

## **KIRTLAND CHILD DEVELOPMENT CENTER *HOURLY CONTRACT***

This is a contract and agreement entered into on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the Kirtland Child Development Center (CDC) and the parent/sponsor accepting to use hourly care space for their child, \_\_\_\_\_ up to 20 hours a week.

1. The Child Development Center is obligated to:

- a. Reserve a space for hourly care, Monday through Friday for up to 20 hours a week between the hours of 0630-1700 on a first come, first serve reservation basis.
- b. Not accept sick children for care. This includes (but is not limited to) children with diarrhea, fever, open sores, undiagnosed rash, and discharge from eyes and/or ears. CDC staff will have the sole responsibility for determining if a child is sick and cannot be accepted for care.

2. The parent/sponsor accepts responsibility and agrees to:

- a. Pay for weekly fees on the last day of the week the child/ren use the center. Hourly fees must be paid for daily.
- b. I understand that I am responsible to provide a credit card or bank authorization with my program application. Should I fail to make my payment, my card will automatically be charged for the current fees.
- c. Pay \$1.00 (per child) for every minute the child is left after closing.
- d. Be responsible for the maintenance of childcare receipts for tax purposes. When filling out your income tax form 1040, both CDC's federal tax number is 85-0216025.
- e. Provide 24 hours notice of cancellation. If this is not provided, pay for the entire time reserved.
- f. Notify the front desk if going to be late or to extend hours for availability.
- g. Review and be familiar with the policies outlined in the CDC Parent Handbook, a copy of which has been furnished to the parent/sponsor upon registering for hourly care.
- h. Observe and comply with all CDC governing regulations and policies.
- i. Assist and cooperate with the CDC in encouraging desired behaviors from their child.
- j. Respond in a reasonable amount of time (NLT 45 minutes) after being contracted by CDC personnel regarding your child.
- k. Ensure that children have an extra full change of clothes in case of toileting accidents or activity messes. Children must be in closed toe shoes (toes not exposed and covered by shoes)
- l. Conform to all USDA food policies and procedures.
- m. Provide empty sterilized plastic bottles (one for each hour). CDC will provide Good Start Formula for infants. If your infant requires a different calcium source, you must provide it in a plastic bottle. Bottles containing cereal, Gatorade, Kool-Aid, medication, PediaSure, or other substances will not be given to children while in attendance in the program.
- n. Provide diapers and pull-ups for all children requiring diapering (2 or more for every hour). Must provide at least 5 baby wipes for every hour in care.

- o. Should special circumstances arise after your child is registered into the program that requires additional staff to care for your child, evaluation of the child may be required to determine if the program has the ability to continue and provide care.
  - p. Pictures of the children will be taken periodically by the CDC staff, and occasionally outside sources will take pictures of the children for articles etc. to share CDC childcare techniques with other sources.
  - q. Provide updated information (phone numbers, shot records, address changes, etc.)
3. The child's eligibility to use the facility will be canceled if:
- a. The parent/sponsor fail to maintain payment for the hours used.
  - b. The parent/sponsor appears to be unresponsive to the needs of the child.
  - c. The parent/sponsor fails to follow the governing regulations and policies of the CDC.
  - d. For any other reason, which in the sole opinion of CDC staff indicates that, the child is not suitable for care at the CDC.

**I understand and agree to the provisions outlined above.**

---

SIGNATURE OF PARENT/SPONSOR

---

DATE

---

SHERRY LYKE  
Director, Gibson CDC