

**VALLEY CHILD CARE CENTER
PARENT CONTRACT**

The Valley Child Care Center is licensed to care for children ages 6 weeks to 12 years. The Center will be open Monday thru Friday from 5:45A.M. – 5:30 P.M. The Center will be CLOSED on the following holidays and there will be no charge for these days: Thanksgiving (and the day after), Christmas Day (and the day after), New Year's Day, Memorial Day, July 4th, Labor Day, and the last Friday in August.

PARENT/GUARDIAN RESPONSIBILITIES

1. Parents are expected to bring their children into the classroom and "CHECK-IN" with the teacher. Children should be dressed in proper attire for the day and infants and toddlers should be wearing a clean diaper.
2. Parents MUST have their children at the center before 11:00 a.m. or not until after 2:00 p.m. No children (except infants) will be allowed in during this time as it interferes with nap time and their daily schedule.
3. Parents are welcome to observe their child's program at any time during the day.
4. Children who become ill may not remain in the center. Parents will be called and it is their responsibility to find someone to pick their child up. Children sent home with a contagious disease will not be re-admitted without a doctor's note stating they are no longer contagious. Children sent home with a fever may not return until their temperature is normal for at least 24 hours.
5. Sibling infants will be given priority on the waiting list.
6. No child will be allowed to leave the center with anyone that is not listed on the child's release form. That person must also present picture I.D. Parents must notify the Director if someone other than themselves will be picking the child up.
7. Should you decide to withdraw your child from the center a written two weeks notice is required.
8. Any change in family - i.e. Divorce, custody, order of protection, separation - must be notified to the director and documentation must be on file.
9. Children are expected to be in attendance on the days set up between the Center and the parents. If your child will not attend on that day you must call the center and notify the staff. There are no free sick days, therefore payment is still due for these days.
10. Vacation Days - Each family will have two weeks vacation that match their schedule. Example - If your child attends 2 days/week you will have 4 free vacation days/year. 5 days/week = 10 days/year etc...

FEES/PENALTIES

1. A \$25.00 family registration fee is non-refundable.
2. 5% late fee for tuition not paid on time.
3. \$5.00 late fee for every 15 minutes after normal hours.
4. \$20.00 fee for returned checks
5. \$50.00 withdrawal fee without 2 weeks notice.
6. Non-payment of fees will result in termination of services.
7. **Collections Policy** - All Payments are due the Friday BEFORE the upcoming week, for that week. Tuition must be paid one week ahead of time. After 7 days, written notification will be sent and payment must be received or a payment plan set up by the date given. After this date a Final Demand Letter will be sent and services will be terminated. All non-payments will then be reported to the Credit Bureau and actions will be taken by a Collection Agency.

Check the box if you are fully or partially subsidized by Department of Social Services. D.S.S requires notification of any changes in work schedules - days and/or hours you are working - within 7-10 days. We require the same notification. D.S.S. only pays for your children when you are working. A new Letter of Approval is due on the day when the old one expires. Failure to hand in this letter will result in the parent paying for childcare until the New Letter is received. This payment will be considered a down payment to continue services, and when a new letter is turned in this money will be returned.

I have read the above contract with the Valley Child Care Center and I agree with all of the terms. I also agree with the following schedule for my children and Tuition I have agreed to pay. Any changes will be made with the Director.

Days and Hours my child will usually attend: _____

Check Meals your child will receive: _____ breakfast _____ morning snack _____ lunch _____ afternoon snack

Tuition I am responsible for paying each Friday: _____

Parent Signature/Date

Director Signature/Date