

CHILD CARE

CONTRACT/BILLING AGREEMENT

PLEASE INITIAL EACH STATEMENT AFTER READING IT CAREFULLY

1.\_\_\_\_\_\_\_\_ Payment for each week of child care is outlined on the reverse side of this document. You are expected to pay BEFORE services are rendered, not after. We accept check, cash, money order or credit card as payment. The center reserves the right to not admit a child into care if the parent is delinquent on payment.

2.\_\_\_\_\_\_\_Each child is given vacation days, equal to the number of days the child is enrolled. These days are available after 6 months of being enrolled at the center. If a child withdrawals, and then re-enrolls after a period of time, the family will have to wait 6 months again to begin using days. The parent MUST tell a staff person BEFORE they wish to use their vacation day. Vacation days cannot be applied after the day has taken place.

3.\_\_\_\_\_\_\_The Scranton JCC Early Learning Center will close for a number of National and Jewish holidays. Please see your holiday schedule for exact dates. When these occur, your family will not be charged for these days. However, the holiday MUST fall on a day your child is enrolled for you to receive the credit. If you choose to make a change in your child’s schedule that week, please notify a staff person PRIOR to that week.

4.\_\_\_\_\_\_\_The Early Learning Center understands that schedule changes may need to take place. We must know if you plan on adding an extra day to your schedule the week before it takes place. This is so we can properly staff our classrooms. It should also be noted that we can only allow children to add days, if we have the space to do so. We cannot guarantee drop in care. The parent will be responsible to pay the “daily rate” for the child’s particular classroom for that day.

5.\_\_\_\_\_\_\_Constant change in the child’s contracted days/times may result in an added fee. Changes of this nature would include adding an extra day every week for an extended period of time. We reserve the right to automatically change the contract to reflect the change.

6.\_\_\_\_\_\_The Early Learning Center is open from 6:30AM-6PM. Any parent picking up after 6:00, but before 6:15 will be assessed a $20.00 late pick up charge. After 6:15, in addition to the initial $20.00 fee you will be charged $2.00 for each additional minute the child is here.

7.\_\_\_\_\_\_\_If a parent choses to withdrawal from the program, they can do so at any time. We ask that the center be given at least a 2 week notice for this.

8.\_\_\_\_\_\_\_\_The Early Learning Center reserves the right to ask a child to be picked up from care if they are ill. We will follow the sickness policy that is given to you upon enrollment. There are no refunds for “sick days” or when a child is picked up early from care due to illness. However, a family may choose to use the “vacation days” that were previously discussed.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Admission:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Withdraw:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule of Care:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Arrival: | Arrival: | Arrival: | Arrival: | Arrival: |
| Departure: | Departure: | Departure: | Departure: | Departure: |

Payments and Fees:

The below amount is your WEEKLY FEE, for the care that is outlined above. This payment is due the MONDAY of the week care is received. You may choose to pay your fees weekly, bi-weekly, or monthly. If you choose to pay on a bi-weekly or monthly basis you must pay that amount before care is received.

FEE AMOUNT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services to be provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra Services to be provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persons Designated for pick up:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Address | Phone # |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Please Initial below

\_\_\_\_\_\_\_\_\_I/(we) hereby agree to the above contract and understand that upon signing this agreement I/(we) become solely responsible for payment of all charges made to this child’s account. This contract will remain valid and will incorporate any tuition adjustments, annual or otherwise, for the duration of your child’s attendance at the Early Learning Center.

\_\_\_\_\_\_\_\_Received complete written program information at the time of enrollment (3270.121, 3280.121, 3290.121)

\_\_\_\_\_\_\_\_ Agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (3270.124, 3280.124, 3290.124

Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_