

3. If the parent/legal guardian has not informed the provider that he or she will be arriving earlier or later than the agreed upon times, the following rate will be charged: \$10.00 for the first one to ten minutes and \$2.00 per minute for any time after ten minutes.

Rates Regarding Holidays, Vacations and Other Absences:

1. The following are paid holidays when they fall on a day regularly scheduled for care: New Years Day, Easter Monday, Memorial Day, Independence Day, Friday before Labor Day and Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day. If Christmas Eve, Christmas and New Year's Day fall on a weekend, the holiday will be taken on Monday after the holiday (when holiday falls on Sunday) or on Friday before the holiday (when holiday falls on Saturday).
2. Charges for a child's absence will be: Full rate. If your child is absent, you are still responsible for payment in full for any days missed.
3. Charges related to provider's personal time off, illness or other emergency that prohibit care will be: Full rate will be charged for the first five days, in each calendar year, of illness, emergency or personal time off that results in not being able to care for your child. Any days taken beyond the five days for illness, emergency or personal time, there will be no charge. If provider is called to jury duty service, time off will be paid in full and will not be taken from provider's personal days or vacation time.
4. Charges related to provider's scheduled vacation are: Provider shall receive one week paid vacation per calendar year. If more than one week of vacation time is taken, there will be no charge for extra vacation time. Provider's vacation time is not carried over to the next year if no vacation time is taken.
5. Charges related to parent(s)/guardian's scheduled vacations are: Any vacation time taken must be paid at full rate.
The provider and the parent/legal guardian will each give at least two weeks advance notice of scheduled vacation or other leave.

Other Charges:

1. There will be no charge for meals and snacks if child is enrolled in the Food Program, otherwise there will a charge of \$1.30 for each breakfast, \$2.40 for each lunch, and \$.70 for each snack served.
2. There will be an extra charge for activity fees/expenses for field trips, materials for special projects, etc. (There will be no charge for general preschool curriculum supplies)
3. A non-refundable holding fee of \$ _____ is required to be paid on _____ which will be applied to the last two weeks of care or forfeited if the child does not come for care as agreed.
4. There is a \$50.00/per child non-refundable registration fee payable at time of registration.

Termination Procedure:

This contract may be terminated by either parent/legal guardian or provider by giving 30 days written notice in advance of the ending date. The first thirty days of care are considered a "probationary period" during which time either parent/guardian or provider may terminate contract for any reason, without giving 30 days notice. Payment by parent/guardian is due for the full notice period, whether or not the

child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

Signatures:

By signing this contract, parent(s)/guardian(s) agree to abide by the written policies of the provider. I have read and received a copy of these policies and procedures. The provider may amend the policies by giving the parent(s)/guardian(s) a copy of the new policies at least two weeks before they go into effect.

Provider's signature _____ Date _____

Mother/Legal Guardian signature _____ Date _____

Father/Legal Guardian signature _____ Date _____

Co-signer's signature _____ Date _____

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