



## Guidance for Creating Contracts

*Prepared by the Early Childhood Consultant Team at Child Care Aware® of North Dakota*

The purpose of this agreement is to make both parties aware they are entering into a serious agreement, remind both parties of their obligations and spell out the consequences if the terms are broken. This agreement should be reviewed yearly; however, it is advised that you do NOT put an end date on the contract. Parents/guardians will be given a notice of (length of time) any proposed changes. Not every family and provider is a good match. The relationship should begin with a trial period at which time both parties evaluate if this is a good match.

### Provider and parent/guardian contact information

List provider and parent/guardian contact information so they can be reached in case of an emergency. List an available phone number at their place of employment along with a cell phone number should that person be away from their work location.

### Child(ren)

List the children in care and birth dates.

### Hours of Operation

State when the first date of care will be and what hours each child is contracted for care.

### Terms of Payment

Determine hours you will care for children and list it specifically for each parent/guardian's contract. Include information that let's them know your rates, if you provide family discounts, or if you have a yearly scheduled rate increase. Let them know if you require advance payment such as for the week ahead of care provided.

### Holidays, Absences and Vacations

Provide information on the holidays your program will be closed and whether or not families will be charged for those days. Create a policy on sick and personal days that includes how many each family will be allowed and if there will be a charge for them. Describe your policy if either the provider or a client is absent on maternity leave. Let them know how many days the provider and families be allowed for vacation per year and if there will be a charge for those days. Describe how any charges to hold a slot for a new family or a new baby that plans to attend your program.

### Other Fees

Share information on any additional fees in your program such as a registration fee, field trip fee, or fees for food if you are not on a food program.

### Advance Payment for Last Two Weeks of Care

Programs may wish to charge up front for the last two weeks of care. This ensures a family will provide the program with a two weeks notice before leaving. Describe such a policy if you choose to include it.

### Termination after the Trial Period

Either the provider or the parent/guardian may terminate the contract with a two week written notice to end the contract.

### Signatures

Both parties must sign and date the contract. The provider should keep the original and the parent/guardian shall receive a copy.