**Robin Bradley**

1416 Kavanagh Dr.

East Palo Alto

I am happy to have your child in my childcare facility. I feel this agreement will aid in the clarification of the provider and the parents responsibilities. Please ask questions as they arise and remember that we will try to be flexible in working for the best interests of your children.

1. The provider agrees to provide childcare for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The fee for care for your child during the hours of \_\_\_\_ to \_\_\_\_is $ \_\_\_\_\_. Fees are to be paid in ***advance***. Payments are to be made on **Friday** or **Monday morning** of every week otherwise there will be a late fee of $20.00 added to your payment.
3. The provider will notify the parent of any changes in childcare fee two weeks before the fee goes into affect.
4. The parent agrees to give one week notice of termination or agrees to pay two weeks severance pay.
5. The provider will offer a nutritious lunch, morning and evening snack.
6. The provider must be notified in advance if a parent will be early or late in dropping off your child. Regular delays or earliness. Will result in termination without notice and or fines
7. The child must be clean and fully dressed upon arrival.
8. If the provider is unable to care for the child due to an emergency or illness of the provider, a charge will still be made. This charge is applicable up to one month. It is suggested that the parent arrange alternate daycare
9. The provider will be notified of the reason for a child’s absences from care before the agreed upon hours are to commence. The charge will not be reduced for absence.

10. A charge will be made for the following honored holidays (***no care attendance)*** Christmas, January, 1st, Memorial Day, July, 4th, Labor Day, Thanksgiving.

12. The parent will receive a reduced fee of ½ pay, providing that the provider gives two months notice.

13. For your child’s sake as well as the other children, all immunizations proper to the child’s age must be given. A child showing signs of illness must be given alternate care by the parent.

14. The first two weeks of care will be considered an adjustment period. Should the arrangements prove unsatisfactory, the contract will be terminated.

15. Due to the COVID-19 virus, the following process will be effective immediately. In the event that Robin’s childcare closes because of the COVID-19 or any pandemic you will still be responsible for payment of childcare. If you fail to pay for your child’s enrollment, I cannot guarantee you spot in the facility when Robin’s childcare reopens for business.

Your signature below signifies your understanding of the agreements.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_Provider\_\_\_\_\_\_\_\_\_\_