

Start date: \_\_\_\_\_\_

4 digit code for the door: \_\_\_\_\_\_\_

Classroom \_\_\_\_\_\_

**HICKORY CHILD DEVELOPMENT CENTER CONTRACT**

Agreement is entered into this day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) between

**The Daycare Provider,**

Hickory Child Development Center, 2430 Conowingo Rd., Bel Air, MD 21015

**And the Family**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHILD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BD:\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd CHILD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BD:\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Agreements**

Circle days your child will attend: Monday Tuesday Wednesday Thursday Friday

**Fee Structure:** For the above listed schedule of care we agree to pay $\_\_\_\_\_\_\_\_\_\_\_\_\_ per week. We understand that this is a guaranteed rate and includes full pay for holidays and inclement weather days with no credit for absences.

1. Payment is made to secure and maintain the position on the daycare provider’s roster.
2. Child care fees are based on a five-day week—including absences.
3. Payment shall be made on the first day of care each week.
4. A charge of $15 will be assessed on all balances late after 5 days.
5. Children must be picked up by 12:00 (Pre-k 2’s,3’s, 4’s & 5’s). Daycare children need to be picked up by 6 pm. The late pick-up charge is $1.00 per minute late.
6. Two week’s advance written notice is required if the child is to be permanently withdrawn from daycare. Two week’s pay will be accepted in lieu of the two-week notice.
7. The first 6 weeks of care are a probationary period for provider, parent, and child. This agreement may be terminated at any time during that period.
8. Tuition is due even if your child is absent that day.
9. If your child is not starting right away you will be required to pay one month’s tuition as a nonrefundable security deposit. This will be due 30 days prior to start date. This payment will be made in addition to the registration fee. Once your child has been at the center for one month your security deposit will be credited to your account.

**Holidays and Time OFF:** The following days are the paid holiday schedule for the daycare provider:

 Good Friday Labor Day

 Memorial Day Thanksgiving Weekend (Thursday/Friday)

 Independence Day Christmas Eve *through* New Year’s Day (clients will not be billed for one full week.)

**Sick care:** Should your child become ill during the day, you will be called. You are expected to pick your child up immediately. The provider is equipped and staffed to care for well children only.

**IEP / IFSP Request:** If your child has an IEP or IFSP, please share this documentation with us so that we can implement its requirements in care of your child at HCDC. Referrals to community resources are available upon request.

**Screen Time Policy:**  HCDC only participates in screen time activities on special occasions. Time will not go over one hour in length.

**Discipline Policy:** HCDC views discipline as an opportunity to develop self-control in the child. The teacher will be sensitive to the individual nature and needs of the child, and will respond with respect and a desire to nurture self-esteem. When negative behavior must be acknowledged, the teacher will first gently redirect the child to appropriate behavior or activity. These steps will be followed if misbehavior continues: 1. A verbal reminder is given. 2. A “time out” is given—one minute per yearly age. 3. If the child does not respond to these measures, the director discusses the problem with the child. 4. If necessary, the child’s parent is notified.

 **Contract Changes and Renewal:** the provider will give two weeks’ notice prior to any significant changes in this contract. Keep a copy of the contract so that you may refer to it at any time.

I have read and received a copy of this contract. By signing this agreement, I agree to comply with all the terms herein.

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

Daycare Provider Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_