

Ms. Courtney's Lil Froggers
Contract and Financial Agreement
January 1 - December 31, 2016

The Ms. Courtney's Lil Froggers Handbook of Policies and Procedures explains all of the policies in place at the child care home. This Agreement is reviewed annually at which time a new updated Handbook will be given to parents. If changes are made to the Handbook throughout the year, parents will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: ____/____/____ Referred By _____

This contract is between _____ (herein called Parent(s)) and Courtney J. Clayborn, owner of Ms. Courtney's Lil Froggers (herein called Provider).

Child care services will be provided by the Provider for the following children:

Child's Full Legal Name: _____ Birthdate: ____/____/____ M ____ F ____
Child's Full Legal Name: _____ Birthdate: ____/____/____ M ____ F ____

Contracted Days/Times: 20 hours or less is considered **Part-time**/ 20+ hours is considered **Full-time**

(circle days needed): **Monday Tuesday Wednesday Thursday Friday**

from _____ am/pm to _____ am/pm beginning on **(Start Date):** ____/____/____

Drop-In Days Needed: _____

Note any exceptions to the above: _____

ENROLLMENT FEE: Full-time and Part-time parents will pay an enrollment fee of \$45.00 prior to child's start date (\$30.00 per additional child), due the day this Agreement is signed. The enrollment fee is not refundable.

Enrollment Fee Paid: ____/____/____ Amount: _____

FEES (due regardless of attendance): Weekly Child Care Fee: _____ **Drop-In Only Fee:** _____

Fees to Be Paid: ____ Weekly ____ Bi-Weekly ____ Monthly

* Due Friday **before** the week begins or the last scheduled day at drop-off time regardless of attendance or child care closing.

Method of Payment: ____ Cash ____ Personal Check ____ Internet Bank Transfer* ____ PayPal* ____ Online

* Transfer must be complete, not initiated, by said due date.

ADDITIONAL FEES: Parents are expected to pay any of the following Additional Fees within 24 hours.

Late Payments: Parents will pay \$10 per child per calendar day (including weekends) that payments are received late.

Bounced Checks: Parents will be billed a \$35 penalty fee plus any other fees Provider incurs as a result.

Early Drop-Off/Late Pick-Up: Parents will pay a late/early fee in 15 minute increments equal to \$5 per child. 1-15 minutes early/late = \$5 per child; 16-30 minutes early/late = \$10 per child, etc.

TRIAL PERIOD: There will be a two-week (14 calendar days) Trial Period beginning on the child's first actual day of care. During this time either the Parent or the Provider may terminate this agreement without further obligation. No pre-paid child care fees, including the Enrollment Fee, will be refunded if this agreement is terminated during the Trial Period.

DROP-IN ONLY ENROLLMENTS: Parents acknowledge that Drop-In only care days are made on an as needed and space available basis. Parents acknowledge that if they do not use child care services for a period of 3 months or longer Provider has the right to cancel this agreement.

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Child Care Closings:

Paid Holidays: New Year's Day, Good Friday, National Childcare Provider Day, Memorial Day, Independence Day & the Day After, Labor Day, Thanksgiving Day & the Day After, Christmas Eve, Christmas Day, & the Day After, New Year's Eve.

Paid Personal/Sick Days: Ten (10) days per year taken as needed. Provider will give Parents a minimum of two-week's notice of paid personal days except in the case of Illness or Emergency.

TERMINATION: Parents and Provider agree to give two-week's written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. Two-week's child care fees are due in one lump sum immediately upon the written termination notice. If notice is not given, the child is not in attendance, and/or the child care is closed, the final two week's fees are still due with no credit for unpaid closings.

Provider reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises, serious illness of Provider or Provider's family member, continual disciplinary problems, false information given by parent.

ACKNOWLEDGMENTS:

** Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, the Provider will purchase them and Parent will reimburse Provider for the full cost plus the Provider's time in acquiring those supplies.

** Provider will supply breakfast, lunch, snacks, preschool, activity fees, napping beds, and TLC etc.

** Parent agrees to comply with, respect, and take seriously all policies in the Ms. Courtney's Lil Froggers of Policies and Procedures and Financial Contract.

** Parent agrees to pay all fees associated with any collection of unpaid debt.

** Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect.

** Provider will give Parent a minimum two-week's notice of any fee or policy change.

This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement, unless it is in writing and signed by both parties.

**By signing this agreement I agree to comply with all the terms covered in this Contract & Financial Agreement.
I understand this is a legally binding contract between all parties signed below.**

Parent/Guardian Signature/Date: _____

Parent/Guardian Signature/Date: _____

Provider Signature/Date: _____

Parent/Guardian Contact Information:

Address: Street _____

City & Zip _____, TX _____

Phone Number: (_____) _____ - _____

E-mail Address: _____