



# KCCTO-KITS

## Parent-Provider Contract Outline

As a new child care provider, we encourage you to develop information, materials, and policies for your program. This information could include topics such as: developing your philosophy, setting up the routines and schedules for your day, and choosing the type of license you will hold to provide child care.

In addition, we recommend that you create a contract between yourself/program and the parents/caregivers of the children enrolled in your care. The purpose of this contract is to establish a clear understanding by both parties of the guidelines and expectations regarding attendance, payments, and other policies of your program.

If you also have a Parent Handbook you should reference its existence in your contract. By referencing the handbook, you are able to keep your contract simple and straight forward while defining, in greater depth, your expectations of a family enrolled in your program. If you choose to enter into an agreement with The Department for Children and Families (DCF), additional requirements may need to be added to your contract. DCF provides assistance with the cost of child care for families that qualify. For additional information go to: [http://www.dcf.ks.gov/services/ees/pages/child\\_care/childcaresubsidy.aspx](http://www.dcf.ks.gov/services/ees/pages/child_care/childcaresubsidy.aspx)

If you have a contract with clear guidelines and expectations, conflict and confusion between you and your families should be reduced or limited.

Items to include in your contract:

### **Names of all parties entering into the contract, to include, but not limited to:**

- Your name/business name, contact information including address
- Name(s) of the parent/caregiver/legal guardian responsible payment of care
- Name(s) and birthdays of the children enrolling into your care

### **Terms of service to include:**

- Your hours and days of operation
- The rate you will charge for care

### **Payment for services:**

- Will payment be due in advance of care?
- Will you charge by the day, half day, or hourly?
- Will you charge different rates based on the age of the child?
- Will you offer discounts to families with multiple children enrolled?
- Will you offer any other discounts (military, student, etc.)?
- Will you charge a whole day rate for a child that attends another program, such as preschool, while enrolled in your program?



- Will you charge for days the children are absent from care for illness?
- What holidays will you be closed?
- Will you require payment on holidays that you are not open?
- Will you take paid vacation days?
- Will you charge for extended leaves Example: over the summer while a Teacher is off, or while a family is on maternity leave, vacation?
- Will you charge a late fee if a child is picked up late?
- Will you charge a late fee if the parent/caregiver is late paying for care?
- What will you do if a parent's method of payment is declined?

### **When a family chooses to leave your care:**

- Define the amount of notice you require when a family is leaving care.
- Will payment for the last two weeks of care be due in advance?
- Will you require notice in writing with dates?
- Will you require payment if the child does not attend the days within the notice given?
- For what reasons would you choose to give notice that you will no longer be providing care?
- How much notice will you give families if you are terminating care?
- What would be a reason for you to terminate care, example: nonpayment?

### **Signatures:**

- All parties listed on the contract, over the age of 18, must sign and date the contract to guarantee its legality.

“Your contract is a legal document that spells out the hours and days you will provide are in exchange for money paid by the parent. Your policies contain all the rules for how your program will operate (sick policy, meal policy, activities, behavior guidance, etc.). We recommend that your contract and policies be two separate documents. Any change to a written contract must be in writing and signed by both parties. You can make any change in your policies at will.” <http://tomcopelandblog.com/>

If you need assistance in writing your contract, please give us a call:  
KCCTO: 800-227-3578 or email [kccto.inc@gmail.com](mailto:kccto.inc@gmail.com)