



Contract

ENROLLMENT: Parents are responsible for completing enrollment forms prior to care. Forms include a Registration Form, Teacher Information Forms, Toddler Supplemental Form, Health Forms, Permission Form, Discipline Form, and a Child Release Form. All items are due upon starting your child.

FEES: Tuition is payable in advance. Bi-weekly payments the Friday prior to the week your child starts. Payments are considered late on the 1st working day after the due date.

A fee of \$10.00 will be assessed for each day payments are received late. If your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems.

At the time of enrollment, a one-time non-refundable registration fee of \$100.00 is required, plus the two weeks of childcare fees.

A supply fee of \$50.00 per child is charged each January and June for classroom supplies, paper products and wipes. We only require parents to bring season appropriate clothes, small backpack and diapers/wipes and underwear.

LATE FEES: A late pickup fee of \$15 is incurred for every 5 minutes (or portion thereof) that a parent is late in picking up a child past the designated pickup time. The pickup time is _____ p.m, any additional time past then will access the late fee. Fees are due at the time of pickup. **A late fee of \$15 will be assessed to the account if the fee is paid after 6 pm** on the scheduled payment date. Late fee will be due immediately.

NON PAYMENT: Failure to pay by 9 am Monday morning will result in the child's spot being taken.

PAYMENT OPTIONS: Our childcare accepts zelle only.

W10: We will provide an annual statement before January 31st of each year for each family. We can provide electronic copies for you or you are welcome to request a paper copy.

HOLIDAYS: Our childcare will close for all major holidays. For Thanksgiving and Christmas, we will close the holiday, the day before and the day after. All holidays are paid holidays. Advance notice will be provided for all closings, alternate care must be provided by the families.

CHILDCARE VACATION: In the event the Staff have to attend mandatory training for licensing purposes or the provider is sick, has a death in the family or called to jury duty, we will provide enough notice, as possible, for the families.

BACKUP CHILDCARE: We are licensed through Child care Licensing and recommend all families provide backup care in the event the childcare is closed. You are welcome to search providers, in the area, for alternate care.

PARENT VACATION: Parents are welcome to take vacation throughout the year. Please let the Director know the vacation days, in advance and discuss payments per the contract.

PROVIDER VACATION: The School will close for 2 weeks' vacation annually. Please see the Director for days and payments. Advance notice will be provided and backup care will be the responsibility of the families.

CONTRACT HOURS: Each family will receive a contract per the parents work schedule. We have extended hours to accommodate working families, however, families will be placed on a schedule according to the needs of the work schedule. All children must be dropped off no later than 8:30 am Please see the Director for details.

INCLEMENT WEATHER: Our Childcare will follow Waxahachie ISD inclement weather policy. Please watch WFAA, FOX News or NBC News for school closings/delays.

ILLNESS POLICIES: Our Child Care strives to keep the center as clean as possible by cleaning and disinfecting after children and staff. In the case of an illness outbreak and we must close for 2 weeks, payment of 100% is still due. At the end of 2 weeks the situation will be assessed. If closed for 3 weeks, payments of 25% will be due. At the end of 3 weeks the situation will be assessed. If closed for 4 weeks, no payment is due.

CONTRACT CHANGES: The Director may change or update various childcare policies and procedures. Each family will receive a copy to sign and return, prior to the change going in effect.

TERMINATION OF CONTRACT: Our childcare requires a 2 week paid notice if your child will no longer be a part of our program.

The Director reserves the right to terminate the contract in the event the family and childcare does not work together in harmony. If the contract and handbook requirements are violated, the contract will be immediately terminated. The goal of the program is to maintain lasting relationships with the families, however, we do understand many families and programs may not be suitable to accommodate the needs of your child.