

CONTRACT PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_ ENROLLMENT DATE: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

## FEES

There is a \$95.00 non-refundable enrollment fee for all first time enrollees, payable with your completed enrollment form. Your weekly tuition fee of \$\_\_\_\_\_ is to be paid in advance and is due on Friday for the following week. Payment of your weekly tuition fee is expected no later than Tuesday morning. After that day your account will be charged a **\$25.00 late payment fee**. If payment has not been received by Friday, childcare services will be suspended until your account is paid in full.

The childcare center's operating hours are from 7AM to 7PM. You must notify us if you will be picking up your child late. The fee for late pick-up is based on the current fee schedule.

The charge for returned checks is \$30.00. After two returned checks, only cash or money orders will be accepted.

***PLEASE NOTE:** There will be no adjustment to your weekly tuition for any reason, except at the discretion of the Executive Director.*

**Signature** \_\_\_\_\_

## HOLIDAYS

The center is closed for the following holidays with pay:

- New Year's Day
- Dr. King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving (*Wed at 12 noon, Thu & Fri*)
- Christmas Eve thru New Year's Eve (*Dec. 23rd at 12 noon*)

For holidays that fall on Saturday and Sunday, the center will be closed that Friday or Monday, respectively.

**Holiday care can be provided for an additional fee of \$90.00 on Dr. King's Birthday, President's Day & Columbus Day.**

**Signature** \_\_\_\_\_

## SNOW DAYS / EMERGENCY CLOSINGS / OTHER CLOSINGS

While every effort will be made to keep the center open, for the safety of our staff, parents, and children, due to inclement weather, or if there is some unforeseen emergency, the center will be closed at the discretion of the Executive Director. We will try to notify all parents as early as we can regarding any such closings. **Any parent picking up after the requested time will be charged an hourly late pick-up fee.**

## FAMILY VACATIONS

Please notify us in advance when you plan to take vacation. You are expected to pay the full weekly tuition fee and prepayment must be made to hold your slot.

## IN-HOUSE TRAINING

Two or three times per year we will conduct in-house training for our staff. On those days the center may close early. On-going staff training is necessary so that we can provide the best possible care for your child.

**Signature** \_\_\_\_\_

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## **TRIAL PERIOD**

Your child's adjustment to our program is of the utmost importance. There is a two-week trial period before care of your child is final. We reserve the right to terminate services to any child or parent we feel does not adjust well to our program.

## **HEALTH / ILLNESS**

To protect your child and the health of other children, we reserve the right to determine when a child is too ill to be cared for in the regular center setting.

We must have written permission before administering any medication. The medication should be in its original container, with the child's name and current date. Also, please inform us of any known drug allergies your child may have.

**Signature** \_\_\_\_\_

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## **TERMS OF THIS CONTRACT**

This contract is good until December 31st of the current year. After this date, either party may terminate services or sign a new contract for another year. The fee for contract renewal is \$35.00. You will be notified in advance of any increases in fees. This contract can be terminated by either party provided two-week written notice is provided at Zadie's Nurturing Den or one month at Zadie's House.

Parents agree to pay all costs, expenses and fees incurred by Zadie's Nurturing Den in enforcing this contract, including but not limited to, collection expenses, court cost, and attorney's fees. Signing below indicates that you have read and fully understand the terms of this contract. Any parent listed on the enrollment form **MUST** sign this contract.

**I (We) have read and understand the terms and conditions of this contract and agree to abide by all policies as stated.**

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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