



CONTRACT HOURS AGREEMENT

Head Start & California Department of Education
Part Day



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.

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

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 Attendance/Drop/Transfer Policy. ****

Print Parent/Guardian Name: _____

Signature: _____ Date: _____

Print Staff Name: _____

Signature: _____ Date: _____