Creating Family Contracts

Below are some elements you will want to be sure to include in your contract:

**Parties included in the child care contract:** Who is the contract between—parent or parents or legal guardians and provider.

**What does the child care contract cover:** Care for whom? Child or children.

**Hours of care:** Usual hours and any additional or different hours for this parent.

**Payment for care:** How much, when, and how. What are the consequences of late payments?

**Any additional fees** (if applicable or allowable): Late fees, early-drop-off fees, supplies or materials, insurance, field trips, classes, etc.

**Holidays:** Parents should understand and agree to your holiday policies and any payment expected for holidays.

**Vacations:** Parents should understand and agree to your vacation policy and any payment expected for vacation time.

**Absences:** Parents should understand and agree to your absence policies and any payments expected for absences.

**Additional requirements:** Do you expect parents to provide diapers and wipes, blanket, change of clothes, tissues. All this should be defined within the contract.

**Illness policies:** Parents should understand and agree to your illness and health policies and procedures.

**Termination of the child care contract:** What are causes for termination? What procedures are to be followed, and notices given for termination? What, if any, payment do you expect if notice is not given?

*You should have your licensing specialist or family child care administrator review your contract before you start your business or if you make changes to your contract or services.*