

**Provider's Name**  
**Address**  
**Phone Number**

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SAMPLE FAMILY CHILD CARE HOME  
PROGRAM POLICIES

**FEES**

Weekly fees for child care are \$\_\_\_\_\_ payable (in advance, weekly, etc). Arrangements for fees over a 10-hour day will be arranged. Payment is weekly whether your child is present or not. There is a \$\_\_\_\_\_ fee for each non-sufficient funds check. Vacation and holiday schedules will be provided.

Additional fees: \_\_\_\_\_ (could include enrollment fee, craft supplies, costs for field trips, etc.)

**HOURS**

Child care services are provided Monday through Friday. The hours of operation are from \_\_\_\_\_ (Example: 7am to 6pm or 6:30am to 12 midnight). There is a maximum of 10 hours a day. These hours can become flexible only through prior arrangement.

There is a late fee of \$5.00 for every 15 minutes after pick-up time. Late fee is to be paid by the following day. Pre-arranged additional hours are \$\_\_\_\_\_ (\$1.50 to \$3.50) per hour and must be arranged 24 hours prior to change.

**ILLNESS**

If your child is in a contagious stage of an illness, care will be refused. Please do not bring your child if she/he is running a temperature over 101 degrees, vomiting, has diarrhea, or is in obvious pain. If your child becomes ill while in my care, you will be notified, and you will be expected to pick the child up promptly.

**DISCIPLINE**

Discipline is provided according to individual needs. Good behavior is rewarded, and unacceptable behavior will result in positive discipline to help children manage their own behavior.

**PARENT-PROVIDED SUPPLIES**

Parents are expected to provide \_\_\_\_\_ (formula, diapers, change of clothes, bottles or sip cups, wipes, playpen, special needs items, etc). Your child may bring toys, but I am not responsible for loss or damage. If you wish to send a special snack or activity, please send enough for all the children to share.

**MEALS**

Meals provided are \_\_\_\_\_ (breakfast, mid-morning snack, lunch, afternoon snack, supper, evening snack). Menus are posted weekly. \*\*(As a provider on the Child Care Food Program, I comply with USDA standards for nutrition, and all meals follow USDA nutritional guidelines.)

**TERMINATION OF SERVICE**

A 2-week notice of termination of services is required, and I will give you a 2-week notice if I can no longer provide services for your child.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider

\_\_\_\_\_  
Date