

MICHELE'S DAYCARE CONTRACT

Facility #: 414002793

◇ HOURS OF OPERATION/ ENROLLMENT

Monday through Friday 7:30 a.m. to 5:30 p.m. Any child picked up after 5:30 p.m. will be charged \$10.00 for the first five minutes, and \$1.00 for each additional minute thereafter; payable to the closing staff member that same day. **Please see handbook for additional pick up and meal instructions.**

◇ RATES

Our rates for FULL TIME CARE are \$_____ per week, PART TIME CARE is \$_____ per day, and there is a three day minimum for part time. A late fee will be charged when payment is not received by Friday, of the same week that it was due.

Your weekly fee of \$_____ per week is due each Friday.

There is a non-refundable two (2) week deposit due the day of enrollment, half of your monthly rate (covers last two weeks of care). A minimum of two weeks' notice must be given in writing before removing your child from the program.

Payment by cash or check each week is accepted. However, once your check has been returned to us, payment in cash will be expected from then on. Any bank charges will also be charged to you. Weekly fees must be paid in advance when leaving on vacation.

◇ HOLIDAYS/ VACATION/ ABSENCES

Child Care fees are based on a _____ day work week, including holidays. All absences due to illness must be paid in full. Please notify Michele's Daycare, by 9 p.m. the prior day if your child is ill or not coming that day.** Please see handbook for a list of reasons why your child may not be able to attend.**

The holidays that we get paid for are listed in the handbook and available upon request.

◇ PROVIDER VACATION AND SICK DAYS (PER CALENDAR YEAR)

Two week (10 days) paid vacation and **one week (5 days) non-paid** vacation. At least two week notice will be given so that arrangements can be made. The provider gets five (5) sick days per year. Every effort will be made to give families time to make arrangements for alternate care. Be sure to have a "back up" plan, just in case. I promise to post my vacations (4) weeks in advance.

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◇ **DISCIPLINE**

Please indicate what form of discipline is acceptable to you; we use the "Time-Out" method.

Additional information listed in handbook

◇ **PHILOSOPHY**

The purpose of Michele's daycare is to provide an environment allowing the children to develop to his or hers fullest potential. We created our program with each child's individuality and positive self- conception in mind. It is intended to encourage creativity, allow for exposure to the mind. It is positive social interactions with other children as well as adults. Our goal is encourage each child the same equal abundance of love and respect. We will provide daily opportunities in our daycare for planned and free choice activities; also we really enjoy and encourage frequent field trips. **Please view our handbook for additional information about our program**

◇ **ACCEPTANCE**

I/We, _____ as parents/legal guardians of
_____ have read and understand the terms and conditions as outlined on the
pages of this contract, and agree to accept them for the fee amount stated.

This contract will begin on: _____ for the child care term of FULL TIME / PART TIME
CARE.

Part time care scheduled days: _____, _____, _____

SIGNATURE: _____ SIGNATURE: _____
(Parent/ Guardian) (Date) (Daycare Provider)

** Some outings we go on require driving in the car. Car/booster seats are required for all children who fall under the height, weight, and age requirements according to state law. Please initial to verify that you have read and understand this. X _____

Accepted by Michele's Day Care on _____