

**Building Blocks Daycare**  
**307 Mary Drive**  
**New Albany, IN 47150**  
**(812) 945-3560**

*“Quality Childcare isn’t expensive, it’s Priceless!”*

**Provider-Parent/Guardian Child Care Contract**

**The following contract is made between:**

\_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_  
Mother/Legal Guardian      Father/Legal Guardian      Building Blocks Day Care

For the care of: \_\_\_\_\_ : \_\_\_\_\_  
Child's Name & Birth date      Child's Name & Birth date

I/We agree to pay the amount of \_\_\_\_\_ per week for \_\_\_\_\_ and  
Child #1  
\_\_\_\_\_ per week for \_\_\_\_\_  
Child #2

Care shall be normally provided from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on these days (Circle all that apply)

Monday      Tuesday      Wednesday      Thursday      Friday

I/We understand that daycare fees are due each Friday upon arrival at day care, for the coming week. I/We agree to pay these fees on time each week. I/We also understand that failure to pay on Friday morning will result in a \$20 late fee, and that my/our child may not attend until the account is brought current. I/We understand and agree that all payments may be paid by check unless one is returned, then payments will be cash only. I/we understand that the fee for a returned check is \$30. I/We further understand and agree to the following policy concerning picking up children while under the influence of alcohol or drugs: In the event a parent, guardian, or other approved person chooses to take a child from our daycare while clearly under the influence of alcohol or drugs, the authorities will be called, and daycare will be immediately terminated.

**Overtime Rates:**

For the purpose of this agreement, overtime will be charged for pick up after 5:31 p.m, according to daycare room clock.

Overtime will be charged from five minutes past contracted pick up time & will be charged at the rate of \$25.00 per hour or any portion thereof. All late fees are due on the day the tardiness occurs, and child may not attend daycare until the late fee is paid.

I/We agree to phone the daycare immediately should we realize late pick up is imminent.

I/We understand that once three (3) late pickups have been occurred in a one-year period, this contract may be terminated immediately.

**Rates Regarding Holidays, Vacations & Other Absences:**

I/We understand payment is due each Friday upon arrival at daycare regardless of attendance.

All major holidays, New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving & the Day After, Christmas Eve & Christmas Day are **paid** holidays for the care giver. Daycare will be closed on these days. In the event a paid holiday falls on Saturday or Sunday, Provider may take off the day before or after the holiday, depending if the holiday falls on Saturday or Sunday.

Should provider need to close for personal reasons or illness, I/we understand there will be no day care fee due for that time period. I/We further understand that the provider will give at least 3 months notice of provider’s vacation time, and as much notice as possible will be given before personal time is taken.

I/We understand that should the need for an extended absence occur, I/we may hold a day care spot by paying for 3 days per week during absence. Should I/we choose not to exercise this option, I/we understand a day care spot may not be available should I/we wish to return.

**Health & Medical Policies:**

I/We agree not to bring child(ren) to day care when they are ill, in accordance with state regulations.

I/We agree to supply, within 30 days of beginning day care, immunization records and a statement of health from child(ren)'s doctor. I/we further agree to update said records as needed.

I/We understand that a consent form must be signed before child may be given any prescription medication and that the medication must be brought to day care in the original container with dosage information on the label. I/We further understand that signing the consent form is the responsibility of the parent, and if form is not signed, medication WILL NOT be given.

**Withdrawal Policy:**

I/We understand that parent(s) shall give two week's notice before withdrawing child from day care. In lieu of two week's notice, two week's tuition shall be paid upon withdrawal. Should two weeks tuition not be paid, this account will be turned over for collections. In the event a deposit has been paid, that deposit may be used towards final daycare payments.

Daycare agrees to give two week's notice to parents if there is a need to terminate childcare, UNLESS there has been a violation of the late pickup clause 3 times in one calendar year, daycare payments are habitually tardy, alcohol or drug use and/or domestic problems threaten the safety of the daycare. In any of these instances, childcare may be terminated immediately.

**Miscellaneous:**

I/We give permission for \_\_\_\_\_ to travel by car with Nancy Clark in the event of an emergency while at day care \_\_\_\_\_.  
(Parent signature)

I/We understand that the method of discipline at Building Blocks Day Care will be a combination of behavior management and "time-out." I/We further agree to this method of discipline for my/our child(ren) \_\_\_\_\_.  
(Parent signature)

I/We understand that parents are welcome to come to day care any time their child is in the day care home, without prior notice of visitation.

I/We agree to phone day care at least one hour prior to normal arrival time if child will be absent and as soon it becomes apparent we will be arriving later than usual.

I/We agree to keep a supply of clothing, diapers, and any other essential items on hand for child(ren).

I/We agree to supply an initial registration form to day care for my/our child(ren). This form will be updated as needed and at least annually with current work and home phone numbers, as well as any other pertinent information. I understand that daycare must have a number to reach an emergency contact or myself AT ALL TIMES!

I/We understand that there is to be NO GUM brought to day care at any time, and no food, treats or drinks may be brought to daycare unless enough is brought for all of the children at daycare.

**Signatures:**

By signing this contract, parent(s), guardian(s) agree to abide by the written policies of Building Blocks Daycare. Building Blocks Daycare may amend these policies by giving the parent(s), guardian(s) a copy of the revised policies at least three weeks prior to taking effect.

Mother Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Father Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Co-signer's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

If parent or legal guardian is under age 18, a co-signer must sign this agreement and act as a grantor to the contract & agree to be bound by all financial terms.