

Child Care Agreement

I, _____, the legal guardian of _____ agree to the following:

(Initial all that apply)

_____ Pay fee per day/per week of _____.

_____ Day payment to be made is _____.

_____ Volunteer to work _____ hours a week with the program.

_____ Follow the procedures in the program handbook.

_____ Obtain a Special Care Plan, if applicable.

_____ Services to be provided as part of the child care fee (transportation, meals, etc.)

are: _____

_____ Child's arrival time _____ Child's departure time _____.

_____ Pay a late fee of, when applicable \$ _____.

_____ Obtain and provide records of health assessments/immunizations for my child according to the schedule recommended by the American Academy of Pediatrics.

_____ Cooperate with _____ in the follow-up of any medical, dental, and/or developmental needs of my child.

_____ Notify the staff when my child is ill or any family member has a reportable contagious disease.

_____ Complete a medication consent form when requesting medication administration by child care staff.

_____ 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 every 6 months at a minimum and when changes occur.

_____ 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 an authorized person.

The following are the designated individuals who are authorized to pick up my child:

1. Name: _____ Relationship: _____

Address: _____

Work/home phone number: _____ Cell phone: _____

2. Name: _____ Relationship: _____

Address: _____

Home/ Work phone number: _____ Cell phone: _____

Legal Guardian

Signature: _____ Date: _____

Staff Signature _____ Date: _____

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

Adaptation of form -American Academy of Pediatrics (2002) Model Child Care Health Policies, 4th Ed.