



PROVIDER-PARENT/GUARDIAN CHILD CARE AGREEMENT

We are pleased to have your child enrolled in Little Lambs Preschool/Daycare program. This document serves as your acknowledgement that you have read and agree to the Parent Handbook and the below outlined policies.

Parent/Guardian Name(s): _____
Address: _____ Email: _____
Daytime Phone: _____ Evening Phone: _____

For the care of:

1. Child's Name: _____ Date of Birth: _____
2. Child's Name: _____ Date of Birth: _____

PAYMENT AND FEES:

Little Lambs hours of operation are: Monday – Friday, 7:00-5:30, with a morning and afternoon snack provided by the program.

Hours of Care Needed:

<u>TIMES</u>	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

Special comments/instructions:

Payment for Care Provided:

1st Child: \$ _____/per week \$ _____/per day

2nd Child: \$ _____/per week \$ _____/per day

Payments are paid in advance and due weekly, on Friday, for the following week.



Additional Fees/Late Fees:

Registration Fee – There is a one-time registration/supply fee of \$50, due upon enrollment.

Late Payment Fee – There is a fee of \$20 for payments one week late and after two weeks of no payment the child will not be able to participate in program.

Important: 2 Weeks without any tuition payment will result in dismissing the respective child from the program.

Late Pick-up Fee -There is a \$10per/10 minutes late fee assessed for any pick-ups after 5:30.

Returned Check Fee – There is a \$30 returned check fee.

Holidays – Program Closed:

- Good Friday
- Memorial Day
- 4th of July Week - No Tuition Due this week
- Labor Day, Friday and Monday
- Thanksgiving, Thursday and Friday
- Christmas Week – No Tuition due this week
- * 2 Annual Teacher’s Administrative/Training Days

NO TUITION DUE: 2 weeks the program is CLOSED; 4th of July and Christmas are holidays/vacations which the provider does not provide care and parents are NOT required to pay tuition.

TUITION IS DUE: For ALL other holidays AND Teacher’s In-service days notated above as well as days that the child is absent from program.

Payments made by other sources (DSS):

The County subsidy program will pay certified providers for days of attendance only. The County will not pay providers for attendance at times other than pre-approved on respect Parent Contract from the County. They will not pay for sick days above 4 days per month, vacation days or days the child is not authorized to attend. Therefore, it is our policy:

Parent’s will be responsible for payment for ALL days/partial days that the county/city does not make payment for full daily rate of \$35/per day. Payment must be received the same week for the full day rate regardless of child attendance.

Failure to pay parent co-payment and any tuition resulting from above mentioned situations, including; child absent, partial day attendance, attending outside DSS approved schedule, will result in dismissal of the child from the program.

Napping/Rest Time:

Children will nap in their respective classrooms, under direct supervision from staff. Children will nap on a program provided cot, with bedding provided from home. In the event the child is unable to sleep, they will be encouraged to rest their bodies on their cot and be provided books and/or puzzles, and have quiet time on their cots.



Safety Drills:

The program will conduct monthly Fire Drills and semi-annual ‘Shelter in Place’ drills.

Absences/Illness:

Absence or illness of a child will be paid by the parent at the daily full rate.

Children should be kept home if they have a fever over 100 degrees, vomiting, severe cold symptoms, contagious rash, communicable disease such as chicken pox, pink eye, strep throat etc...

Snow Days/Closings:

In the event the program is closed due to inclement weather, parents **will not** be responsible for payment.

If the parent chooses to keep their child home due to weather and the program is open, parents **will be** responsible for payment.

Please note closings will be listed on WKTV.

Additional Requirements:

Parents are required to supply the following items:

Diapers and wipes

Lotions - topical lotions; i.e. diaper ointment, sun screen, bug repellent. *Note:* Topical Lotion Consent form is required for staff to administer.

Naptime/Bedding Supplies – Blanket, crib sheet, pillow, favorite naptime buddy. *Note:* Bedding should be brought home and laundered on Friday’s and returned back to program on Monday mornings.

Lunch – Nutritious lunch; we have a microwave and fridge if needed.

By signing this agreement, parents/guardians and provider agree to abide by the written policies as stated above as well as in the Parent Handbook.

Provider’s Name (Print)

Provider’s Signature

Date

Parent’s Name (Print)

Parent’s signature

Date