



2023 CONTRACT

1. This contract is made between the Parent(s) / Guardian(s) and the provider for the care of _____ at Valley House Daycare located 3709 3rd Street NW, Rochester MN 55901; starting care on _____.

2. Rates and Payment Policies:

- The payment fee is **\$260 per week**, or **\$520 biweekly**.
- The payment fee is for a maximum of **10 hours per day**.
- Daily fee is **\$60** and Hourly fee is **\$5**.
- Daycare Payment is due on each Monday morning for the coming week or every other week depending on the payment option chosen by the parent or guardian.
- Drop off time: _____ (a.m. / p.m.) Pick up time: _____ (a.m. / p.m.) from Monday to Friday.

3. Overtime Rates:

- For the purpose of this agreement, overtime will be charged if you drop off your child before 7:00 am or after 5:00pm.
- If the parent/guardian makes prior arrangements with the provider, the child may be dropped off before 7:00 am or stay overtime but not past 5:00 pm.
- If the parent/guardian has not informed the provider that he or she will be arriving earlier or later than the agreed upon time, an overtime rate of \$5 per minute will be charged before 7:00 am or after 5:00 pm.

4. Rates regarding holidays, vacations and other absences

- On the following holidays, Valley House Daycare will be closed and will be paid the normal daily rate. New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Thanksgiving Friday (staff development day), Christmas Eve and Christmas Day, April 7th (staff development day).
- During Christmas and New Year our staff takes 10 vacation days to visit their families, during this time VHD will be closed. Hours and Days will be discussed at a near date, and our daily fee rate will apply.
- You are responsible for finding backup care for your child when VHD is closed due to illness, or if we must close for any other reason.



5. Vacations / Sick days

- Each child in each family will be given two weeks per calendar year (January 1st to December 31st) which the parent/guardian will not have to pay the provider for regularly scheduled days on which the child does not attend due to illness, holidays, or vacation days.
- When the two weeks have been used, the parent/guardian will pay for missed days per the rate agreed on this contract.
- The two weeks cannot be carried over to the next calendar year or shared amongst siblings.
- There will be no charge if the daycare is closed due to the providers' illness or other emergencies.

6. Other Charges

- Each family will be asked to bring a box of baby wipe packages when needed.
- A registration fee of \$50 and a two week fee deposit needs to be paid at the time you reserve.
- The deposit is meant to cover your costs in case you cancel, do not show or fail to pay. This deposit is used for your child's last two weeks of care at Valley House Daycare.
- A \$25 fee will be charged for each NSF check returned to us.

7. Signatures:

By signing this contract, the parent(s)/guardian(s) agreed to abide by the written policies of the provider Valley House Daycare. Valley House Daycare may amend the policies by giving the parent(s)/guardian(s) a copy of the new or changed policies at least 15 days before they go into effect.

Mother/Guardian's signature: _____ Date: _____

Father/ Guardian's signature: _____ Date: _____

Provider's signature: _____ Date: _____