

Little Miracles Child Development Center, LLC.
Financial Childcare Agreement and Center Policies
 (Binding Contract for Childcare Services)

Child's Name	DOB	/	/
Parent/Guardian Name			
Street Address			
City, State, Zip			

Thank you for selecting Little Miracles Child Development Center to provide our childcare services for your family.

Please list your child's scheduled times to be at the center below. If in the future you need to make a change to your childcare schedule please inform the center's director. Children are not to be in childcare for more than 10 hours per day without prior approval from center's director.

Days	Approx. Arrival	Approx. Departure
Monday	: a.m.	: p.m.
Tuesday	: a.m.	: p.m.
Wednesday	: a.m.	: p.m.
Thursday	: a.m.	: p.m.
Friday	: a.m.	: p.m.

The weekly cost of childcare services will be \$_____.

Enrollment

There is a one time enrollment fee of \$35.00 due per family at the time of enrollment.

Payments

Childcare payments, co pays, and vouchers are due weekly on the Friday prior to the next week of childcare services being provided, if your child is absent from Little Miracles on this day payment is still due by 6:00 p.m. Payments will be accepted in the form of check, cash (exact change), childcare vouchers, or money order.

Late Payments

Fees not received by 6:00 p.m. on the Friday before the next week of care are considered late. A late fee of \$5.00 per day will be assessed on your account. If payment is not made within two business days, your child may not return to daycare until tuition and all late fees are paid in full. There is a \$35.00 bank fee for any returned checks and no checks will be accepted as a form of payment thereafter.

Late Pick Up Fees

A charge of \$1.00 per minute will be due no later than the next business day if your child is picked up after the center's closing time or if your child is in care for more than 10 hours on any day.

Holidays

Our childcare center observes the following holidays and will be closed all day on these days without reimbursement of tuition cost or credits: **New Years Day ● Memorial Day ● Labor Day ● Thanksgiving Day ● Friday after Thanksgiving ● Christmas Day ● Day after Christmas**

Termination

Either parent/legal guardian may permanently terminate childcare services by giving two full care weeks (Monday-Friday) **written notice** in advance of child's enrollment ending date. Payment by parent/legal guardian is due for the notice period, whether the child is brought to the center for care during this time or not. **The center reserves the right to terminate childcare services for any reason without advance notice.**

Additional Policies

- Parents must submit their child's immunization records prior to their first day at the center. Children's medical statement completed by a licensed physician is due within 30 days of the child's enrollment in the center. Children who do not provide health records or who do not have them updated will have childcare services suspended until the records are brought up to date.
- All food and drinks will be provided by the center for your child. Children are not permitted to bring any type of food or drink into the center (may be an exception for infants, please speak with director for more information).
- Children are not permitted to bring toys into the center (if your child has a security naptime toy or blanket please speak with the director).
- Children must be in attendance at the center no later than 10:00 a.m. A Breakfast Snack is served daily from 8:30 a.m. to 9:00 a.m.
- Children must be dropped off at the center by someone at least 16 years old, who must also escort the child into the building, sign he/she in at the welcome desk, and remove child's coat and store in their assigned cubby.
- Children may only be picked up by parents, legal guardians, or other authorized people which the center has prior approval in writing on the correct form from the child's parent or guardian stating that this person is authorized to pick this child up from care. The authorized pick-up must also have a valid government ID available to show staff upon request. They must sign the child out for the day on the appropriate sheet in the classroom.
- All children are required to bring two complete changes of clothing. All items must have the name of the child. Only closed toe shoes are acceptable. NO SANDALES or FLIP FLOPS. Also, we recommend parent to dress their children appropriate for the activities done at the center. While every effort will be made to minimize the soiling of clothing due to activities, etc... children may get dirty and we do not want any expensive clothing, shoes, jewelry, etc... to be ruined. Little Miracles Child Development Center will not be held responsible for any lost or damaged clothing or other items.
- Parents of babies and children who wear diapers need to bring one box of diaper wipes and a minimum of four diapers each day. Parents are more than welcome to bring bags or boxes of diapers as well. Each classroom has storage for each child's belongings. Children's diapers, wipes, etc are never shared between classmates. We value your child's belongings and ensure that what you bring in for your child is only used on your child.
- Parents must notify the center of their child's absence no later than 10:00 a.m. Absences may also be called in and left on the center's 24 hour voicemail.
- If your child is ill you will be required to pick him/her up within an hour of being alerted by the center. Please refer to the parent handbook for our sick policy. Your child may return to the center **only** with a note from his/her doctor stating that he/she is okay to return to our childcare program.
- If a child is on any type of medication, the parent must fill out the Administration of Medication Form in its entirety. Prescribed medication must be in its original container with the pharmacists' label which includes the child's name, date the prescription was filled, the directions for the dosage. Non-prescription medication must be in its original container, not be expired, has the dosage for the child's age and/or weight clearly stated. If the medication reads to consult a doctor, the child's physician must fill out the Administration of Medication Form and state the correct amount, along with signature and date.

Date / /

Parent /Legal Guardian Signature