



CHILD CARE CONTRACT

Name of child: _____ Date of birth: _____

My child will attend **Little Sprouts Preschool & Childcare** the following times:
(Please note a minimum of two days is required)

- Monday _____ AM to _____ PM
- Tuesday _____ AM to _____ PM
- Wednesday _____ AM to _____ PM
- Thursday _____ AM to _____ PM

Monthly Tuition \$ _____ (See Tuition and Fee Schedule)

Drop In: If care is needed on any days other than those indicated above, it will be considered drop in and will be contingent on space available – you must contact me ahead of time to ensure space is available. The only way to secure your child’s spot is to contract out for those days. *Drop in days will be added to your billing statement for the following month and will be billed at \$35.00/Day.*

Start Date: ____/____/____

Any permanent changes to your child’s schedule must be made one month in advance, on or before the first of the month, and a new contract must be completed.

Tuition and Fees: Tuition is not based on your child’s attendance - no refunds will be given for late arrivals/early departures, days missed due to lack of payment or absences due to illness, vacations, inclement weather, natural disasters and/or other public health emergencies.

Childcare tuition shall be \$ _____ per month. (See Tuition and Fee Schedule)

Tuition is to be **prepaid** and payments for the following month are due on the 25th of each month.

Payments are processed through Bright Wheel Automatic Payment.

Insufficient Funds: If payment is unable to be processed by Bright Wheel and/or is returned due to insufficient funds, your account will be charged a \$35 insufficient funds fee. Tuition payment plus the additional fee must be paid by the 1st of the month or your child will lose their spot at Little Spouts

Rate Increases: Parents will be given a one month written notice for any rate increase.

Overtime Rates: Little Sprouts closes at 5:00 however I allow parents until 5:15 before late charges are assessed. If pick up is made after 5:15 pm there will be a \$1.00 per minute late charge added to your next bill.

Provider Absences: I make every effort to avoid taking a sick/personal day however In the event that Little Sprouts is closed due to my own illness or another personal emergency you will be notified as soon as possible and you will be responsible for alternate care for your child. Tuition will not be refunded since these types of things are often out of my control.

Parent Initials _____
Provider Initials _____

Closure Due to Inclement Weather: In the event that Montrose County School District RE-1J Schools are closed due to weather. I will also be closed. Please check with local media announcements to verify the closure of these schools. You *will* still be charged for these days since they are beyond my control.

Natural Disaster or Public Health Emergencies: In the event of a natural disaster or a public health emergency, Little Sprouts may be forced to shut down by a government agency or I may choose to close because I believe it is in the best interest of my business and/or the families in my care. Any tuition that has already been paid will not be refunded. Should the closure result in an extended closure (longer than a month) Parents will have the option of A – Terminating their contract following “parental termination of contract” terms or B - Taking advantage of the “Half Rate Hold Policy” Both options are detailed in this contract.

Holidays and Vacations: You will be given a holiday/vacation calendar May 1st of each year. The following 7 holidays are paid holidays; Labor Day, Thanksgiving, Christmas, New Year’s Day, President’s Day, Memorial Day and Independence Day. Monthly tuition has been calculated so that you are not charged for any other days that Little Sprouts is closed.

You will be responsible for finding alternate care for your child when Little Sprouts is closed.

Half Rate Hold Policy: In cases of extended leave (longer than one month and up to three months) due to maternity leave, summer break, or extended leave from your job, you will be required to pay the minimum monthly tuition (2 days/week) for the entire time of your absence to hold your child’s position.

Registration Fees: A Registration fee of \$60.00 will be due upon enrollment and once each year after that. Registration fees are due on August 1st. *Registration fees are non-refundable.*

Activities Fee: An activities fee of \$60.00 to help pay for materials and supplies will be due upon enrollment and once each year after that. Activity Fees are due on August 1st. *Activity fees are non-refundable.*

Parental Termination of Contract: One month’s written notice on or before the 1st of the month shall be required by the parent to Little Sprouts Preschool & Childcare to terminate this contract. Payment is due for the notice period regardless of whether or not your child is brought to me for care during that time.

Little Sprouts Preschool & Child Care Termination of Contract: Little Sprouts Preschool & Childcare will provide the parent(s) with two weeks written notice if Little Sprouts Preschool & Childcare is no longer able to care for your child. Termination under this provision is at the sole discretion of Little Sprouts Preschool & Childcare. Payment is required regardless of whether the child attends or not. Little Sprouts Preschool & Childcare retains the right to terminate childcare arrangements for the following reasons *without* notice:

- Nonpayment as required in this agreement.
- Failure to comply with the policies of Little Sprouts Preschool & Childcare
- Failure to comply with this contract
- Failure to complete or update required paperwork
- Destructive or hurtful behavior of the child that persists
- Failure to show up for 5 days in a row without any communication
- Inability to meet the child’s needs

Name of child: _____ Date of birth: _____

Signatures:

By signing this contract, you acknowledge that you have read my policies and agree to follow them. I may amend my policies at any time by giving you a copy of the new policies at least two weeks before they go into effect.

A failure to enforce one or more terms of this contract does not waive the provider’s right to enforce any other terms of this contract.

Parent or Guardian Signature _____ Date _____

Provider’s Signature _____ Date _____