

**SugarBear Day Care
Provider-Parent Agreement**

I agree to enroll my child _____ in SugarBear Day Care, beginning on _____ . I have received and read the attached Parent Handbook and agree to comply with all rules and responsibilities stated in them.

1. Care will begin @ _____ O'clock and end @ _____ O'clock on the following days of the week: Mon., Tues., Wed., Thurs., Fri. (circle all that apply).
2. Care will include the following meals: Breakfast, Lunch, Snack, Dinner (circle all that apply)
3. The charge for care for the child will be \$ _____ per week due no later than Friday morning for the upcoming week. Late fee charges are \$1per minute. These charges will apply if the child is dropped off or picked up beyond the contracted time.
4. Payment to the SugarBear Day Care will be made in the following manner: Cash _____ Money Order _____ Cashiers Check _____ Subsidy _____ on Friday morning at drop off time. Payment will be (ie one month @ a time, every other Friday, every Friday, etc.) _____. Charges are based on the time you have contracted to leave your child in care. For example, if you have arranged to drop off your child at 8:30 a.m., you will be charged from that time even if you drop off at a later time. In other words payment is based on the hours you agree to use, not on actual hours of attendance. Further, Payment is due if you have agreed to use certain blocks of time whether or not the child actually attends during those hours. No child shall be in care for longer than 10 hours a day.
5. I give permission to SugarBear Day Care to take pictures or videotape my child(ren).
6. Two weeks written notice will be given to SugarBear Day Care if services will no longer be needed. I will still be charged for care during the period of notice regardless of whether or not my child(ren) is/are in attendance. If no notice is given I will still be charged for the two weeks.
7. I give permission to SugarBear Day Care to transport my child in an insured vehicle for any reason and to walk with SugarBear Day Care to participate in activities away from the childcare home.
8. I will be charged a late fee of \$25 if payment is not made on time, meaning Friday morning at drop off, and a \$15 charge per day (including holidays and weekends) that payment is not made. This charge will be in effect until all monies plus late charges are paid in full. If payment is not made within 3 business days the child may be dropped from the program and the slot may be filled. If the 2nd time payment is late, there is a \$50 late fee and a \$15 charge per day (including holidays and weekends) that payment is not made. This charge will be in effect until all monies plus late charges are paid in full. Should there be a 3rd time payment is late, all future payment will be one month in advance. If payment is not made within 3 business days the child may be dropped from the program and the slot may be filled. If the child's slot is not filled and you wish to continue all fee pay increases will apply plus a \$50 deposit. In the case of two late payments all future payments will be made one month in advance.
9. Children may be taken from the SugarBear Day Care only by the persons listed on the emergency card or under conditions on that form.

Parent's Signature

Provider's Signature

Date signed _____

Date signed _____