

Parent-Provider Child Care Agreement

This form is provided by Satellite for use by Satellite providers.

Purpose: The purpose of this agreement is to state the basic rights and responsibilities of the parent/guardian and the child care provider in the on-going care arrangements for the child. This agreement is based on the premise that care of the child is supported by clear understanding and continued communication between the parent/guardian and the child care provider.

This agreement to provide child care in exchange for monetary compensation is between the child care provider identified below and the parent(s)/guardian(s) of:

_____	birthdate: _____.
Child(ren)'s names	
_____	_____
Parent/Guardian/Client*	Provider Name
_____	_____
Parent/Guardian/Client*	Program Name
_____	_____
Home Address	Address
_____	_____
City State Zip	City State Zip
_____	_____
Telephone	Telephone
_____	_____
Email address	Email address

*Henceforth, "parent" will refer to parent, guardian, or responsible client who is at least 18 years old and legally able to enter a contract.

In enrollment practices, the provider does not discriminate against any person, consistent with section 106.52 of the Wisconsin Statutes or any applicable county or municipal ordinance. Currently, section 106.52 prohibits discrimination on the basis of race, sex, color, creed, national origin, disability, ancestry, or sexual orientation.

A. STANDARDS OF CARE

1. The provider agrees to meet the standards of City of Madison Accreditation and to abide by the policies of Satellite.** Parents are encouraged to review the City of Madison Accreditation Standards.
2. Satellite staff may be used for consultation in a confidential manner. Parent authorizes provider to release information to Satellite regarding child and family. _____ (parent signature)
3. If the program is County Certified, the provider agrees to comply with the Certification Rules.
4. If the program is State Licensed, the provider agrees to comply with the Family Child Care Licensing Rules.
 - Parents will receive the pamphlet, "Your Guide to Licensed Child Care."
5. The provider will post certificate(s) of applicable regulation, results of latest monitoring visit & current noncompliance.

**Satellite Family Child Care is a program of Reach Dane. It is funded primarily by the City of Madison Office of Community Services. Satellite provides accreditation and support services to family child care providers, enhancing quality for the families enrolled in their care. Services include: City of Madison Accreditation, consultation, equipment & toy loans, training, and a referral system to help parents find care.

B. TERMS OF AGREEMENT

This agreement shall be in effect for ___ months from date of signing by the parties or until (date) _____. If a new agreement is not signed by the date and the child remains in care, the terms of this agreement shall continue in effect until parent(s) and provider sign a new agreement.

C. HOURS

1. Care will begin on _____(date).
2. The hours of care for the child(ren) covered by this agreement will be from _____ [AM/PM] to _____ [AM/PM] on the following days: _____.
3. Care schedule is subject to change only by mutual agreement of the parent and provider with _____ notice.

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D. FEES (If child care is funded through a public agency, also complete that Agency's Agreement)

4. The fee for care will be \$ _____ per _____.
5. If the parent is receiving subsidy payments from a government agency, the parent is responsible for paying the full amount of the fees under this contract if the government agency does not pay the provider for any reason. The co-pay will be \$ _____ per _____.
6. The parent will pay for child care [weekly / bi-weekly / monthly] in advance.
7. Fees are due on _____ each _____.
8. Occasional additional hours [may / may not] be agreed upon between parent and provider at the rate of \$ _____ per hour.
10. The provider will increase the child care rates with _____ [days' / weeks'] notice.
11. Additional fees charged for:

Cross out items that are Not Applicable

Nonrefundable Hold Slot Fee	\$ _____
Nonrefundable Registration Fee	\$ _____
Nonrefundable Enrollment Fee	\$ _____
Late pick-up fee	\$ _____
Late payment fee	\$ _____
Returned check fee	\$ _____
Other fees (list):	\$ _____
Third Party Payment (subsidy)	\$ _____
CoPay	\$ _____
Parent Share	\$ _____

E. TRIAL PERIOD

1. The first _____ week(s) of care shall be a probationary period. During this probationary period, either party may discontinue care with written notice. Termination of child care during this period will terminate this agreement. Parent(s) shall pay for days that care was provided.

F. TERMINATION OF CARE

1. After the probationary period, both parties must give at least _____ week(s) notice in writing before termination of care. Child care fees must be paid for the _____ week(s) notice period whether or not the child is in care.
2. The parent(s) and provider will make every effort to make the program work for each child, and to communicate and work together if there are concerns. Reasons for termination of care include, but are not limited to:
 - Availability of resources to meet the child's needs and the parent's willingness to access them.
 - Ability of provider/program to meet the child's needs.
 - The impact of the child's needs/behavior on the program.
 - Willingness of the parent(s) to work with the provider.
 - Custody issues.
 - Failure of parent(s) to fulfill their contractual agreement.
 - Late or nonpayment of fees.
 - Repetitive late pick-up.

AGREEMENT BETWEEN THE PARTIES:

- By signing this contract, clients indicate that they have read the provider's policies and agree to follow them. The provider reserves the right to make changes to her policies without notice.
- A failure to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms of this contract.
- In the event parent(s) fail to pay the fees agreed to under this agreement, in addition to the right to termination of the provision of services, the Provider is entitled to recover the unpaid fees, together with its reasonable attorney fees and costs incurred in enforcing this agreement. Disputes will be subject to resolution in the Circuit or Small Claims Court, as applicable.

Parent/Guardian/Client

Date

Parent/Guardian/Client

Date

Provider

Date