

Teida's Tots Childcare Contract

Version: 2026.2

Effective date: August 24, 2026

This agreement describes the terms under which Teida's Tots provides in-home childcare. It is intended to be read together with the current Parent Handbook and the Parent Policy Acknowledgment.

1. Parties and child

Provider: Teida Edwards, operating as Teida's Tots

Address: 10622 Hyacinth St, Highlands Ranch, CO 80129

Parent/guardian: _____

Child: _____

2. Services and schedule

Teida's Tots provides in-home childcare for children from 3 months through 5 years old, subject to available enrollment, completed records, licensing requirements, and the provider's ability to meet the child's needs safely.

Regular operating hours are Monday through Thursday, 7:30 a.m. through 3:30 p.m. The child's approved schedule is:

Parents should not drop off a child more than 30 minutes before the parent's workday begins and should pick up the child within 30 minutes after it ends unless another arrangement is approved in writing. Care will ordinarily not exceed nine hours in one day. Time outside the approved schedule may be subject to the late-pickup charges in Section 5.

The licensed maximum capacity is 9 children. The provider does not currently expect to operate at that maximum. Enrollment remains subject to applicable licensing, staffing, safety, and capacity requirements.

3. Adjustment period and enrollment records

Each newly enrolled child has a 30-day adjustment period. During this period, the parent and provider will communicate openly about whether the arrangement is safe and workable for the child, the family, and the program.

Before or at admission, the parent must complete the required enrollment, emergency, health, immunization or exemption, authorization, and policy-acknowledgment documents. Required medical forms and addenda must be returned within 15 days of enrollment. Required records must be updated annually and whenever information changes.

Incomplete, inaccurate, or outdated records may delay or interrupt care when the records are required for safe or lawful operation.

4. Tuition and payment

Current weekly tuition is \$400 per child. Tuition is due in full on the first Monday of each week. Accepted payment methods are check or cash.

There is no deposit and no two-week prepayment requirement. Care is paid in advance for the current week. A returned-payment fee of \$35 applies.

Tuition is not reduced or refunded because of a child's absence, fewer days used, less time used, or a scheduled holiday closure. No separate substitute-care fee applies when substitute or backup care is arranged or offered. Any change to tuition or another fee must be provided in writing as permitted by law.

5. Schedule, pickup, and late-pickup charges

Parents must follow the approved schedule and notify the provider as soon as possible about lateness, absence, or a schedule change. Schedule changes are subject to availability and the provider's 30-day adjustment process.

The following charges apply per child:

- **Standard overtime:** \$1 per minute when pickup occurs after the approved pickup time or after the applicable 30-minute period.
- **Parent emergency after-hours care:** \$35 per hour when the provider agrees to care for a child after regular hours because of a parent emergency.
- **Impaired-pickup charge:** \$3 per minute when an alternate authorized person must be arranged because a parent or guardian appears unable to safely assume care due to alcohol, drugs, impairment, or other safety concerns.

Standard overtime and impaired-pickup charges are due when the child is picked up. Emergency after-hours care is payable according to the arrangement made with the provider. Repeated failure to pay required charges may result in suspension or termination of care.

The provider may require an alternate authorized pickup person or contact emergency services when a parent or guardian cannot safely assume care. Children will be released only to a parent/guardian or person authorized in writing, subject to applicable legal restrictions and identification procedures.

6. Health, medication, and authorizations

Parents must provide current information about the child's health, allergies, dietary restrictions, medications, healthcare providers, emergency contacts, and individual care needs. Parents must promptly report changes.

Medication may be administered only through the required written parent authorization and applicable healthcare-provider instructions. Medication must be provided in its original labeled container and handled according to current requirements and the provider's written medication procedures. Required medication logs and forms must be completed when applicable.

Parents must maintain all applicable authorizations, including emergency medical care, authorized pickup, medication, allergy or health plans, safe sleep, and topical care. These authorizations do not replace required healthcare-provider orders or current legal requirements.

7. Closures, absences, and backup care

The program is closed on federal holidays and on the following additional days: New Year's Eve, the day before Thanksgiving, the day after Thanksgiving, Christmas Eve, and the day after Christmas. Federal-holiday closures include New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

The provider may also close for illness, severe weather, utility loss, emergencies, or other conditions that make care unsafe. The provider will communicate closures or required early pickup as soon as reasonably possible. During a blizzard or severe winter storm, parents should arrange early pickup while travel remains safe.

If the provider is ill or unavailable, she will try to notify parents as early as 6:00 a.m. and may try to identify available backup care. Backup care is not guaranteed. Parents remain responsible for arranging alternate care or pickup when backup care is unavailable. No separate substitute-care fee applies.

Payment continues during provider illness or an emergency closure unless the provider and parent agree otherwise in writing.

8. Transportation and outings

Teida's Tots does not provide routine vehicle transportation and does not conduct field trips. Routine nature walks may occur at Spring Gulch Park, 10380 Holly Hock Ct, Highlands Ranch, CO 80129, when appropriate for the children's ages, health, weather, safety, and the provider's operating conditions. Babies may travel in a stroller.

Nature walks may be changed or canceled at any time because of weather, safety, emergencies, or operational conditions. No transportation or field-trip authorization is required for the program's routine operating plan.

9. Behavior, suspension, and termination

The provider uses positive, developmentally appropriate behavior guidance. The provider may use redirection, clear limits, environmental or activity changes, verbal reminders, a brief opportunity for a child to regain control, loss of a related privilege, documentation, parent communication, conferences, support planning, or professional consultation when appropriate.

The provider may suspend or terminate care when permitted by law and this agreement, including for an immediate or continuing safety concern, failure to maintain required records, nonpayment, repeated late pickup, repeated failure to follow required procedures, or inability to meet the child's needs safely. The provider will give approximately one to two weeks' notice for a safety-based termination when circumstances allow. Immediate action may be required for safety or legal compliance.

The parent must provide two weeks' notice to terminate care. The parent must also provide two weeks' notice to reduce scheduled hours; otherwise, the current fee may continue during the applicable notice period.

10. Parent Handbook and policy acknowledgment

The parent acknowledges receipt of or access to the current Parent Handbook and Parent Policy Acknowledgment. The handbook explains operational procedures. This contract controls the binding terms concerning enrollment, schedule, payment, fees, closures, notice, and termination.

If the Parent Handbook conflicts with this contract, this contract controls. The Parent Policy Acknowledgment does not amend this contract. Any amendment must be in writing and signed or otherwise accepted as permitted

by law.

11. General terms

If any provision of this agreement is found to be invalid or unenforceable, that provision will be limited or removed to the extent necessary, and the remaining provisions will remain in effect.

If legal action is necessary to enforce this agreement, the prevailing party may seek reasonable attorney fees and costs to the extent permitted by law.

12. Signatures

By signing below, the parties acknowledge that they have read this agreement, had an opportunity to ask questions, and agree to follow its terms.

Parent/guardian

Signature: _____

Date: _____

Printed name: _____

Provider

Signature: _____

Date: _____

Printed name: Teida Edwards

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