

Contract for Services

This agreement contains the financial and other terms or expectations that are agreed upon between ____ (parents names here) _____ and School or Child Care Program Name, _____ herein after referred to as "the program" located at _____

Contacts: Business: _____ Cell: _____ Email: _____

Parents/Guardians: _____

Address: _____ Home

Phone: _____, Email: _____ I/we are

enrolling our child/children beginning _____, as outlined below:

Name _____ DOB: ___/___/___ Age: _____ Weekly Rate _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off					
Pick-up					

Name _____ DOB: ___/___/___ Age: _____ Weekly Rate _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off					
Pick-up					

Name _____ DOB: ___/___/___ Age: _____ Weekly Rate _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off					
Pick-up					

(Late drop-offs do not allow for late pickups.)

We are open from 7 am until 6:00 pm , Monday through Friday. Parent acknowledges that child care rates include care for up to 10.5 hours a day. Additional time must be requested in advance and will be an additional \$5/per ½ hour or any portion thereof. If you arrive after 6:00 PM a late fee of \$ 5 per each 10 minutes will be accessed.

- Tuition payment is due Monday, or the first day your child attends during the week.
- Please notify us of anytime your child will not be in care (vacations, etc.)

Initials _____

- Two weeks' notice and approval will be required before a permanent schedule change is made (based on current available openings.)
- Contracted rate is in effect during this two-week period.

ENROLLMENT FEE: There is a \$35 enrollment fee which is due with enrollment application. This fee helps cover the administrative cost associated with enrollment and holds your child's space for up to 30 days. The fee is due no later than the first day of care, but your child(ren)'s spot will not be reserved until the fee and paperwork has been received. Parent understands the enrollment fee is nonrefundable. A holding fee is not necessary for children enrolling for the new school year with attendance beginning by September 15th. To hold your child's space beyond 30 days, a holding fee is required as we must keep the space open for your child until the start date. A holding fee is also necessary when a child withdraws from the program due to extended parent illness or maternity leave but plans to return.

HOLDING FEE: Choose one of the following options if care will begin more than 30 days from the date of contract or when a child withdraws from the program due to extended parent illness or maternity leave:

The provider agrees to hold a space in the program until _____ for your child(ren). In return for agreeing to hold a space for the child, the parent agrees to pay the provider \$_____ per week during the holding period. Payment is due _____. If the parent decides not to enroll the child before the end of the holding period, the holding fee will not be refundable. The holding fee cannot be applied to care once the child is enrolled.

OR

Parent wishes to enroll child in program on _____. However, if the parent chooses not to pay a holding fee, and the provider does not agree to hold a space for the above child(ren.) If openings are available, the child may begin care on the above date, otherwise, family will be placed on a waiting list. If before the above date the client wishes to hold a spot for their child, the provider has space available, parent can request this from the provider. The parent will pay \$_____ per week.

LATE PAYMENT FEE: Parent agrees to make tuition payment on the first day their child is in care for the week. Please make checks payable to: _____. There will be a \$2 per day late fee for each day your tuition payment is late. If tuition payment is late for more than one week, your child will not be allowed to return to child care until tuition is current or arrangements have been made with provider. Returned checks will be charged \$10 plus any bank charges to my account. Repeated returned checks will be subject to being put on a cash-only basis.

FIELD TRIP FEES – We very occasionally have a field trip. In which case parent acknowledges that field trip fees are in addition to regular weekly tuition fees. There will also be a fee added to the cost of each field trip to help defray the cost of transportation. Parent acknowledges that if they do not choose to have their child participate in field trip they will be responsible for alternative care for that time at their own cost. Child care tuition will still be due for said day.

LATE PICKUP FEE - Parent agrees to pay a \$5.00 per 10 minutes late fee beginning at 6:05 PM for late pick up of your child. This fee will be waived the 1st & 2nd instances; however, it will be enforced beginning the 3rd and each successive instance each calendar year. Please make Initials _____

payment at pick up that day or the next day's drop off time.

TRIAL PERIOD - The first two weeks in my program are an adjustment or trial period.

During this time, you may withdraw from enrollment without providing a two-week notice. Payment is due for the week which the child has attended. Please keep in mind it typically takes several weeks for a child to begin to transition into a program smoothly.

TERMINATION AFTER TRIAL PERIOD - After the two-week trial period has been completed, you must provide me with a two-week written notice if you wish to terminate this contract. Payment is required regardless of attendance in the two weeks after giving notice. The provider may terminate at will. It is, however, my intention to provide a two-week courtesy notice.

RATE INCREASES – There will be a rate increase on tuition fees each year in the amount of **2.5% of the current rate**. This will take effect on January 1st of each year.

HOLIDAYS – I do take all holidays as I do not take any personal days. My child care program will be closed the following holidays each year. If the holiday falls on the weekend, we will be closed Monday or Friday.

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day

PROFESSIONAL DEVELOPMENT DAYS – I will be closed for 1-2 days each calendar year. You will be notified well in advance if these days are used to attend conferences or trainings.

OTHER EXPECTATIONS:

Parent will notify our program by 8:00 AM if child is going to be more than one hour late or will be not attending preschool or child care. It is extremely important you notify us if your child has any change in their normal schedule. We **MUST** know when your child is coming or not coming!

Parent agrees to complete all forms requested by this program and provide immunization record for any child not yet in public school. Parent agrees to update personal information as it occurs.

Parent agrees to provide a change of clothes and inside shoes with a rubber sole shoes (croc's,

Initials _____

water shoes, canvas sneakers, etc.) to be left at school for inside use only. It is also requested that all clothing items be labeled. If items are not labeled they may be labeled by the staff. Parent understands that if required items are not supplied, they may be purchased by the program and that said parent will be responsible for reimbursement for the full cost.

Parent understands that they are responsible to have a backup provider If the program is closed. (Provider will make every effort to ensure, apart from emergency, that advance notice is provided.)

Parent acknowledges they have read and hereby agrees to abide by the policies as listed in the parent handbook.

Our Program:

- Agrees to provide care for your child's enrolled hours, unless notification is given at least one month in advance (except for an emergency or extremely bad weather.)
- Allows you one week of vacation time each calendar year which you do not pay for provided I have been given a two-week notice.
- Receipts are available for cash payments.
- There will be no charge for meals served in our program.
- Paypal is also an accepted method of payment. The email address is _____ . Please use the "friends" option to avoid extra fees.
- Year-end tax summary will be provided by January 31st.

NONCOMPLIANCE AGREEMENT: I/we understand that if tuition is not paid for services rendered the following procedures will occur:

First action: Program will give written notice and take action by not providing care for my child/children until payment is made for services has been made or an acceptable arrangement has been made in writing.

Second action: Program also reserves the right to give written notice and take action at which time small claims action may be taken and attorney fees and loss of income will also be added to the bill.

By signing this form, you agree to:

- Abide by all rules and guidelines and to respect all policies and terms as set forth in this contract and in the parent handbook which I received with this document.
- Give a two-week written notice to the program if any information in this contract changes or needs to be altered in any way.
- The terms set forth in this contract and to make payments as scheduled.

Additional terms of this contract:

Initials _____

Policies may be amended at any time by providing you with a copy of the new policies. A minimum two-week notice will be provided before the effective date of any new policies or rules. If program fails to enforce one or more of the terms of this contract or policies, that does not waive the right to enforce any of the other terms of this contract.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Program Director's Signature	Date

Initials _____