

Childcare Agreement

Hi there! I'm so excited for the opportunity to work with your family and be a trusted caregiver for your child(ren). To help things run smoothly and make sure we're on the same page, this agreement outlines key expectations and details about our time working together.

This is meant to support a safe, communicative, and respectful relationship — built on mutual trust, flexibility, and collaboration.

About Me

Childcare has always been one of my greatest passions and a way I stay connected to what matters most — kindness, care, and human connection. I truly value long-term relationships with the families I work with and bring my whole heart to every interaction.

While I know life can be unpredictable, I do see this role as both a commitment and a meaningful source of income. With that in mind, I deeply appreciate timely communication and mutual respect.

1. Childcare Schedule & Daily Routine

Please feel free to share your child's routine in the format that works best for you — text, shared notes, handwritten, etc. Helpful things to include:

- Nap times and sleep preferences
 - Feeding times and food routines
 - Favorite toys, comfort items, or activities
 - Developmental goals, milestones, or **any areas of concern** you'd like me to be aware of or help support
-

2. Emergency Preparedness

Your child's safety is my top priority. Please ensure the following are available in the home:

- At least one emergency contact aside from parents/partners
 - A First Aid Kit
 - Fire safety tools (e.g., fire extinguisher)
 - A **choking aid** is *strongly encouraged*
-

3. Medications & Health Needs

If your child takes any medications (daily or as-needed), I ask that the following details be shared:

- Medication name
- Dosage
- Purpose/reason for use

All medications should be **clearly labeled and easy to locate**. I will **never administer medication** without **confirmation from both parents** in a two-parent household, or **confirmation from the primary parent** in a single-parent household.

4. Household Visitors & Relationships

- Please notify me of any expected guests (family, friends, or neighbors).
- If you have neighbors or nearby family who are often present, a simple heads-up so they're aware I'm providing care is appreciated.

5. Communication Preferences

Open communication helps everything run more smoothly, and I'm always happy to find a method that fits your family's style. Some options include:

- End-of-day recaps (text, chat, or brief in-person summary)
- Daily written notes or shared docs
- Updates throughout the day if needed
- **Group texts with both parents/partners** to keep communication consistent and clear

6. Home Environment Notes

- **Surveillance:** Please inform me of any working cameras, especially in shared spaces or outdoors. Cameras in private areas like bedrooms or nurseries are not permitted.
- **Pets:** Please share pet details (breed, temperament, behavior with children).
- **Firearms:** If there are firearms in the home, they must be:
 - Stored in a **locked, secure location**, completely inaccessible to children
 - **Disclosed in writing** with a formal acknowledgment of safe storage **required** before care begins

7. Rates, Payment, and Cancellation

Base Rate

- **Starting at \$20/hour**

- Rate may increase based on **number of children, age, travel time**, or specific care needs
- I'm open to thoughtful discussion around rates depending on family needs or unique circumstances

Minimum Booking

- 4-hour minimum per scheduled session

Payment Methods

- Accepted: Cash, Venmo, CashApp
- Other forms of payment (e.g., checks, PayPal, Zelle) are not currently accepted

Payment Timeline

- Payment is due within **3 business days** following the session
- After 3 days, I'll send a friendly reminder
- After **5 business days** with no payment or communication, a **\$20 late fee** will be added
- If a **parent's arrival is more than 30 minutes late**, an additional hour may be charged

8. Cancellations & Flexibility

Life happens! I'm always open to flexibility, especially when there's communication. That said, the following structure helps me manage time and income:

- **No fee** for cancellations due to illness or family emergencies

- **Same-week cancellations:** \$50 per day
- **24-hour or same-day cancellations:** 50% of the scheduled amount
 - (e.g., 8 hours @ \$20/hour = \$80 » \$40 fee)

Cancellation fees may be waived at my discretion depending on the situation.

8. Respect, Boundaries, and Safety

I aim to create a safe, positive, and respectful experience for everyone involved. If at any point I experience:

- Sexual harassment or inappropriate behavior
- Physical, emotional, or verbal mistreatment
- Threatening or unsafe behavior from household members, guests, or pets

...I reserve the right to terminate our working relationship immediately. In such cases, I ask for **two weeks' compensation** based on the anticipated schedule.

9. Time Off & Vacations

For families I work with on a **consistent or recurring basis**, I kindly ask:

- Please provide **at least one month's notice** of any planned travel or extended time away
 - I'll also do my best to offer the same consideration for any personal vacations or schedule changes on my end
-

10. Ending Our Time Together

If either of us decides to end our childcare arrangement, I kindly request that we provide **advance notice** so that the transition is smooth and respectful.

- In the case of an **unexpected or abrupt termination**, a **final payment equivalent to one full week of care** will be required to honor the originally scheduled time and commitment.
-

Final Thoughts

Thank you again for the chance to care for your child(ren) and be a part of your family's village. I'm excited to build a relationship based on trust, kindness, and consistency — and I truly value the connection we're starting together.

If you ever have questions or concerns, or just want to talk through how things are going, my door is always open. Let's grow and communicate together every step of the way!

Warmly,

Joy Harris

harrisj@student.elms.edu || 860-967-1243

Signature 1 _____

Printed _____

Signature 2 _____

Printed _____