

**ST. JOSEPH EARLY LEARNING CENTER
CHILD CARE AGREEMENT**

Child's Full Name: _____

I/we am/are contracting with St. Joseph Early Learning Center for child care. The terms of our agreement are as follows:

CARE

Please initial which care you are in need of:

_____ Infant Care (6 weeks - 24 months)

_____ Preschool Care (2 years - 5 years)

RATES

Infant Care

1 day - \$22.85
2 days - \$45.70
3 days - \$68.55
4 days - \$91.40
5 days - \$109.00

Preschool Care

1 day - \$19.50
2 days - \$39.00
3 days - \$58.50
4 days - \$78.00
5 days - \$97.50

Please indicate below which days you would like your child to attend St. Joseph Early Learning Center.

My child will attend the Early Learning Center on _____
_____ days.

PAYMENT

Payment is due the Friday prior to the week of service. If the weekly fee is not received by closing time the following Monday there will be a \$5.00 late fee.

There is a \$1.00 pre minute late pick-up fee to be paid to the closing employee.

St. Joseph Early Learning Center requires payment for days in which the child is scheduled. Parents are responsible for sick days and holidays on which their child's schedule falls.

NOTICE OF WITHDRAWAL

Parents must notify St. Joseph Early Learning Center two weeks before the child's last day. Unless such notification is given the parents are responsible for the child's schedules days.

DAYS AND HOUS OF OPERATION

The Early Learning Center will be open at 6:30 a.m. and close at 5:30 p.m. There will be no child care on New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thursday and Friday of the Thanksgiving Holiday, and Christmas Day.

VACTION WEEK

Each child will be given a free week's vacation to be used in one calendar week depending on the number of days enrolled in the Early Learning Center.

The following criteria must be met in order to receive the discount:

1. The child has been enrolled for one year at the Early Learning Center.
2. Payment has been late no more than two times during the year.
3. The child is not present during the week of vacation.

OVERDUE ACCOUNTS

Because we have daily expenses that must be paid on time it is very important that we receive prompt payment.

The following actions will be taken to ensure payment is received.

1. If payment is not received by 5:30 on Monday, a note with the account balance including a \$5.00 late fee will be placed in your child's cubby.
2. If there is an over due balance, some sort of additional payment must be made on the existing balance in addition to the weekly fee.
3. If requirement #2 is not met within two weeks of the first notice your child may not attend the Early Learning Center until the entire balance is paid in full.
4. If the child is asked to leave the Early Learning Center his/her spot will NOT be saved for possible return. When the balance is paid parents may request to place their child's name on the waiting list.

I/we understand the my child care fee for _____ will be \$_____ per week. This fee is due on the Friday prior or the week of service.

Parent Signature: _____ Date: _____