

10 more MUST HAVES FOR YOUR childcare contract

Here are 10 more great things to consider including in your childcare contract:

1

ENROLLMENT DEPOSIT

One of the best ways to ensure you get adequate notice of withdrawal from your program is to require an enrollment deposit that covers the notice period.

2

PAYMENT PROCEDURE

Having a specific payment procedure that details when, how and where tuition payments are to be submitted is a best procedure. It eliminates the weekly inquiries.

3

TUITION IN ADVANCE

Requiring tuition payments in advance of the coming week is very practical since most people are paid on Friday.

4

IMMUNIZATIONS

Are you required to document immunizations? Can you accept children that are not immunized or if parents are opting out of immunizations? Under what conditions?

5

ADMINISTERING MEDS

Will you administer medication? Under what circumstances? Will you require written instruction and signatures?

6

TIME LIMITS

Having a specific time limit for daily care can be helpful. Requiring that contracted hours be adhered to or placing a 9-Hour limit on care is a good policy to have in place.

7

RELEASE OF A CHILD

What mandates do you need to follow in order to release a child at the end of the day? What about releasing a child to someone other than their parents, what is required? What if someone is impaired?

8

REFUNDS

Under what circumstances are refunds given? How will they be given? Is there a waiting period?

9

DISCOUNTS

Do you offer any discounts like for siblings? Are there discounts given for half-days or vacations?

10

SIGNATURES

Requiring signatures of the parents as well as your own ensure that the contract is legal and binding.