



**THOUSAND OF SMILES CHILD CARE**  
**PARENT-CAREGIVER AGREEMENT**

This contract is between parent(s):

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And provider:

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For the care of (children(s)):

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Child care will be provided from \_\_\_\_\_ to \_\_\_\_\_ on the following days each week:

(circle): Monday    Tuesday    Wednesday    Thursday    Friday    Saturday  
Sunday

Parent will pay \$\_\_\_\_\_ per month / week / day (circle) and payment will be due at least \_\_\_\_\_ week in advance.

Parent who fails to drop off or pick up their child on time will pay a \$\_\_\_\_\_ per minute late fee.

Provider will be closed on the holidays listed on Exhibit 1. Parent will / will not (circle) be required to pay for these days.

Parents must pay for child care whether or not the child is brought to care. Exceptions are (parent vacation, sickness, family emergency, etc).

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The contract may be terminated by the parent by giving a two-week written notice. The provider may terminate the contract at will (without notice).

By signing this contract the parent(s) agrees to follow all the provider's written policies. A copy of the policies has been given to the parent.

The location of the child care facility / program is:

54 Hiawatha Rd  
Boston, MA 02126

**Program Hours / Closures**

Facility normal hours of operation are:

Monday – Friday

7:00 am – 4:30 pm

Additional hours may be available upon request



If for any reason the program will be closed, I will notify you by: **Telephone**

Additional schedule information (holidays, training days, vacation, etc.) is as follows:  
Holidays and vacations are listed at the end of the Agreement (Exhibit 1) and will be updated for the following year and distributed to all parents/guardians no later than December 1<sup>st</sup> of each year.

## **FEE SCHEDULE**

Below are my Family Child Care rates, as well as any policies regarding late fees and termination:

### **Full time: from 7 am to 4:30 pm**

Children under the age of 2 years and 9 months: \$350 week.

Children over the age of 2 years and 9 months: \$300 week.

## **SICK CHILD POLICY**

Please advise the child care prior to 7:00 am if a child will not be attending daycare due to illness.

In order to assure a healthy environment as possible for all enrolled children and their parents/guardians, I encourage parents to avoid bringing your child to the Program if:

- Children have been diagnosed with a contagious disease
- Children are too sick to participate in activities
- Children have a temperature of 101 degrees F or over
- Children are vomiting or have diarrhea
- Children have an undetermined rash, or illness

I may require a healthcare provider's note to assess and determine, based on contagious risk, when children can return to child care.

If your child visits the pediatrician on the weekend, please call me to discuss your child's return to Thousands of Smiles before their next day of child care.

If your child becomes ill during child care, I may require immediate pick up of your child.

**THIS POLICY IS STRICTLY ENFORCED.**

## **LATE ARRIVAL/PICKUP POLICY**

Please advise the childcare prior to 7:00 am if your child will be arriving earlier or later than the pre-arranged time.

Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later



than 4:30 p.m. unless prior arrangements have been made.

Please notify the childcare if an unauthorized person will be picking up your child. Written permission must be received before we will release a child to anyone who is not authorized on the registration form.

In the event that a parent cannot be contacted, it is the policy of Thousands of Smiles to call an emergency contact should a child remain in care after 4:30 p.m.

A late fee of \$20 per half hour (or any portion of an hour) per child will apply if a child remains in care after 4:30 p.m. unless prior arrangements have been made. This late fee is due and payable upon pickup.

### DAMAGES

Our home is child-proofed to the best of our ability, however, accidents do happen. Any damage to our home or personal belongings that is willfully caused by your child will be replaced or repaired at the cost of the parents.

Thousands of Smiles will repair or replace broken daycare equipment and toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

### YOUR CHILD'S TOYS

A vast array of toys are provided for your child to play with. Please do not bring any toys from home as this can cause jealousy and fighting among the children. A special pillow, blanket, or stuffed animal may be brought for nap times. These items will be kept in cubbies or diaper bags until nap time.

### POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you, but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. Please do not ask us to offer "treats" to the child from going "potty".

### DEPOSIT/REGISTRATION

A non-refundable deposit fee of \$100.00 (per child) is required upon completion of registration to secure your child's placement in care. This deposit is non-refundable and will be applied to your first week's fee. Spaces will be held unless the deposit fee is paid in full.

Registration is not complete, and care will not commence until all the paper work is done! Prior to the start date of care the following must be received by Thousands of Smiles for each child:

- Registration Form
- Immunization Record
- Parent/Caregiver Agreement



- Non-Refundable Deposit

**DIAPERS/CLOTHES/FORMULA**

Please keep a supply of diapers and two changes of clothing for the current season; this includes a swimsuit for water play in summer and snowsuit/boots/gloves/hat for winter, at child care.

NOTE: if your child is sent home with soiled clothes, please send in a clean set of clothes the next day of care.

All children must be in closed toed SNEAKERS.

**By signing this, you are documenting that we are in agreement about the hours your child will receive care, and the rates you will be paying for that care. You are also stating that you understand my policies regarding late fees, termination, and any other issues documented above.**

Parent Name:			
Home address:			
Phone:		Cell phone:	
E-mail:			

Parent Name:			
Home address:			
Phone:		Cell phone:	
E-mail:			

Provider Name:			
Home address:			
Phone:		Cell phone:	
E-mail:			

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date



### Exhibit 1: Holidays

January 1 <sup>st</sup> , 2019 - Tuesday	New Year's Day
January 21 <sup>st</sup> , 2019 - Monday	Martin Luther King
February 18 <sup>th</sup> , 2019 - Monday	Washington's Birthday
March 15 <sup>th</sup> , 2019 - Friday	Professional Development Day
April 15 <sup>th</sup> , 2019 - Monday	Patriots Day
May 27 <sup>th</sup> , 2019 - Monday	Memorial Day
June 14 <sup>th</sup> , 2019 - Friday	Professional Development Day
July 4 <sup>th</sup> , 2019 - Thursday	Independence Day
August 12 <sup>th</sup> through August 23 <sup>rd</sup> , 2019	Recess - Vacation
September 2 <sup>nd</sup> , 2019 - Monday	Labor Day
October 14 <sup>th</sup> , 2019 - Monday	Indigenous Day
November 11 <sup>th</sup> , 2019 - Monday	Veteran's Day
November 28 <sup>th</sup> and 29 <sup>th</sup> , 2019 Thursday and Friday	Thanksgiving Da
December 25 <sup>th</sup> , 2019	Christmas Day