



Licensed to provide Child Care Services in MA  
NJ Eze (Provider)  
125 Belcher Street  
Holbrook, MA, 02343  
781-267-4442

## CHILD CARE CONTRACT

It is hereby agreed between Provider of Firefly Child Care, hereafter referred to as “provider” and

\_\_\_\_\_, \_\_\_\_\_ (parents’ names) that childcare will be provided at 125 Belcher Street for \_\_\_\_\_ (child’s name).

Your hours of care are \_\_\_\_\_ to \_\_\_\_\_ (these are your contracted hours)

Your child’s appointment date for the physical exam is \_\_\_\_\_. (This must be filled in prior to starting)

Parent(s) initial \_\_\_\_\_

### Deposit:

There is an initial deposit of the equivalent of one week fee due at the time of returning a signed contract. This amount can be applied to the last week's fee as long as two week of notice is received prior to withdrawal or cancellation. A spot is not considered secured until the deposit is received.

### Payment:

Your payment of \_\_\_\_\_ is based on your contracted hours (stated above) and will be paid regardless of attendance.

Additional hours can be negotiated with the provider at a rate of \$5.00 per half hour if requested 24 hours in advance and the provider is able to accommodate your requested hours.

**Payment is due every Friday by noon for the following week.** Payments must be made weekly. There is a charge for the days the Provider takes off due to illness, vacation and holidays (Please see below for a schedule of applicable holidays). There will be a \$30 charge plus any additional bank fees for any check returned due to insufficient fund or any other reason. The provider reserves the right to request payment in cash only if a parent’s check is returned once for insufficient funds.

If payment is not received by Monday (one business day after due date), there will be a charge of \$10.00 per day until fee is paid in full. If payment is not received by Wednesday (three business days after due date), the Provider reserves the right to refuse further care and to dismiss the child for non-fulfillment of financial obligation.

There is no reimbursement for days that a child is absent. Please notify the Childcare no later than 8:00 am if your child will be absent for any particular day.

There will be a \$15 charge per fifteen minutes for every late pickup. This charge is due upon pickup of the child that day.



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Parent's initial \_\_\_\_\_

**Holidays:**

The Childcare is closed for the following holidays:  
New Years Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day (December 25<sup>th</sup>). A full week's payment will be charged during these weeks. Provider will try to remind you of these closures as these days approach.

Parent(s) initial \_\_\_\_\_

**Immunization and Physical Exams:**

All children are required to have a copy of the current physical and immunizations records on file with the childcare by the child's start date. If a copy each of the physical and immunization is not received one month after starting, the child will be dismissed until the documentation is provided.

Parent(s) initial \_\_\_\_\_

**Toys, Food and Money:**

While it is not necessary, children may bring their own toys, food and snack to the Child Care. Children may also bring soft animals and/or blankets for nap time; these will be put away until naptime.

Parent's initial \_\_\_\_\_

**Meals:**

Children will be offered a variety of nutritional meals as much as possible. Please notify the provider if your child is allergic to any food or snack. There will be breakfast, lunch and one snack each day. The schedule for meals and snacks is as follows:

- Breakfast – 9 am
- Lunch – 11:45
- PM Snack - 3:15 pm
- Dinner (infants only) 4:30 pm – 5:30 pm

Parent's initial \_\_\_\_\_

**Naps:**



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Each child will have an afternoon rest period to keep them healthy and invigorated. Nap times will be from the hours of 1:00pm to 3:00pm. Children that do not nap will be provided with toys and naptime activities. Parents are encouraged to refrain from picking up or dropping off their children around nap times as this disrupts the other children. Parents are encouraged to limit phone calls to the provider to nap times except in the case of emergencies.

Parent's initial \_\_\_\_\_

**Clothing:**

Children should wear clothing for comfort and convenience. For the child's safety on the playground, parents are requested not to send clogs, flip flops and any other articles of clothing that may injure the child. Weather appropriate comfortable sneakers, sandals, hats, gloves, mittens and jackets are recommended. Because this is a hand-on Child Care where children learn by participating in activities, their clothes may get dirty. Parents should take this into consideration when dressing the children and provide appropriate play clothes. Parents must bring a change of clothing, marked with the child's name, and left at the childcare. The childcare is not responsible for lost or soiled clothing.

Parent's initial \_\_\_\_\_

**Transportation:**

I understand that the provider may pick up and/or drop off my child. The provider may also drive my child, from time to time, to different places as deemed necessary by the Child Care with the agreement of the parent. A standard Transportation slip will be filled out prior to a scheduled field trips but not pick up and drop off.

Parent's initial \_\_\_\_\_

**Vacations and Personal days:**

Parents are required to give the provider two (2) week notice of any vacation. Payment is required in full before the vacation in order to hold the child's space at the childcare. Provider will give parents two (2) week notice of her vacation. The provider will have 14 paid vacation days and 5 paid sick/personal days each year. If the provider requires more than the 14 days of vacation and 5 sick/personal days in a year, such extra days will be unpaid time off. Your children will be placed in a backup Child Care during the provider's vacation, sick/personal time or unpaid time off if you so desire. Please notify the provider if you do not wish to participate in the backup childcare arrangement.

Parent's initial \_\_\_\_\_



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### **Absences:**

The Child Care must be notified in the case of absences, waiting for children to arrive affects our schedule. Please be courteous and inform us of absences and lateness. There is no reimbursement for the days a child is absent.

Parent's initial \_\_\_\_\_

### **Illness:**

In the interest of your child and other children in the Childcare, please do not send your child to childcare if the child exhibits any of the following symptoms: Fever, vomiting, diarrhea, infectious skin conditions (impetigo, etc.) pediculosis (head lice), childhood diseases (strep throat, bronchitis, chicken pox, etc.) cold with yellow green nasal discharge/or prolonged cough. Your child will be sent home if he or she exhibits any of the following symptoms:

- Fever – And sore throat, rash, vomiting, diarrhea, earache, irritability or confusion. Fever is defined as having a temperature of 100F or higher, taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold.
- Diarrhea – runny, watery or bloody stools
- Vomiting – 2 or more times while in care.
- Body rash with fever
- Sore throat with fever and swollen glands
- Sever coughing—child gets red or blue in the face or makes high-pitched whooping sound after coughing
- Eye discharge—thick mucus or pus draining from the eye, or pink eye
- Yellowish skin or eyes
- Child is irritable, continuously crying, or requires one-on-one care.

**A child has to be fever free for 24 hours before returning to the childcare.**

Parent's initial \_\_\_\_\_

### **Medicines:**

OCCS Regulations: The Childcare cannot administer any type of oral medication (including Tylenol, Advil and so on) without written daily permission from parents. If the oral medication is a prescription, the Childcare must be given the original bottle with the pharmacy label intact.

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**Emergencies:**

Minor injuries at the Child Care will receive first aid from the provider. In the event of a serious injury, the parents will be notified immediately and necessary steps will be taken to obtain medical aid. For emergency purposes **parents must keep all contact numbers current.** The childcare is not responsible for any accidents that may happen to your child or for any medical or legal charges. The provider to the best of her ability cares for your child.

Please initial \_\_\_\_\_

**Emergency pick-up:**

Your child will only be released to either of the parents or legal guardian or someone listed on the emergency form. For your child to be released to anyone else, a parent must send the provider written authorization (e-mail or fax) ahead of the pickup. A photo id will be required for such pickup.

Parent's initial \_\_\_\_\_

**Tax Receipts:**

The previous year's year-end tax receipts will be available for pickup at the Child Care. Receipts not picked up by January 10<sup>th</sup> will be mailed to the address on record. If you have moved please contact the Child Care and provide a forwarding address prior to January 10<sup>th</sup>.

Parent's initial \_\_\_\_\_

**Inclement Weather:**

At the discretion of the provider and for your child's safety, this Child Care will be closed during severe snow days, hurricanes, and all other cases of inclement weather. Pay is due in full during this time.

Parent's initial \_\_\_\_\_

**Termination of contract:**

There is a two (2) week trial period (14 business days, starting your first day of care) during which the provider or parent may discontinue care and terminate the contract without any notice given. After the trial period a two-week notice must be given when vacating the Child Care. If the provider does not receive a two (2) notice prior to the child vacating the child care at termination, the parent will be charged two week's worth of fee in lieu of notice. Payment is due



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in full prior to vacating the Child Care. The provider may withhold initial deposit, take legal action and/or initiate collection proceedings for any delinquent fees. Late fees, collection and legal fees will be added to your account if applicable.

Parent's initial\_\_\_\_\_

The childcare reserves the right to terminate the service if:

1. Physical and Immunization records are not kept current;
2. Tuition is not paid (or parent fee, for subsidized families)
3. Parent is not supportive of the policies and procedures
4. Provider is treated in an abusive or derogatory manner
5. Child fails to adjust to the program
6. Child's behavior is disruptive, unmanageable, or harmful to other children or provider

Parent's initial\_\_\_\_\_

Although most termination cases will be given two week notice, there may be cases of immediate dismissal described in this contract. In the case of immediate dismissal, two week payment is required with no further care provided.

Please initial\_\_\_\_\_

**I have read and understand this contract completely.**

**I do understand the payment procedure completely.**

**I understand that participation in the backup childcare is voluntary.**

**Parent's Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_**

**Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent's Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_**

**Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_**

This contract is subject to change and will be updated yearly or as required.