will give parents at least a month’s notice of paid vacation.
Unpaid Vacation Days: Seven (7) days per year, no payment is required. Provider will give Parents a minimum of two-week's notice of any unpaid vacation days.

**TERMINATION:** Parents and Provider agree to give two-week's written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. Two-week's child care fees are due in one lump sum immediately upon the written termination notice. If notice is not given, the child is not in attendance, and/or the child care is closed, the final three week's fees are still due with no credit for unpaid closings.

Provider reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises, serious illness of Provider or Provider's family member, continual disciplinary problems, false information given by parent.

**ACKNOWLEDGMENTS:**\*\* Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, the Provider will purchase them, and Parent will reimburse Provider for the full cost plus the Provider's time in acquiring those supplies.

\*\*Provider will supply, breakfast, lunch, snack, preschool, activity fees, napping beds, and TLC etc.

**\*\*** Parent agrees to comply with, respect, and take seriously all policies in the Busy Bee’s Daycare Handbook of Policies and Procedures and Financial Contract.
\*\* Parent agrees to pay all fees associated with any collection of unpaid debt.

\*\* Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect.

\*\* Provider will give Parent a minimum two-week's notice of any fee or policy change.

This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement, unless it is in writing and signed by both parties.

**By signing this agreement, I agree to comply with all the terms covered in this Contract & Financial Agreement.**
**I understand this is a legally binding contract between all parties signed below.**

Parent/Guardian Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_