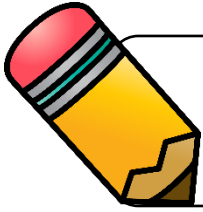
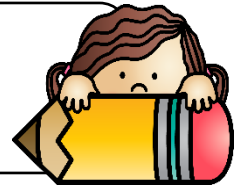


Enrollment Date: _____

Information Update Only: _____



Story Time Family Daycare



842 Boulder Avenue Lathrop, CA 95330

Storytimefamilydaycare@gmail.com

209-475-8923

Payment Agreement

This agreement contains the financial and other terms or expectations that are agreed upon herein after referred to as "the program".

I/we are enrolling our child/children beginning _____, as outlined below:

Hours of operation: Childcare is open Monday—Friday from 6:00 a.m. To 5:30 p.m.

Childcare is never offered on week-ends, evenings or some holidays. Please remember that your fee is based **on enrollment, not attendance** so there will be no fee adjustments due to non-attendance unless used for the allowed vacation time and sick time. Please remember that your fee is also based on your **contracted drop off and pick up times**.

Hours of Care:(Be sure to specify if AM or PM)

TIMES	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop Off						Closed	Closed
Pick Up						Closed	Closed

Rates:

Part time (1-4 days contracted days)/Drop In (Based on availability)

\$ 40.00 /One Day \$ 80.00 /Two Days \$ 120.00 /Three Days \$ 160.00 /Four Days

Full Time (5 days)- Ages 0-5 yrs.

Rate: \$40.00 daily, \$200.00 weekly

Before/After School Program: Ages 6-12 yrs.

Part time 0-5 Hours: \$25.00 Per Day Full Time 6 or more: \$30.00 Per day

(Please know that if you are paying a monthly payment the amount will change based on dates in the month.)

I agree to pay the charge for care of my child/ren of \$_____daily rate, \$_____weekly rate, bi-weekly rate \$_____to Serena Ageno with Story Time Family Daycare. Payment obligation is based on the hours/days you **agree** to use childcare. You are paying for a contracted spot for your child, so my fees are based on your enrollment and not attendance. If drop in then payment is required the day before. Prior arrangements must be made for drop in care to be approved.

Payments are due: I require payments to be made the Friday before care is to start. **Payment must be made before noon.** You will be billed the Monday before each payment. **You will have a 1 day grace period before a \$10.00 per day fee will be applied.** If payment is not made by Tuesday Morning, the child will not be allowed to return until payment is made. Unless prior arrangements have been made. You may choose to pay weekly or bi-weekly. (Please check one below)

Time Frame:

- Weekly**
- Bi-Weekly**
- Monthly**

Application:

Brightwheel

A fee of \$35.00 will be charged for any returned checks along with any bank fees. Future tuition payments will then be paid by cash. When fees are not current, children will not be admitted.

A year-end statement of all child care fees paid during the year will be given to you in January for tax purposes. You may request a receipt at any time.

Additional Fees/Late Fees: You are scheduled for child care at the above hours. If you drop-off or pick-up before or after these scheduled hours, you will be charged an early/late fee as described below.

- Late Pick-ups: \$10.00 /per** every 5 minute increments unless already arranged.
- If you have requested an early drop off and do not show you will still be required to pay the early drop off fee.

Subsidized Child Care: If for any reason payment has not been received or the program has not been accepted the parent is responsible for all payment that are due. Care will not be continued until all payments are current and a new agreement has been reached with either the parent or Family Resource and Referral program.

Enrollment Fee: There is a \$50 enrollment fee which is due with the enrollment application. This fee helps cover the administrative cost associated with enrollment and holds your child's space for up to 30 days. The fee is due no later than the first day of care, but your child(ren)'s spot will not be reserved until the fee and paperwork has been received. Parent understands the enrollment fee is nonrefundable. To hold your child's space beyond 14 days, a holding fee is required as we must keep the space open for your child until the start date. A holding fee is also necessary when a child withdraws from the program due to extended leave.

Trial Period - The first two weeks in my program are an adjustment or trial period.

During this time, you may withdraw from enrollment without providing a two-week notice. Payment is due for the week which the child has attended. Please keep in mind it typically takes several weeks for a child to begin to transition into a program smoothly

Final Notice: A written two-week final notice must be given along with the final 2-week payment. Once notice has been given any remaining vacation or sick time will not be allowed to be used towards the final payment. If proper notice is not given you are still responsible for final 2 week payment regardless of attendance.

Holidays: I am closed on the following holidays below. These will be paid holidays.

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Friday December 30th | Close Early 4:00pm |
| <input type="checkbox"/> Monday January 2nd | New Years Day |
| <input type="checkbox"/> Friday January 20 th | Closed |
| <input type="checkbox"/> Monday May 29 th | Memorial Day-Paid |
| <input type="checkbox"/> June 16 th -June 20 th | Closed |
| <input type="checkbox"/> Monday July 3 th Wed July 5 th | Independence Day (4th of July) -Paid |
| <input type="checkbox"/> Monday September 4 th | Labor Day -Paid |
| <input type="checkbox"/> September 22 nd -Sept 28 th | Closed |
| <input type="checkbox"/> Wednesday November 22 th | Closing at 3 pm |
| <input type="checkbox"/> Thursday November 23 th | Thanksgiving Day-Paid |
| <input type="checkbox"/> Friday November 24 th | Day after Thanksgiving-Non Paid |
| <input type="checkbox"/> Monday December 25 th | Observe Christmas Day-Paid |
| <input type="checkbox"/> Tuesday December 26 th | Observe Christmas Day-Paid |
| <input type="checkbox"/> Monday January 1 st | New Year's Day-Paid |

Note: Any time off requested by the provider will notify parents at least 2 weeks in advance.

Parent will notify our program by 7:00 AM if child is going to be more than one hour late or will be not attending preschool or childcare. It is extremely important you notify us if your child has any change in their normal schedule. We **MUST** know when your child is coming or not coming!

Parent agrees to complete all forms requested by this program and provide immunization record for any child not yet in public school. Parent agrees to update personal information as it occurs.

Parent agrees to provide a change of clothes and diapers (if needed). It is also requested that all clothing items be labeled. If items are not labeled they may be labeled by the staff. Parent understands that if required items are not supplied, they may be purchased by the program and that said parent will be responsible for reimbursement for the full cost.

Parent understands that they are responsible to have a backup provider if the program is closed. (Provider will make every effort to ensure, apart from emergency, that advance notice is provided.)

Parent acknowledges they have read and hereby agrees to abide by the policies as listed in the parent handbook.

Our Program:

- Agrees to provide care for your child's enrolled hours, unless notification is given at least one month in advance (except for an emergency or extremely bad weather.)
- Allows you 5 days of vacation time and 5 days sick time each calendar year which you do not pay for provided I have been given a two-week notice expect the sick days.
- Receipts are available for cash payments, otherwise receipts will be given at the end of the year or before last day of care.

- There will be no charge for meals served in our program.
- All payments are made via Brightwheel App on Friday before 12 PM.
- Year-end tax summary will be provided by January 31st.

NONCOMPLIANCE AGREEMENT: I/we understand that if tuition is not paid for services rendered the following procedures will occur:

First action: Program will give written notice and take action by not providing care for my child/children until payment is made for services has been made or an acceptable arrangement has been made in writing.

Second action: Program also reserves the right to give written notice and take action at which time small claims action may be taken and attorney fees and loss of income will also be added to the bill.

By signing this form, you agree to:

- Abide by all rules and guidelines and to respect all policies and terms as set forth in this contract and in the parent handbook which I received with this document.
- Give a two-week written notice to the program if any information in this contract changes or needs to be altered in any way.
- The terms set forth in this contract and to make payments as scheduled.

Additional terms of this contract:

Policies may be amended at any time by providing you with a copy of the new policies. A minimum two-week notice will be provided before the effective date of any new policies or rules. If program fails to enforce one or more of the terms of this contract or policies, that does not waive the right to enforce any of the other terms of this contract.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Program Director's Signature	Date