

## **Childcare Contract and Rate agreement**

### **Daily and Weekly Rates**

\$30 a day/ \$140 a week (for up to 10 hours) 7:00am - 5:30pm – 6 weeks to 5 years

Afterschool rate \$5 per hour

### **Other fees and charges**

**Bounced check fee** - \$40.00 per check. After the first incident, Payment will be required to be made in cash or money orders.

**Late Payment** – We understand that sometimes finances can be a bit rough and late payments may occur. We may allow at our discretion a payment to be made late. However, if payment is made late 3 or more times in a year then a fee will be assessed of \$20 per week. This fee is not negotiable.

### **Unenrollment**

You are required to give at least two weeks' notice before un-enrolling your child. If you fail to give notice you will be required to pay two weeks' of childcare fees based on your weekly rate. In situations where we find we must un-enroll your child for any reason then we will give you a 2 week notice. A two (2) week notice will not be given if there is any failure to make payment.

### **Vacation/sick/emergency days**

You, as parents, are entitled to vacation/sick/emergency days where by your child can be allowed absences and payment will not be required. They are limited to following below:

**Full time children receive - 10 days / Part Time – 5 days / After School care - None**

All other days away from childcare are to be paid for in full as per the above schedule, regardless of vacation, sickness, or emergency.

I, as a provider take two weeks of vacation in a year in which I will not be providing childcare. I will provide at least a months' notice so you may find someone you can call for childcare during that time. In lieu of “not providing” the childcare during this time I may provide a “backup provider” in my place. (This will not count towards my two weeks)

### **Closure**

The childcare will be closed for all major federal holidays. These days are still require payment if these holidays, fall on a week day, including: New Years Day, Presidents Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day,

Additional holidays and others days childcare may be closed at our discretion, but do not require payment.

Veteran's Day, Columbus Day, the Friday after Thanksgiving, Christmas Eve Day (day before Christmas).

-- Keep this page for your records --

**Tax Reporting**

At the end of year we will provide the necessary tax information, which you MAY need, to take a childcare deduction. This will be provided to you on or before January 31<sup>st</sup> for the previous year's taxes.

\*\*\*\*

The hours and days I have chosen for \_\_\_\_\_ are specified below as:

**Circle One**

Full-Time Week (4 days or more) or Part-Time Week (3 days or less)

**Which days will your child be attending?**

Monday Tuesday Wednesday Thursday Friday

**What time will your child be attending?**

Hours from \_\_\_\_AM to \_\_\_\_PM

Amount to be paid (please note payment is due at the beginning of each week unless other arrangements have been made)

Your weekly rate \$\_\_\_\_\_ Your Daily Rate \$\_\_\_\_\_

If you need an extra day let us know and we will be happy to accommodate you\*\*. If you need to bring your child in for a few hours or for the day, the charge will be \$5 an hour up to 4 hours, or \$30 for the day *\*\*depends on available room*

**Please note that we are a business and our fees and policies are NOT NEGOTIABLE**

I understand and agree to abide by this childcare contract and policy. I also agree to the rate which I/we have been provided and will make payment on time and for the amount contracted for the days my child attends.

Parent's Signature: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

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