

Mama Vic's Home Daycare

1000 Borden Villa Dr., Santa Rosa CA 95401

707 205-9805 (Cell)

License #493010001

lino.victoria@gmail.com

Contract for Childcare Services

Child's Name _____ DOB _____

Daycare begins: _____ Trial period ends: _____

My child's schedule will be as follows:

	FROM	TO
DAILY		
~OR~		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

Based on the daily rate of \$85.00 for up to 9 hours, my rate will be paid as follows: (please check the one that applies to you and this will be calendared and due until you have given me further notice.

- o Monthly, in full (This means last day of the month.
- o Bi-Weekly, every two weeks always paid before next day of care.
- o Weekly, Friday before each new week.

Deposit equaling approximately two weeks of care \$_850.00_ Two weeks' pay deposit to be used when two-week notice is given.

Daycare fees are due and payable on Friday at pick up for the following week's care, regardless of the child's attendance. If you are participating in 4'Cs Program your weekly co pay if child is infant: \$128.50 and 2 years old and above \$157.36.

I _____, parent of _____ have entered into an agreement with Mama Vic's Home Daycare/Victoria Lino Martinez. I have received, read, **and initialed** each policy on the Enrollment Information sheet and I agree to comply with all rules and responsibilities stated herein.

ENROLLMENT INFORMATION

Please initial that you have read and agree to each item.

1. All forms must be completed and returned before your child can begin care.
 - Immunizations must be kept current. Please provide us with a copy of immunizations received up to the date of enrollment, then provide a copy with any received in the future.
 - These forms are subject to yearly review by the State Licensing Division and must be kept up to date.
 - Please keep me updated if you move, change your phone #, or change jobs, etc.
2. A security deposit equal to two weeks of care is due within the first two weeks from the date of your child's enrollment. This will be applied to your final two weeks of enrollment in the event of termination of services, or when your child ages out of our program.
3. Mama Vic's Home Daycare is open Monday through Friday from 7:30 a.m. to 5:30 p.m. **Overtime is considered any time outside the agreed upon schedule, not outside the daycare hours.** Our rate is \$85 per day. If you schedule over 9 hours, it is an additional \$10/hour. The following charges will be assessed for overtime incurred.
 - \$20 per hour for prearranged overtime
 - \$10 per 15-minute increments starting with the first minute in cases where overtime is not prearranged.

This means: for example, at time of signing the contract you need 10 hours a day it will be \$10 for that extra hour. If it is not prearranged overtime out of ordinary it is \$20 for each extra hour. And if you are late and nothing has been prearranged the charge is \$10 per 15 minutes you are late.

4. Daycare fees are due monthly, in advance, on the 1st of each month, such as fees for October are due the last business day of September.
 - A \$20 fee will be charged for late payments, beginning at 5 p.m. on the last business day of the month.
 - Payment can be made in cash, by check or money order, or through Venmo.
 - Please make your checks payable to Mama Vic's Home Daycare.
 - Payments are due for every scheduled day. Illness, vacation, and holidays do not affect the rate.
 - A \$25 fee will be assessed for all returned checks, in addition to the late fee.
 - No refunds or credits will be given for any reason.
5. All children enter Mama Vic's Daycare on a two-week trial basis, during which either party can cancel with at least three days' notice. Advance payment is required for the entire two-week period, but there is no obligation to continue in the program after the period is up. However, termination of care should be in writing with no less than 2 weeks advanced notice.
6. Photo Release and Email – Marketing materials, such as brochures, promotional materials, and website content may occasionally feature children's photos, quotes, or artwork. In the event you do not want your child's information used, please inform us in writing. Your email will be used in parent communications.

7. This agreement may be terminated without notice if the health and safety of the children and staff cannot be guaranteed.

Parent Signature: _____

I mentioned certain information more than twice on purpose, thank you for reading and following through of your understanding with your signature.