

Central Storybook Village Day Care Agreement

Child (ren)'s Name(s): _____ Enrollment Date: _____

1. Nursery _____ Preschooler _____ Before or After _____ Before of After

Contracted Days: _____ Daily Rate: _____ Weekly Rate: _____

2. Tuition payment is due on your last contracted day of the week for the following week.

3. A non-refundable Registration Fee of \$50.00 is due upon enrollment to reserve a space for your child.

4. A Security Deposit of \$100.00 will be held until enrollment is terminated. Parents who give a one (1) month written notice and who have no outstanding balance will have their security deposit mailed to their home after the last day of attendance.

5. Two (2) weeks prior written notice is required for our discounted Vacation rate. The discounted rate will only be granted for full weeks of vacation when the two weeks written notice is submitted to the director. A fee of \$50.00 per week for 5 full day enrollments with a maximum of \$75.00 per family will be charged for full time enrollments to save your child's space. For part time enrollments, a fee of one half your contracted day for a vacation week. CCA school age day care enrollments will pay \$1.00 per contracted day for a vacation week.

6. Parents are financially responsible for all contracted day regardless of attendance of Holidays.

7. The following Holidays will be observed at Central Storybook Village Day Care: New Year's Day, Good Friday, Memorial Day, Staff Training Day (Date to be announced), Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, Christmas Eve or day after Christmas.

8. Tuition is due on Friday, before services are rendered. If payment is not received by close of business of Friday, a \$25.00 late Fee will be added on Monday. If tuition and late fees are not paid in full by Wednesday, day care services will be suspended until all fees due are paid in full.

9. A fee of \$15.00 will be required for any check returned for insufficient funds(NSF). After two NSF returned checks, payment must be mad on a CASH ONLY basis.

10. All children must be picked up by the designated closing time of 6:00p.m. Children leaving past that time will be charged \$1.50 per minute thereafter.

11. Upon registration, each parent is asked to read, complete and return the Emergency Contact Form. The form will be updated Every January and July and/or as necessary.

12. Any serious injury will be reported to the parents immediately. Minor cuts and scratches will be treated by the Center.

13. Please Do Not Send your child to the center if any of the following signs of illness are present: Temperature over 100 F, Rash or Skin Conditions, Sore Throat, Persistent Cough, Red, Watery Eyes, Vomiting or Diarrhea within the previous 24 hour period

14. The Center will provide two snacks per day. Parents must provide a noon lunch. Hot lunch through the Chartiers-Houston School District is available during the school year at a designated price. If parent is bringing breakfast, it will be served from Opening until 9:00a.m. by the caregiver. The Center is not responsible for serving breakfast after 9:00a.m.

15. Please dress your child in comfortable play clothes and appropriate footwear. We ask that you provide a season appropriate change of clothing to remain at the Center.

16. Do NOT send toys with your child. The staff cannot be responsible for toys except on the designated Show-n-Tell days.

17. The Administrator reserves the right to terminate enrollment at any time.

I have thoroughly read, fully understand, and agree to all of the policies stated above.

Parent's Signature _____ Date _____

Director's Signature _____ Date _____