

LICENSED REDWOOD SHORES CHILD CARE CONTRACT

OPERATION

1. Address: 433 Cork Harbor Circle #F & #E, Redwood Shores, CA 94065
2. Business hours: Monday through Friday from 8 am – 6pm
3. Contact: 650-888-7301 (Catherine Ma, onlyma@yahoo.com)

FEES

Program/Age	3 month - 2 years	2 years - 5 years	Deposit
Full Time (5 days)	\$1,290	\$1200 (* \$1100 for fully potty trained full time child over 3 years old)	\$550
Part Time (4 days)	\$1,120	\$1,040	\$480
Part Time (3 days)	\$840	\$780	\$360
Part Time (2 days)	\$560	\$520	\$240
Part Time (1 day)	\$280	\$260	\$120

1. Monthly fee is to be paid on the first day of the month. Payment is required if the child is absent due to illness, vacation, etc. Direct online deposit is available.
2. A two week deposit is required and will be used as payment for the last two weeks of child care service upon receipt of two weeks advance service termination notice.
3. Payment check shall be made payable to “Zhifang Ma”.
4. Late pick up fees and guidelines are as follows:
 - Must call in advance and get approval from the Provider
 - If a child is picked up late, there will be a charge of \$1 per minute.

HOLIDAYS & VACATIONS

1. Childcare Provider is to be paid for all holidays at full rate. Holidays are as follows: new Year Day, Martin Luther King Day, Presidents Day, Memorial Day, Independency Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day.
2. Child Care Provider is entitled to 10 paid vacation days per year. There will be at least one month notice. Normally it will be one week (around Independency holiday) in summer and the other week in Christmas.
3. If your child takes a holiday or vacation, regular payment is still expected since your child’s space is being reserved. Please give at least two weeks notice of any planned absence.

ILLNESS

1. Childcare Provider reserves the right not to receive the child with illness in order to protect the health of the other children in the Facility.
2. If illness should occur after arrival, the child will be isolated and the Parent will be called to pick up the child.
3. All medication is to be provided by the Parent.
4. If your child is ill at home, it is requested that you phone Childcare Provider prior to bringing him/her so that Childcare Provider may evaluate his/her condition and assist you in making the right decision for the welfare of your child and the other children in the care.

Initials _____

- I authorize the facility and its staff to take charge of emergency that may occur. I release Redwood Shores Child Care facility and its staff from any injuries or liabilities of any cause.

PROVISION

- Food and drink are to be provided by the Parent unless the child is on the Childcare Provider's Food Program. Childcare Provider Food Program offers lunch, morning snack and afternoon snack.
- Diapers, wipes, rash cream, formula milk, bottles, cup, blanket, extra set of clothes, indoor shoe etc. are to be provided by the Parent.
- The child will not be released to any individual not listed on this Contract without prior written authorization and photo identification.

MISCLANIOUS

- The following forms must be returned to the Care Provider before your child enters the Care:
 - Signed contract & Healthy History
 - Authorization to leave care
 - Emergency medical treatment authorization & Emergency contact information
 - Child Immunization Record copy (required by California state)
- The children's work and pictures may be selected in the show or used in public media (website).
- By signing this contract, I indicate that I have read the policies and agree to follow the policies.

APPLICANT

- Child Name _____ Birthday _____
- Parent Name _____ Phone _____
Email _____
Spouse Name _____ Phone _____
Email _____
Home Address _____
- Start Date: _____

SIGNATURE

Parents Date

Provider Date