

Carrie's Kiddos
12809 Slater Street
Overland Park, KS 66213
913-912-0352

Carrie's Kiddos Contract

"At Carrie's Kiddos, our mission is to provide a loving, supportive, and safe environment for families seeking quality childcare for their children. My goal and responsibility are to meet each child's moral, social, emotional, and physical needs. We are dedicated to fostering each child's individuality through play-based learning, creative exploration, and meaningful connections. Together, we promote curiosity, respect, and lifelong learning in a nurturing, home-like atmosphere."

Objectives:

1. A program that will meet the needs of both the parent and the child.
2. Safe and sanitary conditions.
3. To help the children learn and develop in a happy, loving atmosphere.
4. To help the parent and child feel secure and comfortable with their daycare decision.
5. Good communication between the parent and the provider.

Hours of Operation:

Hours are Monday-Thursday from 7:15 AM to 5:15 PM (Friday 7:15 to 4:00).

Start Date: _____

This contract is made between the parents/guardians,

Name of parent(s) _____

Address of parent(s) _____

and *Carrie's Kiddos Daycare* for the care of the following children:

Child's name and date of birth _____

Child's name and date of birth _____

Child's name and date of birth _____

Child's name and date of birth _____

Rates for full-time care:

Newborn – 5 years old \$250 week / \$50 daily

Arrival time: _____ Mon, Tue, Wed, Thr, Fri

Pick uptime: _____ Mon, Tue, Wed, Thr, Fri

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If a parent is going to be late picking up the child, every effort must be made to contact the provider. A late fee of \$5 per 5 minutes (minimum 5 minutes) will be charged.

Payment is due to the provider before care is provided and must be received no later than 7 pm, Sunday evening. The preferred form of payment is an automatic draft through the Brightwheel application. Personal checks or cash may be accepted if agreed upon at the time of enrollment. If a personal check is returned due to a lack of funds, the parent is responsible for the returned check fee. If a check is returned more than once, only cash or Brightwheel will be accepted. If a Venmo payment is made after 7 pm, there will be a \$5 late fee due immediately. Option available to pay for the week, bi-weekly, or for the month. The provider may immediately terminate this contract without notice if payment is not made on time.

Receipts will be given upon request. A year-end statement will be given to all families each year. Records will be available for up to three years even if the children are no longer enrolled.

Emergencies: Payment/fees will remain the same if the closure is beyond our control. Please refer to the Handbook for an outline of emergency procedures. (Pg 6-7)

Behavior Guidance: Please refer to the Handbook for an outline of the Behavior Guidance Policy, positive interventions, and prohibited practices. (Pg 4 and 8)

Overtime hours are as follows: For this contract, overtime rates apply to the time that care occurs before the scheduled drop-off time or after the scheduled pick-up time.

With advanced notice by the parent and approval by the provider, the provider agrees to provide overtime care at \$16 per hour.

Without advance notice by the parent and approval by the provider, the late fee will apply.

Sick Payment:

If your child is sick, you still pay the full day's rate. If one of my children is sick and you opt not to bring your child, you do not pay. Payment is not expected if I am sick unless one of my two personal days is used. I will notify you of my child's condition, and it will be in your best judgment as to whether you bring your child that day. I will notify you by 6:00 am that morning or by 10:00 pm that evening should an illness arise, so you can make other arrangements. If you have paid for a day when I take a sick day, payment will be deducted from the next week's check.

Vacation Payment:

I will notify you of my vacation at least 2 weeks in advance. I will be taking 2 weeks of paid vacation per year. When parents take a vacation, full payment is expected, whether the child attends or not.

Personal and Sick Days:

I am allowed two paid personal /sick days per calendar year.

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Holiday Payment:

Payment is expected for these holidays. If the holiday falls on the weekend, the following Monday will be taken in its place.

Christmas Eve
Christmas Day
Day After Christmas
New Year's Day
Martin Luther King Jr. Day
Good Friday
4th of July
Memorial Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving

Other Fees: Occasionally, we take field trips, and there may be fees. Parents will be responsible for any fees associated with a field trip.

Termination Procedure: The first 10 days of attendance are considered a probationary period for the provider, the parent, and the child. During this time, either the parent or the provider can terminate the agreement at any time, with no reimbursement for any payment made to the provider. It is the provider's responsibility to notify the parent if the child seems unhappy or if the arrangement is unsatisfactory for any other reason, and it is equally the parent's responsibility to communicate any concerns or issues to the provider. Either party may terminate the contract during this adjustment period, but once this period has passed, a two-week notice is required if the child is to leave daycare. Additionally, the parent is responsible for paying for the two weeks, even if the child leaves early.

The provider also reserves the right to immediately terminate the contract without notice if payment is not made on time.

Important Notice: If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract. The contract can be revised by the provider at any point if necessary. All parents will be notified of any contract changes and provided with a new contract to sign.

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Program Contract Review and Updating Policies

- **Annual Review:** The daycare management and trusted partners will review the program contract annually to ensure that the terms of the agreement between the daycare and parents remain current and aligned with best practices. This review will cover key areas such as payment procedures, tuition fees, and emergency protocols.
- **Regulatory Compliance:** Any changes in local, state, or federal regulations that impact daycare operations (e.g., childcare licensing requirements and labor laws) will be incorporated into the contract to ensure compliance.

Notifying Parents of Changes

Since the program contract outlines the agreement between the daycare and parents, any updates will be communicated clearly and promptly:

- **Written Notification (Letter/Email):** Parents will receive a formal letter or email summarizing key contract changes. This ensures they have the opportunity to review updates before they take effect. The notification will specify the effective date of the revisions.
- **Acknowledgment of Receipt and Agreement:** Parents will be required to sign an acknowledgment form, either digitally or on paper, confirming they have received, reviewed, and agreed to the updated contract terms.
- **Effective Date:** The updated contract will include a clear effective date, allowing parents sufficient time to review and adapt to any changes before implementation.

I/We have read and understand the above information, and by signing below, will abide by this contract and hereby place our child/children listed above in the care of Carrie Gochenour. This contract will be updated and reviewed on an annual basis. When changes are made, you will be contacted in person and via email.

Effective Date	Start Date	Provider Signature	Date
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Parent Signature	Date	Parent Signature	Date
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