

Childcare Agreement

Tuition is due each Friday for the next week of care. Payment is due for contracted days even if the child is not in attendance. Contracted days are not transferable nor can they be interchanged. If your child attends on a day other than those contracted, additional payment is due for the extra day. Payment must be received by close of business on Monday in order to avoid a late fee of \$10 per week.

Contracted tuition fees still apply in the event of vacations, scheduled holidays, illness, and/or snow days. You are responsible for all contracted days. After 52 weeks of consecutive payments you are eligible for one tuition-free week. Your child can not be in attendance for that week. A non-refundable initial fee of \$35.00 will be charged upon registration. There will be an additional charge of \$10.00 for each additional sibling when a family with more than one child registers. Two weeks written notice is required prior to contracted changes (withdrawal from care and changes in contracted days). Written notice must be received at the center and must contain an original signature. Notice cannot be sent electronically (email or text) as delivery is not guaranteed. If notice is not received, we will carry your account for five days. We will apply the two-week charge to your account as if you tendered notice, along with the one week fee for the five additional days we carried your account. We will send you written notice that we have taken this action. If withdrawal is not your intent, you are welcome to notify us of your wish to continue as long as you render payment for the time you were not in attendance. Please be aware that all accounts that are not paid in full are subject to additional charges and legal collections proceedings.

Hours are 6:30 AM until 6:00 PM, Monday through Friday. Please arrive at your scheduled pick-up time or at least five minutes prior to the end of the day. A late fee of \$5.00 is charged after 6:00 PM and every 15 minutes thereafter and is payable to the staff member who stayed late with your child.

You must provide a nutritious lunch. A healthy afternoon snack is provided. Rest time is from 1 PM until 3 PM, for all children under school age.

I acknowledge receipt of the agreement and the "Parent Handbook" and agree to the policies as set forth above and in both of those documents.

Signature

Date

rev. 1/15

