

Learn and Grow Annual Contract 2018

This contract is made between the parent(s)/guardians:

_____ name of parent(s)
_____ address of parents(s)

and *name of family child care provider* for the care of the following children:

_____ child's name and date of birth
_____ child's name and date of birth
_____ child's name and date of birth

The payment for care shall be(check one):

_____ \$145 (infants), \$135(toddlers), \$125(preschool/pre-k)/ per week full time
(circle one)

_____ \$100/week part time (Three days/week-- Not available for infant room)

_____ \$40/day (Drop off care only-- if space is available)

And reflects a schedule as follows:

arrival time _____ am and pick up time _____ pm on the following days:

M T W Th F

The above times and days can be flexible.

If parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick up fee of \$10 will be charged.

Payment is due to the provider in advance of care and paid on the following day of the week: **Monday of the week**. Accepted methods of payment include cash, personal check, credit card, or money order. If a personal check is returned due to a lack of funds, the parent/guardian must pay a \$ 30 returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment.

If a payment is not made on time, the following fee will apply: \$20

Voucher Payments

If you are on the MS Voucher program, the payment policy is as follows:

- *Families using the state subsidy program are responsible for paying any and all amounts not covered by MSDH*

Overtime rates are as follows:

For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time.

With advance notice by the parent and approval by the provider, the provider agrees to provide overtime care at a rate of \$10 per hour.

Without advance notice by the parent and approval by the provider, the overtime rate will be \$20 per hour.

Payments during Holidays, Vacations, and Other absences:

The provider will not be open for business on the following Holidays:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving and Friday after

Christmas Eve (to be determined by the Owner)

Christmas Day

Parents **are expected to pay** for care on those Holidays.

If a parent plans on taking a vacation and the child will not be in care, the provider must be given 2 (two) weeks notice. Parents are not expected to pay during their scheduled vacations for 1(**one**) week. Any extra days or weeks for vacation **must be paid in advance**.

When a child is ill, the parents are expected to make every effort to give the provider as much notice as possible. **Parents are expected to pay on child sick days.**

If a child does not arrive for the day and no notice has been given to the provider, parents are still expected to pay.

Additional charges:

The provider will charge additional fees as follows: (i.e. for supplies, special trips, damaged property, etc).

To be determined by the center Owner or Director as special events occur.

Termination Procedures:

This contract may be terminated by the parent(s) or the provider. A **2 week notice prior to the last date of care is required.**

The provider may immediately terminate this contract without any notice if payment is not made on time.

Other:

• *If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.*

- *The contract can be revised at any time by the provider if necessary.*

Signatures:

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

Parent's name Parent's signature/date

Parent's name Parent's signature/date

Provider's name Provider's signature/date

If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.