

Contracts and Policies for Family Child Care Homes

What's the difference between a contract and policies?

A contract is: a signed and dated written agreement between the program and parents or guardian. A contract documents the services you will provide and the payment you will receive from the families for that care. A signed contract can be used in court if needed.

Items to include in a contract:

- Name of the child and his/her parents or guardian
- Signature line for parent/guardian and the provider
- Date of the contract
- *Days and hours of care for that child
- *Fees (how much you charge, late payment fees, bad check fees, etc.)
- *Payment schedule (when payment is due)
- Late rules (parents pick up late, pay late, etc.)
- *Vacations (yours and theirs—is payment still expected? When is your vacation? How much notification must be given?)
- *Termination (when termination may occur and for what reasons by you or by the family? Do you require any notice?, etc.)

Items marked with an asterisk () are required to be included in your contract if you are a 2, 3, 4, or 5 Star family child care home.