

**Emmanuel Lutheran Preschool and Child Development Center  
 CONTRACT FOR CHILD CARE SERVICES  
 FEE AGREEMENT**

CHILD'S NAME: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

This "CONTRACT FOR CHILD CARE SERVICES/FEE AGREEMENT" is made on \_\_\_\_\_, 20\_\_\_\_\_, by and between Emmanuel Lutheran Preschool and Child Development Center and \_\_\_\_\_, the parents/guardians of the above listed child. The child's scheduled start date for services is \_\_\_\_\_. All required forms, including but not limited to the Emergency Contact form, Enrollment Application, Health Records, etc. must be submitted for your child to attend.

In order to have a smooth drop off time, maintaining child/staff ratio's, accurate meal counts, and to encourage the learning taking place in the classrooms the following times are to be followed:

Infants can be brought in anytime as long as the Center knows the child is coming.

Children under the age of 2 need to arrive no later than 10:00a.m.

Children 2 and older need to arrive by 8:45a.m. Prime learning time begins at 9:00 a.m.

Exceptions will be made if children are late due to doctor, dentist, WIC appointments...

Emmanuel Lutheran Preschool and Child Development Center agrees to provide child care services for this child in accordance with the mission, philosophy and policies outlined in the Parent Handbook. The child is enrolled in the \_\_\_\_\_ classroom/age group on the following days of the week, for the time indicated each day:

<b>DAY OF ATTENDANCE:</b>	<b>DROP OFF TIME</b>	<b>PICK UP TIME</b>
_____ MONDAY	_____	_____
_____ TUESDAY	_____	_____
_____ WEDNESDAY	_____	_____
_____ THURSDAY	_____	_____
_____ FRIDAY	_____	_____

Classroom assignments are made based upon the age of the child in accordance with child care licensing regulations. Emmanuel Lutheran Preschool and Child Development Center may change the child's classroom assignment based upon center enrollment and ratio requirements.

Any requests for changes to the Enrollment Schedule listed herein must be made in writing and submitted to the Director in accordance with the Parent Handbook Policies and will require the execution of a new Contract for Child Care Services/Fee Agreement and payment of any additional registration fees and/or tuition increase. Emmanuel Lutheran Preschool and Child Development Center reserves the right to deny any request for schedule change for any reason within its sole discretion.

We, the parents/guardians of the above listed child agree to compensate Emmanuel Lutheran Preschool and Child Development Center for the above listed services in the amount of \_\_\_\_\_ which is to be paid on a WEEKLY basis. Tuition is due by the close of business on Tuesday. Late Tuition fee of \$15.00 will be assessed if tuition is not received on or before the Tuition due date and child care services will be **SUSPENDED** until the tuition and any assessed late fees are paid in full. A service charge of \$25.00 will be charged for each check returned for insufficient funds. If two checks are returned, all subsequent payments must be made in cash, money order, or certified bank funds.

Children are not allowed to be in attendance more than 10.5 hours per day. A late pick-up charge of \$25.00 will be assessed to families each time a child is over the 10.5 hours. Payment must be made before the child attends the next school day.

**Tuition is continuous throughout the school year. No credit will be given for student absences or illnesses or when the center is closed because of emergencies or inclement weather.** Your child is entitled to 10 vacation credit days each 12 month school year (September through August 31) (on less than a full time basis, the number of vacation credit days equal to the number of days per week he or she attends). The vacation credit allows you not to pay tuition for your child during the day's absence from the Center. **To qualify for a vacation credit your child must be enrolled at the Center for at least three full months prior to the start of the period of absence.** If the absence is due to illness, you may use the credit. You may not carry over vacation credit from one school year to the next. You may not use a vacation credit after you have given notification of withdrawal of your child from the Center.

Families with more than one child enrolled **full time** at the Center will receive a \$10.00 weekly discount.

This Contract for Child Care Services/Fee Agreement may be cancelled by Emmanuel Lutheran Preschool and Child Development Center at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation.

This Contract for Child Care Services/Fee Agreement may be cancelled by the **PARENTS/GUARDIANS** with two weeks written notice. Written notice of cancellation must be submitted to the Director by parents/guardians. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation.

Contracts for Child Care Services/Fee Agreement will be in effect from September 1 to August 31.

By signing below, I/we the parents/guardians of the above listed child hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely, that I/we have had the opportunity to discuss the information contained herein with a representative of Emmanuel Lutheran Preschool and Child Development Center that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the policies contained herein by reference from Emmanuel Lutheran Preschool and Child Development Center Parent Handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emmanuel Lutheran CDC Office Personnel

\_\_\_\_\_  
Date