



# CUDDLE KIDDIES CHILDCARE ACADEMY CONTRACT

This contract is made between the parent(s)/guardians:

Name of Parent(s)/ Guardians \_\_\_\_\_

Name of Parent(s)/ Guardians \_\_\_\_\_

and **Cuddle Kiddies Childcare Academy (CKCA)** for the care of the following children:

Child's name \_\_\_\_\_ date of birth \_\_\_\_\_

Child's name \_\_\_\_\_ date of birth \_\_\_\_\_

**The payment for care shall be \$ \_\_\_\_\_ per week / day / hour** and reflects a schedule as follows:

Arrival time \_\_\_\_\_ am. and Pick up time \_\_\_\_\_ pm on the following days:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday

**The payment for lunch fees shall be \$ \_\_\_\_\_ per week / day.**

The maximum number of hours per day should not exceed 10 hours. The above times and days are flexible upon prior approval. Otherwise, late pick up will be **\$25.00** per hour after the designated pick up and will need to be paid in cash upon arrival.

Payment is due to CKCA in advance of care and paid every **Monday by 6pm**. Accepted methods of payment include debit or credit card only and on line payments. If under extenuating circumstances, a check or cash is used, a **\$5.00 service fee** will be charged. If a personal check is returned due to a lack of funds, the parent/guardian must pay a **\$35.00** returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment.

If a payment is not made on time, a late fee of **\$25.00** will be charged.

**Late pickup, anytime after scheduled pick up time, a late fee of \$25.00 will be charged to your account..**

**Overtime rates are as follows:**

For the purpose of this contract, overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time. With advance notice by the parent and approval by CKCA, CKCA agrees to provide overtime care at a rate of **\$12.00** per hour.

Without advance notice by the parent and approval by the provider, the overtime rate will be **\$15.00** per hour.

**CCDF (State Subsidy Program) Payments.** If you are on the CCDF program, the payment policy is as follows:

Parents who are receiving CCDF child care assistance must pay the full regular tuition rate until we receive approval from the state. Upon our receipt of CCDF payment we will reimburse any previous payments made by you based upon the retroactive start date of your CCDF (with exception of your co-pay).

*(i.e. prior to receiving CCDF approval you paid full tuition for week March 1-5. Your CCDF approval was later received with a retroactive effective date of March 1. We will process a credit for the week you paid (less any co-pay) for the approved CCDF week).*

We are required by the state to report any and all co-payments not paid. Our refusal to report may result in our losing our CCDF participation, as well as parents losing their CCDF privileges. Tuition rates may vary according to CCDF disbursement. If CCDF billing lapses it is your responsibility to pay the full tuition amount until CCDF notifies us otherwise.

• *Families using the state subsidy program (CCDF) are responsible for paying any and all amounts not covered by CCDF.*

### **Payments during Holidays, Vacations, and Other absences:**

CKCA will not be open for business on the following Holidays:

New Year's Day, MLK Day, Good Friday (close by 4:00pm), Memorial Day, Independence Day, Labor Day, Halloween (closed by 6:00pm October 31<sup>st</sup>), Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. **See CKCA holiday closings list for more details.**

1. Regular tuitions are due for the week of holidays.
2. If a parent plans on taking a vacation and the child will not be in care, CKCA must be given 2 weeks' notice. Parents are expected to pay during their scheduled vacations.
3. When a child is ill, the parents are expected to make every effort to give the CKCA as much notice as possible. Parents are expected to pay on child sick days.
4. If a child does not arrive for the day and no notice has been given to CKCA, parents are still expected to pay.

### **Additional charges**

CKCA will charge additional fees as follows:

1. An enrollment fee of \$30.00
2. A semester supply fee of \$40.00 (due twice a year in January and August).
3. In addition charges may be assessed for special trips and activities as they occur.

**Termination Procedures:**

This contract may be terminated by the parent(s) or CKCA. If the parent terminates, a 2-week notice prior to the last date of care is required in writing (letter, note or email is acceptable).

*CKCA may immediately terminate this contract without any notice if payment is not made on time or for any other reason that CKCA deems necessary.*

**Other:**

- *If CKCA chooses not to enforce any portion of the contract, it does not give up the provider’s right to enforce any other portion of the contract.*
- *The contract can be revised at any time by the provider if necessary.*

**Signatures:**

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). CKCA reserves the right to change policies as needed with advance written notice.

I further understand that my account must be paid in full before withdrawing my child(ren) from the childcare. This includes the final 2 week notice period. Any account past due at the time of disenrollment will be sent to a collection agency.

\_\_\_\_\_  
Parent’s name printed

\_\_\_\_\_  
Parent’s signature/date

\_\_\_\_\_  
Parent’s name printed

\_\_\_\_\_  
Parent’s signature/date

\_\_\_\_\_  
CKCA Director

\_\_\_\_\_  
signature/date

*If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.*