

PITTSBURG COMMUNITY CHILD CARE LEARNING CENTER, INC.

502 E 20th St, Pittsburg, KS 66762 620-231-6390

PARENT CONTRACT

Days of operation: Monday – Friday

Hours of operation: 6:45 am – 5:30 pm

1. I agree to enroll my child(ren) _____ in the fee schedule circled below:

		Children over 2.5 years	Children younger than 2.5 years
A	Enrolled 5 days per week & more than 5 hours per day	\$120.00/week	\$140.00/week
B	Enrolled less than 5 days per week & more than 5 consecutive hours per day Days enrolled _____ Hours of enrollment _____ Total \$ per week _____	\$25.50/day	N/A
C	Enrolled 5 days per week & 5 consecutive hours or less per day	\$97.50/week	N/A
D	Enrolled less than 5 days per week & 5 consecutive hours or less per day Days enrolled _____ Hours of enrollment _____ Total \$ per week _____	\$21.00/day	N/A
E	Additional children in the same family who are all enrolled in section A, a \$5 per week reduction will be given	i.e. \$235/week for 2 children over 2.5 years old	
F	Drop-In; not enrolled on a weekly basis	\$32.00/day	N/A

- It is agreed that parents will be notified in writing of any change in fees or the terms of this agreement at least four weeks in advance.
- It is agreed that if my child is enrolled for five consecutive hours or less per day but is in attendance in excess of five consecutive hours per day I will pay the appropriate fee under section b) for that day. It is agreed that if my child is enrolled for more than five consecutive hours per day but is in attendance less than five hours per day I will pay the full day rate for which I enrolled.
- I agree to give the Learning Center one weeks notice for any reduction in enrolled days or hours. If less than one week's notice is given I agree to pay the remaining days of the one-week period. It is agreed that any increase in enrolled days or hours may occur as room is available. It is agreed that changes in enrollment days must be discussed with the Director and made in writing.
- My child's first day of enrollment is _____. My charges begin the first day of enrollment.
- It is agreed that a deposit equal to one week's fees will need to be paid at contract in order to guarantee a space for your child. This amount will be applied to your first week's fees. If you notify us two weeks or more before the scheduled first day of attendance that your child care arrangements are going to change, your deposit will be refunded. If it is less than two weeks, then you will forfeit your deposit.

7. **I agree to pay fees prior to the start of the week. Full payment is due by your child's drop off Monday for that week.** Failure to do so could result in your child being unable to attend until payment is made. If full payment of fees is not received by 7 calendar days of the date due, the account will be assessed a late fee of \$10.00. If payments are not made on time; we reserve the right to discontinue child care. If the account has a balance at that point, late charges of 5% with a \$10 minimum will be assessed each month that payment is not received. Any account which needs to be taken to Small Claims Court will pay court costs and late fees.
8. Receipts for payments are available on the child care app after payment is made or posted. Tax statements are available on the app in January of the following year. Records are kept for three years, even if the child is no longer enrolled.
9. I agree to abide by the Leave Day policy as stated in the Parent Handbook. I will make full payment of fees for days absent in which a leave day does not apply. See page 6 in the Parent Handbook.
10. I agree that if my child is absent for one week without prior notification it may result in dismissal.
11. I agree that if my child is here past 5:30 p.m. I will pay \$10.00 for pick up between 5:31 p.m. to 5:45 p.m; pick up between 5:46 p.m. and 6:00 p.m. will be an additional \$20. Pick up after 6:00 p.m. will be an additional \$20 for every 15 minutes. This amount is due at the end of the week. Excessive times of being late will result in a solution being discussed with the Director and possibly being dismissed from care.
12. It is agreed that I will not be charged for holidays or days that the Learning Center is closed, including emergency closure. Full fees will be charged for an early closure or a late opening time. See page 2 in the Parent Handbook.
13. I agree to give the Learning Center two weeks notice if I withdraw my child. If less than two weeks' notice is given I agree to pay the remaining days of the two-week period.
14. It is agreed that if a check is returned to the Learning Center for insufficient funds, then you agree to bring a cash payment for the amount of the check plus any additional fees charged to us by our bank. If more than one check is returned in a one-year period of time, the family will be responsible for an additional service charge of \$15.00 due and payable to the Learning Center immediately. The following items need to be included on your checks: Full name, street address, phone number, and driver's license number. This same policy applies to payments made on the app that are returned. Returned payments would be considered late payments and subject to those fees as well.
15. It is agreed that the Learning Center will not be held responsible for expenses incurred when a child contracts a communicable disease (including head lice). Doctor' fees, medication, loss of time from work, etc. will be the sole responsibility of the family involved.
16. It is agreed that the Learning Center is not responsible for lost or broken articles.
17. The Behavior Guidance Policy is on pages 13 and 14 in the Parent Handbook.
18. I have read the Parent Handbook and agree to follow the policies therein. Failure to follow the Learning Center's policies may result in dismissal by the provider.

Parent or Guardian's Signature

Date

Social Security or Driver's License #

Director's Signature

Date