



Child Daycare Contract / Services Agreement 2017-2018

This Child Daycare Contract between Angels & Cherubs Inc and

_____ is for the enrollment of

_____ in

Angels & Cherubs Early Learning Center on

_____ for daycare services under the terms and conditions of this agreement.

(First Day of Enrollment)

The new weekly tuition is as follows:

Infant/Toddlers- (0-23 months): \$310/week

Two's (24 months- 35 month/3 years): \$285/week

Preschool (3 years and up): \$240/week

Sibling Discounts: \$50 off for second child.

Above signed Parent agrees to pay (Full time) \$_____ per week for the care of my child(ren) Monday through Friday for a total of 10 hours or less per day. Meal Plan Fees are \$25 per week and is optional. There is a non-refundable registration fee of \$105 that must be paid no later than September 1 of each year that your child is in care. If your child starts daycare after January 1, then the registration fee will be prorated to the fee of \$55. The regular registration fee will then be required again in September at the normal rate of \$105. If your child is disenrolled before the next school year, this \$105 fee will not be refunded to you.

Payment for services is to be paid each Friday prior to care for the upcoming week. A \$____50_____ late fee will be charged if your payment is not received on time. Please understand this applies to declines, accidentally forgetting to pay, partial payments or any other reason that prevents you from having an approved payment in the system by Monday close of business. The owner receives an email at 6pm every evening of all approved payments. If your payment has not been cleared, the fee will be automatically charged and this cannot be waived for any reason.

Our late pickup fee is \$2/minute past 6:00pm. The time will be determined by the Ipad of the teacher on duty at time of pickup. Please understand that a cash payment must be made to the teacher on duty. If this is not paid, this fee will be automatically added to your Tuition Express account and the standard Late Payment fee (\$50) will be added as well. So please avoid picking up late at all costs.

Parent understands that payment is a guaranteed rate and includes full pay for holidays, with no credit for absent or sick days. If a holiday falls on a day/week when daycare is closed, payment will still be expected on the Friday before care. If for any reason your child(ren) will not be attending daycare on Monday, parent is still responsible for payment on the scheduled day unless other arrangements have been made. Payments in advance will be accepted. Daycare observes and is closed for the following holidays:

- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day (4th Of July)
- Labor Day
- Veterans Day
- Thanksgiving (Wednesday, Thursday And Friday)
- Christmas Eve Day through New Year Day (Holiday Week)

Note: If a holiday falls on a Saturday, that holiday will be observed on Friday, if a holiday falls on Sunday, that holiday will be observed on Monday.

The first ____30_ days are a probationary period for the provider, parent, and child. This agreement may be terminated by either party at any time during this period without a 2-week notice. After this probationary period, a two-week written notice to Sbing@myangelsandcherubs.com will be necessary with the child's last day specified. If this is not done, tuition will still be billed and payment will be required. All unpaid tuition and other fees still left on the child's account after the last day will be submitted to Small Claims court in order to collect this debt.

Vacations: When child(ren) take(s) a vacation, parent is required to provide a two (2) week notice via email to Sbing@myangelsandcherubs.com prior to vacation to allow for staffing adjustments as necessary. Payment will still be required during the child's vacation absence.

Meals: Nutritious meals and snacks will be provided for your child(ren) if they are on the meal plan, but they are never forced to eat it. If your child is not eating provider will notify parent immediately. Your child must be here for the allotted times for meals. If they are not, you will be responsible for making sure that your child is fed his or her meal. You may not feed your child in classroom during non-meal times unless your child is under 12 months.

Serving times for everyone ages 12 months and up are as follows:

Breakfast _____8:30____ am to _____9:00_____ am

Lunch ____11:30____ am/pm to ____12:00____ am/pm

Snack _____3:00____ am to _____3:30_____ pm

Medicine: Provider will administer medicine to your child(ren). Daycare Administer Medicine Form will need to be filled out and signed by the parent. All medicine will be properly stored and the container must be labeled and clearly marked with your child(rens) name(s), the dosage, and times to be administered. All prescribed medicine must have a photo copy of the prescription before we are able to administer it. All non-prescription medications or ointments only need a medicine administration form filled out, however, all medication must come in its original container. Medicine supplied in an unmarked, unlabeled container or non-original containers and boxes will not be administered.

Immunizations: All children are required to have a photo copy of their current and updated shot records on file. Parents are required to keep their child(rens) shots up to date. (This is very important because State Licensing does come unannounced and will review all paperwork pertaining to daycare).

Illness: We must maintain a healthy environment for the benefit of your child(ren) and the other children enrolled in daycare. A child must stay home if they have a fever (100 or above), are vomiting, has diarrhea, or any illness which is determined to be harmful to your child(ren) or the children enrolled in daycare. If your child becomes ill while at daycare, the provider will call parent to come pick up their ill child immediately and child must be picked up within 1 hour of the original phone call. After this 1 hour, late fees will incur according to our late pickup policy.

Supplies: Provider will supply all the items needed for your child(ren) to play and learn with while in daycare. However, families must provide the items listed on the supply list. If the child runs out of supplies or the supplies are not purchased, a reminder email will go out and the parent has 5 business days to supply the missing item. After this, the daycare will supply the item and bill the parent at cost. The exception to this will be diapers and wipes. A reminder email will go out and the parent will have 1 day to supply the missing diapers/wipes. After this, the daycare will purchase one full pack of diapers and/or wipes and the family will be billed at cost. If the child is missing any milk, foods or other necessary items, the family will be immediately called

and the missing item must be dropped off within 1 hour or the child must be picked up from daycare within 1 hour.

Provider keeps records of all payments for daycare and will provide parent with an end of the year statement in January, for the previous year of care regardless of time of disenrollment. If parent requires a dependent care form, they must submit this to Ms. Wilson and give up to two business days to receive the signed form back.

Please notify provider through email at SBing@myangelsandcherubs.com before ____ 8am ____ am if your child will not be attending daycare that day or if your child will be coming late to school. Please be advised that children must be in daycare no later than 9:30am unless prior written notice was emailed regarding late drop off and a doctors note is given to Ms. Sheena at time of arrival.

A Two (2) week notice must be given by parent to the provider if child(ren) will be leaving daycare.

Parent keep provider updated with any address, employment, phone number, or emergency contact information changes through email at SBing@myangelsandcherubs.com .

Please do not bring candy, gum, balloons, money, toys, any nut product or any other choking hazards to daycare with your child(ren).

Operating Hours: Daycare opens at ____ 6:30 ____ am and closes at ____ 6:00 ____ pm sharp. A late fee of \$ ____ 2 ____ will be assessed for every ____ 1 ____ minutes that a parent is late picking up their child(ren). The parent will be required to sign a late pickup form by the teacher that specifies time of arrival. The time will be determined by the classroom Ipad's time. Payment must be paid in cash to the teacher in the room either at time of late pick up, or the next morning at drop off. If payment is not made, you will be billed for this late fee and an additional \$50 late fee will be added to your tuition express account.

In Summary

Yearly Registration Fee: \$105

Weekly Tuition Fee: Please see tuition list according to your child's age.

Weekly Meal Plan Fee: \$25

I have read and agree to all the terms and conditions of this agreement.

Parent Signature:

_____ Date _____

Daycare Provider:

_____ Date _____