



**Hippotee-Tots Family Daycare**

**Regina Harrison (L.D.C.P.)**

**3120 East Northern Pkwy**

**Baltimore, MD 21214 | 410-319-7446**

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**WELCOME CONTRACT**

**Hours of Operations:** Monday-Friday 8:00 a.m. to 12 p.m. Services are not provided on Saturday or Sunday.

**Rates:** A weekly rate of \$\_\_\_\_\_ per hour will be paid for services or a flat rate of \$\_\_\_\_\_ each week. Payment is due on the day agreed upon, no exclusion, by money order or cash. A receipt will be provided to you regarding this transaction. \*Subject to change day of payment depending on agreement.

Clients who receive assistance from the Department of Social Service will be expected to handle all paper work in a timely fashion, including the distribution of vouchers. These steps are required (a must) by Child Care Administration. Paper work consists of health inventory form, immunization form, and an emergency form.

**Overtime Pay and Late Charges:** The late fee of \$5.00 begin exactly at 5 (five) minutes after your pickup time for every 10 (ten) minutes. Please do not abuse my day care program. Please be prompt. Pick up time is not a social time. If you want to discuss your child's progress, please call to make appointments during business hours.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**I agree to give the best quality service while providing a safe and learning environment for each and every child.**

\_\_\_\_\_  
Child Care Provider's Signature

\_\_\_\_\_  
Date