

FAMILY DAY HOME CONTRACT INFORMATION

Below is information that should be considered when creating contracts with families for child care:

- **Require the following to be provided by the parents:**
 - **Parent home phone number**
 - **Parent cell phone number**
 - **Parent work phone number**
 - **Phone numbers for two emergency contacts**
 - **At least two names of adults who are able to pick up the child, if the parent is unable to**
- **Include a date as to when services will begin on the contract**
- **Hours and days of operation**
- **Days and holidays that the family day home will be closed**
- **Weekly fees, who is responsible for payment, types of payment accepted**
- **Late policy to include any required fees**
- **Sick policy**
- **Termination policy**