**Daycare Contract Form Template Word**

**This Daycare Contract Form is a legally binding agreement between:**

### **Daycare Provider Information**

* **Provider’s Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Daycare Facility Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Daycare License Number (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Child Information**

| **Child’s Full Name** | **Date of Birth** | **Allergies or Medical Conditions** | **Emergency Contact Name & Number** |
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|  |  |  |  |

### **Hours of Operation & Attendance**

* **Days of Service:** **☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday**
* **Drop-off Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Pick-up Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Late Pickup Fees:** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per minute after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Payment Terms**

* **Weekly Rate:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Payment Due:** ☐ Weekly ☐ Bi-Weekly ☐ Monthly
* **Accepted Payment Methods:** ☐ Cash ☐ Check ☐ Bank Transfer

### **Termination & Refund Policy**

* Either party may terminate this contract with a 30-day written notice.
* Security deposits (if applicable) are **☐ Refundable ☐ Non-Refundable.**

### **Signatures**

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Daycare Provider Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_