

Helping Hands Childcare Drop-In Parent & Provider Contract Agreement

THIS AGREEMENT is entered as of _____ day of the month _____ of the year _____, by and between Marina V. Valenzuela, of Helping Hands Childcare (hereinafter referred to as "provider") and _____ (hereinafter referred to as "client"). This is a legal and binding contract. The following contract contains regulations, policies, and procedures governed by Helping Hands Childcare. It is the parent's responsibility to read this contract completely before signing. It is the parents' responsibility to abide by all contractual agreements as stipulated in this contract. By signing each section the client agrees that the client has read and understands each term.

Before child care services can be rendered this contract must be signed and completely filled out as required then returned to the provider along with all forms and supplies required. All forms and supplies must be submitted before the child can attend child care.

Child Care Provider

Marina V. Valenzuela
Helping Hands Childcare LIC#566213287
1225 Nilgai Pl., Ventura, CA 93003
(805) 323-6860
HelpingHands@Daycare.com
myhelpinghandschildcare.webs.com

Client(s)

Name of First Parent/Guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
Employer Name/Address: _____
Work Schedule: _____
E-mail: _____

Name of Second Parent/Guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
Employer Name/Address: _____
Work Schedule: _____
E-mail: _____

Child Covered By This Contract

This agreement contains the terms agreed upon between the provider and the client for the care of the child listed below.

Name of child: _____ Date of Birth: _____

First Day of Enrollment: _____	Last Day of Enrollment: _____
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ITEM ONE: Helping Hands Childcare Policy Handbook

This portion of the contract pertains to the policies set forth in the Helping Hands Policy Handbook, A Parent's Guide to Program Policies governed by Helping Hands Childcare. It is the client's responsibility to read the policy handbook completely before signing. It is the client's responsibility to abide by all of the policies stipulated in the Helping Hands Childcare Policy Handbook in conjunction to this contract.

ITEM ONE AGREEMENT

I, the client, understand the terms and conditions under item one. I have read the terms and agree to these terms.

Sign: _____ Date: _____
Sign: _____ Date: _____

ITEM TWO: Definition, Reservations, Modifications & Cancelations

1. Definition

- a. "Drop-In" childcare is childcare needed on a regular or irregular basis which is charged hourly or daily with minimal advance notice and available on a "first-come-first-serve" basis.
- b. An opening for drop-in childcare is not guaranteed and subject to availability.
- c. It is to the client's advantage to make a drop-in reservation as far in advance as possible to reserve a space for a child.

2. Reservations

- a. All reservations must be made in writing and must be approved by the childcare provider. Email and texts are accepted as a form of written notice of reservation for drop-in childcare.
- b. The reservation request must be paid for in full to be considered finalized. Because drop-in care is available on a "first-come-first-serve" basis, the first client to pay for the reservation will be given priority.
- c. Once a reservation for drop-in childcare has been made the client is required to adhere to the reserved time slot.
- d. The client is responsible for paying the full amount of hours of drop-in care requested even if the client does not leave the child for the entire time, unless the client cancels or modifies the pre-arranged time. Late arrivals do not allow for late pick-ups.
- e. If payment for childcare is not made upon or before arrival, childcare will not be provided.
- f. Payments for drop-in reservations are non-refundable.

3. Modifications

- a. Any changes to a scheduled reservation must be made in writing with a minimum of twenty-four (24) hours' notice from the start-time of the reservation. If less than twenty-four (24) hours' notice is given when modifying a reservation a fee of \$10.00 per child will be added.
- b. Rescheduling a reservation to a different date can only be done once otherwise payment is lost.
- c. Rescheduling the reservation to a later date will not be allowed if it is past the scheduled reservation time and payment will be lost.

- d. Email and texts are accepted as a form of written notice of changes or modifications to a reservation for drop-in childcare.
- e. All changes and modifications to a reservation require approval by the childcare provider and are subject to availability.

4. Cancellations

- a. The client must give a written notice with a minimum of twenty-four (24) hours' notice from the start-time of the reservation to cancel. No refunds will be given for cancellations.
- b. Email and texts are accepted as a form of cancellation of a drop-in reservation.

ITEM TWO AGREEMENT

I, the client, understand the terms and conditions under item TWO. I have read the terms and agree to these terms.

Sign: _____ Date: _____
 Sign: _____ Date: _____

ITEM THREE: Terms of Payment and Fees

1. Fee Agreement:

- a. The drop-in child care rate for the child stated in this contract will be considered as follows:
 - i. Hourly: \$6.00 per hour or part thereof.
 - ii. Full Day: \$45.00 for 10 hours.
- b. Payments are accepted in the form of cash, personal checks, electronic payments, debit and credit cards.

2. Early and Late Arrivals

- a. An added fee of \$6.00 for every 15 minutes, or part thereof, will be added for unapproved arrivals made before the reserved time and for unapproved pick-ups made after the reserved time.
- b. Early arrival fees must be paid the same day drop-off at the beginning of the reservation and late arrival fees must be paid at pick-up at the end of the reservation to avoid late payment charges.
- c. The daycare clock will be used to determine the time.

3. Returned Payments

- a. A fee of \$35.00 will be added for payments that are returned for non-sufficient funds or stopped payments plus the amount of any bank fees charged to the childcare provider and late penalty-payment fee's will apply which will start from the date that the payment was originally owed.
- b. Only one stopped-payment or non-sufficient funds payment will be accepted per household. After one stopped payment or non-sufficient funds payment is received by the childcare provider, all future payments must be made in cash only.

4. Late Penalty Payments

- a. If penalty fees are not paid the same day a fee of \$10.00 per day will be added to the amount owed until paid in full, including weekends.

5. Intentional Damages

- a. If a child intentionally or deliberately damages or misuses an item or property, the client will be held responsible for the cost of replacing the item or repairing the damages as determined by the provider including, but not limited to, taxes, shipping etc. The childcare provider will research this cost and invoice the client with the amount and a date to make the payment by.

6. Rate Increases

- a. The provider reserves the right to increase the rate of drop-in child care at any time but not more than once a year.

7. Home Owners' Association Fees

- a. The childcare provider resides in a community which is under homeowner association regulations. These regulations are covered in part under this contract and in the Helping Hands Childcare Policy Handbook. Failure to comply with these policies can result in fines incurred by the childcare provider. If the client or other person authorized to pick the child up acts in any way that results in a fee fined to the childcare provider, the client will be responsible for the immediate payment of this fee.

ITEM THREE AGREEMENT

I, the client, understand the terms and conditions under item THREE. I have read the terms and agree to these terms.

Sign: _____ Date: _____
 Sign: _____ Date: _____

ITEM FOUR: Safety

1. Parking

- a. Parking along red curbs or no-parking areas, blocking the provider's or neighboring driveways, blocking the street, double parking and blocking fire hydrants is prohibited at all times.
- b. Leaving a vehicle unattended with the engine running when dropping off or picking a child up is prohibited at all times.

2. Adults Authorized to Pick the Child Up

- a. It is the client's responsibility to ensure that the childcare provider has a list of responsible adults who are capable of picking the child up in case of an emergency if the client is unable to so.
- b. If someone other than the client has to pick the child up the client must notify the childcare provider in advance, even if the person is listed as authorized to pick the child up.
- c. Children shall not be released to anyone, including a parent, who seems to be under the influence of drugs or alcohol.

ITEM FOUR AGREEMENT

I, the client, understand the terms and conditions under item FOUR. I have read the terms and agree to these terms.

Sign: _____ Date: _____
 Sign: _____ Date: _____

ITEM FIVE: Illness Policy

1. Helping Hands Childcare is a well-child daycare. Children with contagious illnesses are not allowed at daycare at any time as per licensing regulations. There are no deductions for fees if a child is absent to their reservation due to illnesses. Refer to the policy handbook for a complete list of symptoms for exclusion.
 - a. If a sick child is kept at home while sick the child must then be symptom free for twenty four (24) hours without the aid of medication before returning to daycare.
 - b. If a child is sent home sick from the daycare the child is then required to be symptom free for forty eight (48) hours without the aid of medication before returning to daycare.
 - c. The provider will determine whether a child is well enough to attend daycare.
 - d. The provider does not administer any type of medication at daycare.
 - e. If a child is on any type of fever reducer or pain reliever the child is required to stay home until the child is medication free for twenty-four (24) hours.
2. **Immunizations**
 - a. All children must have their immunizations up to date before entering the daycare. The client is responsible for keeping these immunizations up to date at all times. A copy of the child's yellow immunization card must be made available to the provider each time that the child gets vaccinated.
 - b. Children given immunizations must be excluded from daycare for a full forty-eight (48) hours.

ITEM FIVE AGREEMENT

I, the client, understand the terms and conditions under item FIVE. I have read the terms and agree to these terms.

Sign: _____ Date: _____
Sign: _____ Date: _____

ITEM SIX: Termination Procedure

1. **Client Withdrawal**
 - a. The client has the right to rescind this contract immediately without notice.
2. **Provider Termination**
 - a. The childcare provider has the right to rescind this contract immediately without notice.

ITEM SIX AGREEMENT

I, the client, understand the terms and conditions under item SIX. I have read the terms and agree to these terms.

Sign: _____ Date: _____
Sign: _____ Date: _____

ITEM EIGHT: Agreement of These Terms and Conditions

By signing this contract I, the client, indicate that I have read, understand and agree to follow the provider's contract and policies as stipulated in this contract and Helping Hands Childcare Policy Handbook Parent's Guide and I understand that this is a legal and binding contract between me and Marina Vanessa Valenzuela of Helping Hands Childcare. I understand that the provider reserves the right to make changes to the contract or policy two weeks before they go into effect unless the state's policies change in which case the policy will come into effect immediately. By signing this contract I agree to all fee's and stipulations. I understand that I am signing a legal document. I understand that a waiver of any provision of this agreement does not constitute the waiver of any other provision in this contract or policy handbook.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Marina Vanessa Valenzuela
Provider Print Name

Provider Signature

Date