

Sunny Center

Welcome to Sunny Center! We are happy you have chosen to bring your children to us! Please read through **ALL** of the following information thoroughly. If there are questions you need answered please speak with an administrative staff. Each page will have a place for you to initial.
This is a contract for service between you and the center.

I, _____ the parent (or guardian) of _____ age: _____ ,
age: _____ , age: _____

I Agree to this contract for childcare services to be provided by Sunny Center, a licensed childcare facility. Failure by Sunny Center to enforce one or more terms of the contract does not waive the right of Sunny Center to enforce any other terms of this contract.

I agree to pay \$_____ per week for child care services (26 hours or more is considered full time).

Childcare services will be provided between the hours of _____ AM and _____ PM on the following days M T W TH F (circle the days in care) or on the following varied schedule

Hours:

Sunny Center is open Monday-Friday 7:00 am-5:30 pm. ***Early or Extended hours may be available with management approval and based on demand/need. For example 5:00 am drop off or 6:30 pm pick up. Additional fees may apply for the early or extended hours. Your name is put on a list with the reason and management will decide. If there is enough need for staff to come in early or stay late then we may accommodate.

We are closed on the following **holidays**. (Tuition will remain the same on the shortened weeks)

- Labor Day (First Monday in September)
- Thursday and Friday of Thanksgiving Weekend (Fourth Thursday and Friday in November)
- Christmas Eve (December 24th)
- Christmas Day (December 25th)
- New Years Eve (December 31st)
- New Years Day (January 1st)
- Presidents Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Pioneer Day (July 24th)

Guardian's Initials: _____ Date: _____

Programs:

Sunny Center offers full and part time programs as well as hourly drop in programs. If you have a change in schedule and need to switch programs, approval needs to be obtained from the management at least one week prior to the anticipated change.

The center cannot guarantee that the program you want will be available. Once you have switched programs, you will need to remain with the program at least 3 months before switching again. (i.e.: This usually applies if you enroll in the half day program and need to switch to the full day program, you will need to remain in the full day program for at least 3 months before going to the half day program.)

Full tuition pays for 7:00 am to 5:30 pm. All meals provided

Part time schedules must be worked out with management for openings or fit with other part time schedules. Full time clients will come first.

Half day programs run:

7:00 to 12:00 Breakfast and a snack provided

12:30 to 5:30 lunch and a snack provided.

Drop in is not guaranteed and depending on your drop in and pick up time we may not always be able to accommodate.

Parental Supervision

I understand that I am expected to bring my child / children into the building and see that he/she is properly signed in and under supervision of an employee of the center before leaving the premises. Because it is difficult for caregivers to maintain control over children when they are in the presence of their parent, at the time of pick-up I assume supervisory responsibility as soon as the child makes visual contact with me. They will then need to be properly signed out.

Meals

Due to the fact that we participate in the USDA Nutrition Program, our meal times and meals have been approved by the state/federal government and we strictly adhere to their guidelines. If you drop your child off after a scheduled meal time, you are responsible for making sure they are fed before coming to the center. **No outside food or drinks are permitted in the center.**

If your child has a food allergy or special nutritional need, a doctor's note is required before the center can vary from the center menu. The doctor's note needs to specifically state the medical concern and any variance from the center menu. We cannot accommodate to personal diet preferences.

Guardian's Initials: _____ Date: _____

Gum is not allowed in the center. Birthday treats may be brought in to share with your child's class if preapproved by the classroom teacher. *All treats must be store bought.*

No homemade items may be served to the children. This is state law.

- *Breakfast is served from 7am-8:30am.
- *Morning snack is served between 9:30-10:30am
- *Lunch is served between 11:45-12:45
- *Afternoon snack is served between 2:30-4:00pm

Diapers/Wipes/Pull Ups/Clothing

Families with children in the infant program (0-2 years) are responsible for providing diapers and wipes for their child. It is your responsibility to make sure there is a constant supply of diapers/wipes in your child's classroom.

Children 2 years and older who are ready to be potty trained are encouraged to be brought to the center in pull ups, to better prepare them for the potty training process. (If you feel they are absolutely not ready at 2 they may remain in diapers. It is between you and the teacher.)

If your child has to use the center's supply of pull ups, diapers a **\$1.00 per pull up/diaper** will be assessed to your account. We have spare wipes that we don't mind sharing, however, a donation of a pack of wipes may be in order if it is frequently occurring.

Dress your children appropriate for the weather as we do go outside.

Spare clothes:

The center has a limited supply of spare clothes for children to borrow. Each child will need a change of clothes for their cubby in case of potty accidents or dirtied. If your child has more frequent potty accidents you may need to leave 2 or 3 changes of clothing. Due to health codes we cannot wash them.

If your child uses the center's spare clothes you will be required to launder the items and return them. If the clothing items are not returned in 1 to 2 days a fee of \$10 dollars will be assessed to your account.

Blankets and sheets for napping children:

All full day children are required by the state to have a rest or nap time.

You are responsible for providing two items for child /children a blanket and a sheet to go over the mat, which will be provided to us.

Guardian's Initials: _____ Date: _____

Required nap excludes part time preschool, Kindergarten, and school age programs unless they need a nap when they come to the center. If they stay up late regularly and are too tired in the morning to function etc. or they come back from preschool really tired then they would need these items.

You are responsible for taking the blanket and sheet home to wash them **EVERY** Friday and making sure they return to the center on Monday.

Behavior

If my child's behavior is unusual or seriously violates the safety of any child or staff member, I understand that I will be contacted and he/she may be temporarily excluded from the program. I agree that a parent or authorized adult will pick up my child within 30 minutes of notification or attempted notification in order to avoid an additional charge.

If the behavior is ongoing and we have attempted to fix or work out the situation to accommodate child /children, management of Sunny Center can determine in its sole discretion to withdraw from the program child/children. On the date of withdrawal any unused tuition will be returned. We do not like to see any child/children go and will try our best to come up with a solution but safety of other children is important.

Illness/Medication

We are a well child care center. Children who show signs of contagious diseases should not be brought to the center. Conditions for exclusion include, but are not limited to: fever of 100 degrees or higher, continuous coughing, rash, diarrhea, pink eye, lice, chicken pox, vomiting, or any other condition that could be considered contagious. I agree to pick up my ill child within 30 minutes of notification or attempted notification in order to avoid an additional charge. **Children that have or are sent home for any of the listed conditions may not return to Sunny Center for 24 hours after symptom have cleared.**

In order for the center to dispense medication, a medication form needs to be filled out by a parent or guardian. The medication needs to come in its original packaging with the child's first and last name clearly printed on it. Prescription medication has to be prescribed to the child taking it. The medication along with the medication form needs to be dropped off in the office and handed directly to an administrator. For center purposes, medication is defined as anything provided by the parent that needs to be administered to a child. This includes, but is not limited to: prescription medicine, allergy or cold medicine, diaper rash cream, teething ointment and sun block.

Guardian's Initials: _____ Date: _____

Tuition policy:

As the enrolling guardian, I agree to pay tuition according to Sunny Centers tuition rates. I understand that as the enrolling guardian, I am responsible for all tuition and other fees on my account. Tuition holds your child's spot in the program and is due regardless of absences or holidays. Tuition is prepaid and due before attending.

At the time of enrollment, I agree to pay a **non-refundable registration fee of \$20 dollars** to get set up. This gives a day to hold your spot while you gather required immunizations, payment, and get enrollment forms filled out.

Other fees such as materials fees and field trip fees for Kindergarten and School-age programs are also non-refundable. They are not due at this time as each teacher determines field trip fees etc. They are optional. You will receive information from the teachers.

Tuition prices are based on my child's age and the program in which he is enrolled. When my child has a birthday that affects his tuition rate, the new rate will become effective the month following his birthday, regardless of where it falls during the month.

Subsidized tuition:

If I receive tuition assistance from any source (DWS, Religious entities, alternate family member, etc) I am responsible for any portion of tuition not covered by that source. I understand that it is my responsibility to make sure all necessary forms for that source are submitted on time initially and throughout the review process. I understand that I must be previously approved for payment from this source before I begin enrollment or I am responsible for paying personally and in full until I am approved.

Payment plans:

Tuition is paid every two weeks or monthly as long as it is paid in advance.

All tuition fees are due and payable on the child's first program day and every FRIDAY thereafter. Tuition is due upon Arrival not Departure. Payments may be paid with cash, check, or money order. Late payments must be accompanied by a \$25 late charge.

*I understand that my child may attend Sunny Center ONLY if tuition has been paid in advance when due. Children may lose their place in the program otherwise or subject to a 25 dollar late fee. Holidays and absences due to illness have been figured into the overall tuition charges and do not change the tuition rate. These days may not be used for credit.

All checks must be dated with the current date. Post dated checks will not be accepted. All **returned checks** will be assessed with a \$25 fee and are subject to a late fee. Management will then decide if future payments will be made in cash only or if future checks will be accepted. Unpaid checks and fees will be turned into collections if not paid.

Guardian's Initials: _____ Date: _____

Late fee for pick up:

If your child is still here at closing time, we will attempt to contact you. If we are unable to reach you, we will contact other authorized pick up persons from your admission sheet. If we are unable to reach an authorized individual within 30 minutes of closing we reserve the right to contact the authority.

I agree to pay a late pickup fee of \$10 per child for the first 10-minute period and \$15 for every 10-minute period following that the child is left in the center after closing, or after his designated program ends.

The same fees will apply 30 minutes after notification or attempted notification of my child's contagious illness or a serious safety violation.

I understand the schedule and time limits for the program in which my child is participating. I agree to be financially responsible for any over-time fees.

Drop in care:

Drop in care is not always available as first priority will be given to regular attendees. Your spot is not guaranteed each day.

If my child is part of the Drop In Program, I agree to pay an hourly fee, dependent upon my child's age at the beginning of every day that my child attends.

If I prepay for hours, I understand that if I exceed my prepaid hours the additional payment will be due at pick up. Please let us know if you will be late.

All drop in services are paid in cash.

Fees and Policy changes:

Sunny Center reserves the right to change fees at any time. The enrolling guardian agrees to pay such changed fees without further additions to this contract. **I will be notified in advance of any such changes.**

Sunny Center reserves the right to make policy updates or changes at any time without notice. If there is a policy change that affects a guardian they may come talk to an administrator, but most policies do not change unless for safety reasons or some misconduct Sunny Center has to initiate a change in policy for the safety of everyone. Sometimes for outside programs we have to rewrite our policies to include things or change things and this signed contract may not reflect those changes.

Guardian's Initials: _____ Date: _____

Vacations:

I understand that I am entitled to a credit of one week's tuition to compensate for vacation time each year. The credit is based on an average week of tuition.

This credit will be granted at the end of the first consecutive year of enrollment and each subsequent anniversary of continuous enrollment. I will notify Sunny Centers administrative staff at least one week in advance of when this credit is due to me.

Withdrawal and reenrollment:

In case of withdrawal of my child/children from the center, I agree to give the management verbal or written notice at least two weeks in advance.

One week with management approval of an emergency circumstance will be accepted with proof of the emergency.

If a proper notice is not given, I agree to pay two weeks of additional tuition. I understand that any balance owed upon withdrawal will be sent to collections.

I agree to pay a \$20 re-enrollment fee if I withdraw my child from the program and then want to re-enroll them later. Reenrollment eligibility usually takes place 30 days after withdrawal.

I agree to pay a \$60.00 re-enrollment fee if I withdraw from the program and want to re-enroll within 30 days. I am aware that my child's place in the program may not be available when I desire to return, and that space is not guaranteed without continuous payment. The 60 fee may be reduced to \$20 with management approval.

If I fail to pay my account in full when my child/children are withdrawn or terminated from the center, I agree to pay all attorneys fees, court costs, filing fees and any additional charges or commissions that may be assessed to Sunny Center by any collection agency or attorney retained to pursue this matter. I understand that any unpaid balance will be sent to collections upon withdrawal from the program.

Consent for photograph use:

I give Sunny Center permission for my child /children to be photographed in the program, program functions and field trips. My child's picture may be displayed at Sunny Center and on Sunny Center's advertisements and Website. I relinquish all rights, title and interest in the finished photographs and negatives.

I choose **not** to give Sunny Center permission to photograph my child for purposes other than center use.

I **do not** give Sunny Center permission to photograph my child at all.

Guardian's Initials: _____ Date: _____

Educational research authorization:

I give permission for my child to participate in research studies conducted by reputable companies. This research will take place at the center and is approved by the Director. Typically this is research done by a child care research company to test child safety products.

I choose **not** to give permission for educational research.

Statement of Email Authorization:

I would like to be part of the list where I can receive monthly newsletters and information about my child's class.

I would NOT like to be part of the email list. Please give me that information in my parent folder.

Guardian's Name (please print) _____ Email _____

Health and Safety Plan:

We are required by licensing to have a health and safety plan for the children. It goes through many updates as needed throughout the year. It will be accessible to parents to review.

Guardian's Initials: _____ Date: _____