



CONTRACT

Child's Full Name: _____

Child's Address: _____
Street City/Town Zip Code

Child will attend:

	Mon	Tues	Wed	Thurs	Fri
Arrival	_____	_____	_____	_____	_____
Departure	_____	_____	_____	_____	_____

Date of Birth (mm/dd/yyyy): _____ Gender: Male Female

The child listed on this contract will start on: ____/____/____ (Provided by Little Journeys Director)

PARENT/GUARDIAN INFORMATION – CONTACT #1:

Name: _____
Relationship: _____
Email: _____
Primary Phone: _____
Secondary Phone: _____
Address: Same as Child

Street City/Town Zip Code

PARENT/GUARDIAN INFORMATION – CONTACT #2:

Name: _____
Relationship: _____
Email: _____
Primary Phone: _____
Secondary Phone: _____
Address: Same as Child

Street City/Town Zip Code

Marital Status of the Biological parents:

Single Married Divorced Separated Widow

If divorced: _____
Legal Custody: Mother/Father/Both Physical Custody: Mother/Father/Both

*Client to provide copy of a current court-ordered custody agreement (including any active restraining order, court-ordered visitation schedule, or other court orders impacting the arrangement), which will be kept on file at the center.

*Michigan Department of Human Services requires a court order to be on file if a parent is prohibited from picking up a child.

HOURS OF OPERATION

Monday through Friday

7:30am to 5:30pm

The center will be closed the following Holiday's:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day Week (5 days used for deep cleaning and professional development)
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Days between Christmas and New Year's Eve

The Center's hours and holiday schedule are set and posted annually, but may change at any time with thirty (30) days' prior notice.

The teachers at Little Journeys are paid a weekly salary, and so the holidays are days that we require our Little Journeys families to pay for, even though we will be closed.

The center will be open whenever possible on regularly scheduled days, during business hours. The procedure for notifying families of closures or late openings due to severe weather or other conditions will be posted. The State of Michigan does not permit the center to remain open in the event of a power outage or landline telephone outage. If it is necessary to close early, it is the client's responsibility to arrange for the child's early pick-up. There will be no tuition credit for any time the center must close.

ENROLLMENT DEPOSIT

Upon application receipt and completed tour, you will receive an invoice for an enrollment deposit of \$200.00. This deposit will be applied toward your child's first tuition payment once their enrollment is confirmed. Your child will not be enrolled or waitlisted without the deposit.

ENROLLMENT TERMS

Enrollment at Little Journeys is on a first come, first serve basis and spaces may not be held without an application, contract and deposit.

Once our space is full, children will be placed on a waitlist and then accepted as space becomes available. Priority is given to currently enrolled families.

When a space becomes available that has been reserved for your child, you will be notified. If you choose not to enroll your child at Little Journeys, your deposit is not refunded. If your child's enrollment is confirmed, you will schedule your orientation and pay the first month's tuition and registration fee. The deposit will be deducted from the first month's tuition.

TERMS OF PAYMENT

Tuition is subject to adjustments to reflect any annual tuition increases, changes in a child's schedule, and/or classroom as the child ages through the program. The provider reserves the right to change tuition rates and the client will be notified of any change at least thirty (30) days prior to its implementation. Tuition is based on ratios in assigned classrooms, not the age of the child(ren) enrolled.

Tuition Rate at enrollment: \$_____ a month

Tuition rates will be adjusted to reflect any permanent changes in hours. You are required to give one month's notice in writing of any change in your child's schedule. If your child's schedule increases or decreases, the provider cannot guarantee that space will be available.

A non-refundable registration fee of \$150.00 is due at the time of confirmed enrollment. A re-registration fee of \$150.00 is due annually, on January 2nd (or first business day thereafter). This is regardless of when your child first enrolls. This is subject to change. If a child withdraws from the program and later re-enrolls, a new registration fee is due at that time.

Tuition is due on the 21st day of each month, prior to the month of care. If the 21st falls on a Saturday or Sunday, payment is due on the business day prior.

Provider accepts payment by bank account via the providers app, Tadpoles.

If full tuition is not received when due, a late fee of \$15.00 per day per child will be added until the account is current. If payment is delinquent for one week (7 calendar days), care may be suspended.

Tuition will not be reduced for any absences, including but not limited to vacations, illnesses or holidays.

Tuition is due regardless of a child's absence from the program for any reason and is required to hold a child's space in the program.

LATE FEES

If a child is not picked up by 5:30pm, a late fee of \$3.00 per child is payable for each minute your child remains after closing. All fees for late pick-up are due at drop-off the following business day. Failure to pay at drop-off the following day will reflect in a \$15.00 late fee per day

until the account is current. If payment is delinquent for (2) business days, care may be suspended. Late pick-up is an exceptional occurrence and not a normal program option. It can be distressing for children to be left in the care of others after hours. Staff work long days and expect to leave at the end of their scheduled times. Please allow enough time to arrive at the center, pick up your child, and leave by closing time. If a child is not picked up by closing and we have not heard from you, we will attempt to contact you and then the emergency contacts listed on the Child Release. Provisions will be made for someone to stay with your child as long as possible, but if we are not able to reach you or an emergency contact after one hour, we will call the local child protective services agency and/or local police as required by state licensing. Repeated late pick-ups may result in dismissal from the program.

TERMINATION PROCEDURE

When a child is withdrawn, the client must provide **at least thirty (30) days written notice prior to withdrawal**. The client agrees to pay all tuition and fees for the thirty (30) days following the notice, even if the child is not in attendance.

In most cases Little Journeys will provide a 2-week written notice if we are no longer able to care for your child. However, the provider may terminate this contract at will and without any notice. The latter would typically be in cases where we feel there is a possibility of danger to the other children in our care or to one of our staff members.

MISCELLANEOUS

To maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by center staff is discouraged. However, if you hire any center staff, it must be outside the center premises and with the understating that such arrangement and payment for services are solely between you and the staff member. These arrangements are not sanctioned by the center, client or by Little Journeys, and you agree to hold Little Journeys harmless from any liability arising from such arrangement. In addition, if a staff member leaves Little Journeys' employment to work for you within six (6) months of his or her departure; you agree to pay a replacement fee of \$5,000.00 (five thousand dollars).

It is the providers expectation that a child can be safe in our group program without dedicated one on one care. If Little Journeys is concerned that your child's needs are not being met our group program, we will involve you in a process of identifying the issues and working toward a resolution. However, if after reasonable and appropriate interventions have been tried, Little Journeys determines that your child cannot participate safely in our group program, we may require that your child be suspended until our concerns are adequately addressed. If Little Journeys believes, in its sole discretion, that the actions of a parent or guardian are disruptive, inappropriate or inconsistent with the providers best interests, it may elect to terminate this contract.

REQUIRED FORMS

The following is list of forms that need to be returned to us prior to your child's first day, no exceptions:

1. Signed Contract
2. Child Information Record (highlight the emergency number to be contacted first)
3. Health Appraisal (filled out and signed by physician) & Immunization Record
4. Medication Permission and Instructions (if necessary)
5. Allergy Health Care Plan (if necessary)
6. Asthma Health Care Plan (if necessary)
7. Infant Personal Care Plan (if applicable)
8. Breastmilk Exception Form (if applicable)
9. Topical Applications Administration Permission (if necessary)
10. Permission to be Photographed and Release of Pictures

This contract is not intended to be all inclusive. By signing this contract, the client indicates that they have read the provider's **Policies and Procedures** and agree to follow them. The provider reserves the right to make any changes to the policies and will provide two weeks' notice of any change prior to new policies going into effect.

A failure to enforce one or more terms of this contract does not waive the provider's right to enforce any other terms of this contract.

Parent/Legal Guardian Print Name

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Print Name

Parent/Legal Guardian Signature

Date

Program Director

Date

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