



# CONTRACT HOURS AGREEMENT

Early Head Start/Head Start & California Department of Education  
Full Day Only



Child's Name: \_\_\_\_\_ Site: \_\_\_\_\_ FID# \_\_\_\_\_

**The State of California requires that all childcare sites maintain adequate staff to child ratios at all times. In order to ensure that these ratios are met, and to ensure the health and safety of the children, Neighborhood House Association requires that all parents adhere to contract hours for services.**

Your contract hours are based on the hours that you need childcare. The agency will allow travel time to and from work or school and study time, if requested. If you request study time and are enrolled in an Education/Training Program leading to a recognized Trade/Vocation you will be approved for up to 1 hour of study time per unit/credit hour you spend in class (i.e. 12 units = 12 hours of study time).

Please check here if you need:  Travel Time \_\_\_\_\_ hrs./min  Study Time \_\_\_\_\_ hrs./min

**It is your responsibility to inform us if your work or school schedules change in any way.**

-----

Day of the week	Actual Hours of Attendance
Monday	From: _____ To: _____
Tuesday	From: _____ To: _____
Wednesday	From: _____ To: _____
Thursday	From: _____ To: _____
Friday	From: _____ To: _____

**Please check the box that indicates the parent's NEED for our services:**

Employment  Training/Education Program  Seeking Employment   
Seeking Permanent Housing  Statement of Incapacitation  Child Welfare Services/At Risk

I agree to abide by the hours above. If I need to increase or decrease the hours of my child's attendance, I will notify the Site Supervisor. If I fail to consistently pick up my child on time, a case conference may be held to determine appropriateness of placement for my child's current program option.

**\*\* Failure to comply with scheduled contract hours may result in the implementation of the agency's Drop/Transfer Policy. \*\***

Print Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_