



## P's & Q's Child Care Staffing Agreement for Services

This agreement for services and conditions (the "Agreement") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2014 between P's & Q's Child Care Staffing, (the "Agency") and \_\_\_\_\_ (the "Client") located at \_\_\_\_\_.

### WITNESSETH

WHEREAS, the Client desires to use the services of the Agency and the Agency desires to provide services on the terms and conditions hereinafter stated:

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

### Fee Schedule

1. The Client shall utilize the Agency's teachers as substitutes at a minimum pay rate of \$9.00 per hour.
2. **Evaluative Hire:** The Agency's fee for permanent placement of a teacher is \$500 unless the teacher has worked 120 days at a single location. It is the responsibility of the Center to notify the Agency in writing of the desire to hire a teacher a minimum of 7 days before permanent placement.
3. Client agrees to pay a four hour minimum for services each day regardless of the number of hours worked. If a substitute teacher is requested and arrives at Client's center but is not needed the Client is responsible for paying the teacher the four hour minimum time and travel expenses as well as the Agency placement fee.

### Payment Schedule

1. Agency will send a teacher confirmation and evaluation email each Friday. Client is responsible to confirm and evaluate all teachers that have been placed at their center by 12:00 pm the following Monday. This is to insure correct billing and client satisfaction with teachers placed.
2. Client will be invoiced on a weekly basis a fee of \$12.50 per day, per teacher. Payment is due 14 days from invoice date. Interest shall be charged at the rate of 10% monthly for outstanding invoices over 14 days old.



**Other Policies**

1. Client shall contact Agency's office for any daily placements and confirm any substitutes agreeing to return the next day.
2. Client agrees not to contact Agency's substitutes directly for the purpose of scheduling service.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be duly executed as of the date set forth.

**AUTHORIZED SIGNATURES**

**P'S & Q'S CHILD CARE STAFFING**

**CLIENT:** \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

*Merion Petty*

**Signature**

Signature (electronic signature accepted)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date