



# Kare'n' 4 Kids

## Drop-In (Hourly) Child Care Contract

### The Names of the Parties to the Contract

This contract is between \_\_\_\_\_ and \_\_\_\_\_, hereinafter "client," and

Karen P. Johnson of Kare'n' 4 Kids, hereinafter "provider," for child care services provided for the child(ren) listed below.

### Child Care Provider

Name of provider: Karen P. Johnson of Kare'n' 4 Kids

Address: 7401 East 250<sup>th</sup> Street Elko, MN 55020

Home Phone: 952-461-7401

Cell Phone: 612-812-7482

E-mail: Karen@Karen4Kids.com

### Client

Name of first parent/guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Pager: \_\_\_\_\_

Employer's name/address: \_\_\_\_\_

Name of second parent/guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Pager: \_\_\_\_\_

Employer's name/address: \_\_\_\_\_

## Child(ren) Covered by This Contract

1. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_
2. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_
3. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_
4. Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

## Hours of Operation

### 1. First Day of Care

- The first day of care will be \_\_\_\_\_.

### 2. Other Business Hours

- The provider's child care is open from 5:00pm - 5:00 am Monday through Friday and 24 hours on weekends.
- Beginning January 15, 2007, the provider's child care will be open 24 hours a day 7 days a week.

## Terms of Payment

### A. Drop-in (Hourly) Child Care

Definition - Child care needed on a regular or irregular basis and is on a first come, first serve basis with minimal advanced notice. The provider can not guarantee there will be an opening for your child(ren) so it will be to the client's advantage to call as far in advance as possible to reserve space for your child.

It is very important the client adheres to their reserved time slot to allow the provider to schedule other children that need care.

Kare'n' 4 Kids reserves the right to close when no child care reservations have been made.

### 1. Rate

- One child: \$4 per hour or any part thereof
- Additional Children: \$3 per hour or any part thereof for each additional child per family

## **2. Rate Increases**

- The provider reserves the right to increase the drop-in (hourly) child care rate.
- The provider will notify the client in writing when rates are increased.

## **3. Cancellation Fee**

- A cancellation fee of \$5 per family will be charged if a confirmed child care reservation is cancelled for any reason.

## **4. Payment Schedule**

- Child care fees are due at pickup each day.
- Payments may be made in the form of cash, personal check or credit card through PayPal. Payments made through PayPal must be sent to [kpjohn0320@integraonline.com](mailto:kpjohn0320@integraonline.com).
- Daily receipts will be furnished upon request. Year-end payment summaries will also be provided for tax purposes.

## **5. Late Payment Fees**

- If the child care fee is not paid when due, a late payment fee of \$10 per day will be added to the past due amount until it is paid.
- The fee for an insufficient funds check will be \$25.00, plus the amount of any bank charges to the provider's account as well as a late fee of \$10 per day. If a check is returned, all future payments must be made by cash, or PayPal.

## **B. Registration Fees**

- The client will pay a registration fee of \$15 per family upon signing the contract.

## **C. Charges for Damage by the Child**

- If the client's child intentionally or deliberately damages or misuses an item, the client will be responsible for the cost of the damage as determined by the provider.

## **D. Holidays, Vacations, and Absences**

### **1. Holidays**

- Kare'n' 4 Kids will be closed each year on the holidays listed below:
  - New Year's Day (January 1)
  - Presidents' Day (third Monday in February)

- Memorial Day (last Monday in May)
  - Independence Day (July 4)
  - Labor Day (first Monday in September)
  - Columbus Day (second Monday in October)
  - Thanksgiving Day (fourth Thursday in November)
  - the day after Thanksgiving
  - Christmas Eve Day (December 24)
  - Christmas Day (December 25)
- If a holiday falls on a Saturday, the child care program will be closed the day before (Friday).
  - If a holiday falls on a Sunday, the child care program will be closed the next day (Monday).

## **Termination Procedure**

### **Deposit**

A refundable deposit in the amount of \$25 is due prior to care. This deposit will be refunded two weeks following a written notice to cancel this agreement providing there is no outstanding balance with Kare'n' 4 Kids.

### **Termination of this Contract**

- The client must give a two-week written notice to end this contract.
- There are some situations where it is not possible for the provider to meet the needs of a specific child or family. In this case the provider will give a two-week notice that alternate child care arrangements will need to be made. The provider will always give the client a two-week notice of intent to terminate the child care contract unless there are circumstances that include but not limited to destructive, uncontrollable or violent behaviors, habitual tardiness in pick up of child(ren), lateness of payment or non-payment. These situations will be grounds for immediate termination and forfeiture of the deposit.
- If it becomes necessary for me to resort to legal action to collect fees, the client will be responsible for all legal fees incurred by the provider.

**The Signatures of the Parties to the Contract**

- By signing this contract, clients indicate that they have read the provider's policies in the Child Care Handbook and agree to follow them. They further agree to follow any changes or additions that the provider makes to her policies in the future.
- The person signing this contract is responsible for paying all fees due under this contract, even if the parents are divorced and have joint custody of the child.

A failure to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms of this contract.

\_\_\_\_\_

Parent or legal guardian's signature

\_\_\_\_\_

Date of signature

\_\_\_\_\_

Parent or legal guardian's signature

\_\_\_\_\_

Date of signature

\_\_\_\_\_

Provider's signature

\_\_\_\_\_

Date of signature