

COURSE

# Crafting Your Childcare Contract

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Our course on creating a custom  
daycare contract

## LESSON 4 - Key Policies



# Creating Your Childcare Contract

## Lesson 4 - Key Policies & Procedures

Which **key policies & procedures** do you want to highlight in your daycare contract? *(circle all that apply)*

Absence Policy

Withdrawal/Notice  
Policy

Other:

Family Vacation Policy

Termination  
Procedure

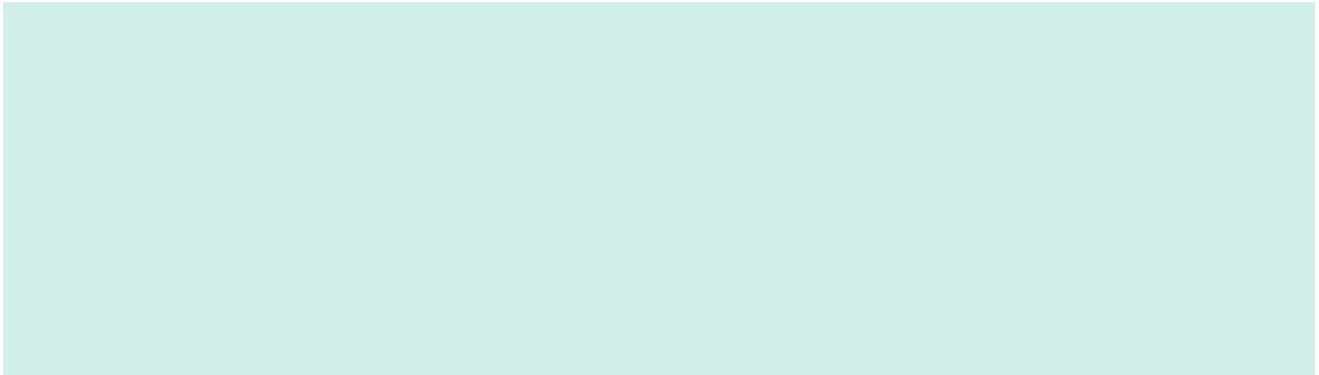
Other:

Child Illness Policy

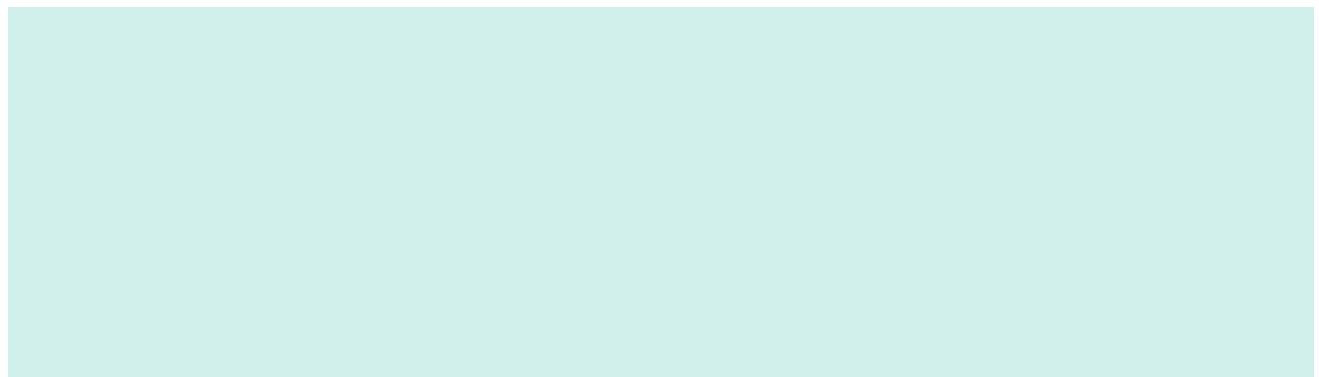
Refund Policy

Other:

What is your **absence policy**? Is tuition expected when a child is absent from your program? Is full, partial, or no payment expected?



What is your **family vacation policy**? Is tuition expected when a child is absent due to a scheduled vacation? Is full, partial, or no payment expected?



# Creating Your Childcare Contract

## Lesson 4 - Key Policies & Procedures

What is your **child illness policy** (*refer to licensing guidelines*)? List symptoms and why a child would be excused from care. Also, state if you perform daily health checks.

What happens if a child becomes ill at daycare vs. at home? What is the process for notification?

Is tuition expected when a child is absent due to illness? Is full, partial. or no payment expected?

# Creating Your Childcare Contract

## Lesson 4 - Key Policies & Procedures

What is your **withdrawal/notice policy**? Are parents required to provide written notice? How is notice to be submitted?

Under what conditions would you **terminate a child/family** from your daycare program? What is the process?

What is your policy for **refund of prepaid fees** such as the refund of a deposit? Is there a waiting period?

# Creating Your Childcare Contract

## Lesson 4 - Key Policies & Procedures

What **holidays** will be observed when the daycare will be closed? Are these considered paid or unpaid days (*is tuition expected*)?

When you take a **vacation**, how much notice will you give?

What is your procedure for **other times** (non-holiday) when the daycare will be closed? Is full, partial, or no tuition expected?

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## NOTES

PART:  
SECTION:This image shows a single sheet of white paper with horizontal blue lines, similar to standard notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.