



Tuition Agreement for _____

1. Fee per hour, effective February 1, 2017:

The fee structure for infants 12 months and under is \$8.00 an hour. The childcare fee for children over one year of age is \$7.00 for the first child; \$5.00 for the second child on the same day of service. A ten-minute grace period will be given prior to charging an additional hour.

2. Payment:

_____ Paid daily
_____ Paid weekly on child's last day of week

PAYMENT MUST BE CURRENT PRIOR TO CONTINUED USE OF THE SERVICE.

3. Services covered by daily fee: We provide care for the child's physical, emotional and social needs. The parent provides food, diapers, wipes, etc. as described in our policies and procedures booklet.

4. Arrival and estimated pick-up times: Parent must complete the daily sign-in slip. Service hours are 7:30 a.m. to 5:30 p.m. Closings for the calendar year are posted near the entrance and the main childcare room on the childcare notification board.

5. Persons designated by parents to whom the child may be released:

6. Extra costs:

Yearly Registration Fee - \$35.00 per child; \$50.00 per family
Late Fee - \$10.00 per child for pick-up between 5:30 and 5:45 p.m.
\$20.00 per child for pick-up between 5:45 and 6:00 p.m.
Returned Check Fee – Fee regulated by bank.

7. Repeated failure to comply with the policies agreed to may result in the removal of a family from our program.

I, the parent/guardian:

_____ received complete written information at the time of the initial visit.
_____ agree to update the Emergency Contact/Parent Consent form information every six months or whenever changes occur as required by DHS.

_____ agree to keep health appraisal forms current (please refer to policies and procedures for details).

The date below notes your admission date to our childcare program.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

POLICIES AND PROCEDURES

ENROLLMENT – DHS requires that every child must have the following three completed forms on file:

1. **Emergency Contact/Parental Consent Form** – This form must be reviewed and signed by a parent or guardian every six months or every time a change occurs.
2. **Tuition Agreement** – This form must be signed by the parent and the director of our service.
3. **Health Appraisal Form** – This form must be signed and dated by the child’s physician. It must be on file no more than 60 days following enrollment and renewed according to age level: Infant /Young Toddler– renewed every six months. Older Toddler and Preschooler – renewed yearly. **The Department of Human Services requires the time period not exceed the date of the previous health assessment.**

RESERVATIONS – Reservations are required for families that wish to schedule time on an as-needed basis, one day in advance on a first come, first serve basis. There are limited permanent placements for families that want the same days and times each week or monthly throughout the year. Permanent placements are at the Director’s discretion with a trial period to ensure the placement schedule is honored. Registrations are accepted throughout the year as long as space is available within our classrooms.

Reservations may be called in no more than one day in advance. (Monday reservations are accepted on Friday.) Only the parent or guardian can call in the reservation. Please do not leave reservations in the voice mailbox. On any given day, you may call to see if an opening is available for that day.

DAILY SIGN-IN AND PICK-UP

SIGN-IN – A parent must fill out a daily slip each time our service is used. All siblings may be on one slip. Slips are available at the administration desk. Parents of infants and toddlers are asked to fill out a Daily Report form for daily communication. These forms are also available at the administration desk or in the infant childcare room.

PICK-UP – Please indicate on the slip who will be picking your child(ren) up from the Center. For the safety of your child(ren), we will ask to see a photo ID of anyone that we are not familiar with prior to the release of any child. Children will only be released to those specified by the parent.

FOOD

BREAKFAST/LUNCH – All meals must be brought in a clearly labeled lunchbox (no glass containers.) All meals will be refrigerated. Breakfast and lunch items can be reheated in a microwave. Time does not allow for microwave cooking of individual meal cups, such as Easy Macs.

I understand this policy and accept my responsibility to adhere to these guidelines.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____