



### Parent/Provider Contract

This is a contract between \_\_\_\_\_ (herein called Parent(s)) and LeaRN Lily Child Development Center LLC, Licensed Daycare Provider (herein called Provider).

Childcare services will be provided by LeaRN Lily Child Development Center for (name of child) \_\_\_\_\_ on (circle days needed) Mon. Tues. Wed Thurs. Fri.

Beginning on \_\_\_\_\_ .

Parents accept that last minute or temporary changes in days of attendance can only be accommodated when there is availability at the center.

### FOOD

All meals are included. These are breakfast, a cooked lunch, afternoon snack and all drinks. Parents of babies must provide all formula/breast milk and baby food. If the parent fails to provide this, it will be purchased by the center and the parent will be responsible for reimbursement for the full cost. We do provide 'baby snacks' but this is an additional treat for the younger ones and is not considered a 'meal'.

### HOLIDAYS

The following will be paid holidays. No childcare services will be provided:

New Year's Day, Independence Day, Labor Day, Memorial Day, Indigenous People's Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Day and the day after Christmas.

There will be additional days (mandatory staff training) which will be posted well in advance.

### FEES

The fee for childcare will be \$ \_\_\_\_\_ per week payable every Friday prior to service being provided. **Parent agrees childcare fees are due regardless of attendance.** Payment is automated and is accepted via credit card or bank transfer via Brightwheel. If the parent chooses to pay via credit card, the parent understands there is a convenience fee of 3.00%.

Parent agrees to pay an enrollment fee of \$125.00 payable prior to the first week of care. Parent understands the enrollment fee is an annual, nonrefundable fee. Parent understands that the deposit is held until the child's final week and applied to that week. All deposits and fees are non refundable payments.

These fees are due prior to the first week of care.

Parent agrees to pay the deposit fee equal to ***one full week of care per child.*** These fees are due prior to the first week of care. If you wish to hold a place for your child at LeaRNLily Child Development Center, you must complete all paperwork, pay the deposit, registration fee and the weekly tuition.

Parent agrees to pay \$50.00, and additional costs incurred, along with my late fee if a check is returned to Provider or ACH (bank draft) or any card payments are declined.

Thereafter payments will be cash.

Parent will pay late fee of \$40.00 if payment is not received by 5:00 PM on the due date (Friday by 5:00pm). Parent agrees that if payment is not received by the following Monday at 5pm including all late fees; the child will not be accepted into care. Parent agrees that if 7 days passes without the account settled in full, childcare services will be terminated and the collections process will begin. Picking a child up after the center closing time will incur a charge of \$2 per minute. If your child is not

collected by 6:30pm, Child Protective Services and the police department will be contacted.

Parent agrees to pay all costs associated with collection of any unpaid debt to Provider.

Parent understands that there may be an increase in tuition in line with operating costs. Parents will be given 4 weeks notice (minimum) of any increase.

If the parent receives government assistance (Virginia Child care Subsidy Assistance) the parent agrees to comply with regulations and swipe attendance daily. Parent agrees to pay child care tuition in full if attendance is not recorded via the card swipe system after seven days have elapsed.

If parent receives government assistance (Virginia Child care Subsidy Assistance) parent agrees to pay any weekly balance not covered by the Virginia Child care Subsidy Assistance program.

#### VACATION

Parent agrees to provide 2 weeks notice prior to any vacation time or change in days of attendance. Parent agrees to pay childcare fees to hold child's place during any vacation time or extended leave due to illness or any other reason. **Full payment is due whether or not child attends including center holidays, workdays or other closures for which parents will receive ample notification.**

After the family has been in attendance for six months, you are eligible for one week at 50% every calendar year for vacation purposes. You must give two weeks notice for this.

Should the center close for reasons of inclement weather, heating failure, or any other unforeseen issue, the parent understands that payment is still due to maintain the child's place and agrees to pay. No refunds will be given for any reason.

If parent is employed at the center and fails to pay for child care, parent agrees to pay monies owed from final check.

Fees are reduced by 50% for one week every 12 months after child has been in attendance at the center for at least 6 months. Fees will not be waived unless two weeks notice has been received.

## CLOSURES

The Center takes the safety of our families, children, and staff very seriously. There are times that the weather in Virginia will make it unsafe for people to travel to or from the center. We will follow the York County School District for weather closures and delays. We also reserve the right to close if we deem necessary for any reason which affects the safety of our children or staff. You will be able to find closure updates on Brightwheel and Channel 10 News.

**Tuition is due in full for the week of the closure.**

**Schedule changes are not available due to closures.**

## TERMINATION OF SERVICES

Parent agrees to provide two full weeks notice of termination of the Child care Contract, in writing. The two weeks will be calculated as 14 days from receipt of the written notice and means that TWO FURTHER PAYMENTS ARE DUE. The deposit (if paid) will be applied to the second of those two payments. Parent agrees that if two weeks notice is not given to Provider prior to withdrawal of the child from the Daycare the parent will be responsible for two weeks fees in lieu of notice.

\*Provider has the right to terminate a contract without notice in the case of non payment of fees, harm to other children or a dangerous situation caused by that child, intentional or otherwise. Provider reserves the right to terminate the contract of any parent who demonstrates any type of behavior which is deemed to be aggressive or intimidating in nature.

Backpacks are not necessary and we do not have space to store these. If it is of vital importance that your child has a backpack, please ensure that it contains ONLY supplies required for your child's care.

The following items are not permitted:

Food (unless it is a specific item for which you have an order from your pediatrician), drugs of any nature which have not been prescribed for your child, narcotics, illicit substances, weapons, paraphernalia, alcohol, cigars/cigarettes/vape machines/electronic cigarettes, lighters.

This list is not exhaustive.

#### DAMAGE TO CENTER PROPERTY

If any item of center property is destroyed, camera footage and witness statements will be obtained and evaluated. If the damage is determined to be wilful, an incident report will be completed and the parent invoiced. Parent agrees to take responsibility for the cost of any wilful damage to center property by their child.

#### DOCUMENTATION

Parent agrees to complete all forms required and issued by the center. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

#### SUPPLIES

Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, they will be purchased by the center and Parent will reimburse Provider for the full cost. Parents must provide two complete changes of clothing, including socks.

Parents must provide a nap mat or sleeping bag for their child which must be taken home and laundered weekly. Mats/sleeping bags left at the center will be laundered and a \$10.00 fee applied for which the parent will be responsible.

#### FIRST AID & MEDICAL CARE

I authorize LeaRNLIly Child Development Center to obtain emergency medical care should an emergency occur, should Parent be unable to be contacted immediately. (Please initial below).

\_\_\_\_\_ I accept the emergency medical care provision.

\_\_\_\_\_ I decline all medical care on religious/other grounds.

Due to the designation of this center, assessment of your child by a Registered Nurse is provided free of charge. Should your child require first aid, evaluation of illness, treatment of a scrape/graze/bump or administration of medication, this is included in the tuition fee.

A doctor's order is required for the administration of ALL MEDICATION which has a duration of 10 days or longer. Also, a doctor's order is also required for specialized treatments.

Should the child become ill, the center will call the Parent who must arrange to have the child picked up at the soonest possible time. The parent agrees to do so. If the parent is unable to reach the center within one hour, parent agrees to provide the name and contact details of a responsible adult who is able to pick up the child within one hour.

The Parent agrees to inform the center within 24 hours or the next business day after the child, or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

### SUPPLIES

The parent is responsible for the provision of diapers, wipes, 2 full sets of spare clothing, diaper cream (if used) sunscreen and bug spray. You will be notified via Brightwheel should supplies run low. If you do not provide necessary supplies, we will purchase them and the cost will be added to your invoice for the week. Parent agrees to provide supplies as requested or pay the costs incurred to the center.

COMMUNICATION

The Parent agrees to keep the Center updated with any changes in the child’s health and wellbeing in order that we may continue to work as a team and provide optimum support.

CONFIDENTIALITY

Parent agrees not to take photo or video inside the center without permission. Taking screen shots from the internal camera system is prohibited. Parent understands that if screen shots are obtained against policy, camera access will be terminated.

SIGNATURES

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_