



CONTRACTUAL AGREEMENT

I/We, _____ agree to pay Stage Right LFCC (SR)
Parent/Guardian Name
 to provide _____ Care for my/the child whose information is
Length of Care, i.e., School Year, Summer Camp, or both
 provided below:

Child's Name	Gender (M/F)	Age	Grade	School

DAYS OF CARE: (circle all that apply) Mon Tues Wed Thurs Fri

TYPE OF CARE: (check box(es) that apply): Before After Drop Off Summer Camp

REGISTRATION FEE: In order to ensure a spot for my child/children, I agree to pay the first week childcare fees, due upon my child's/children's enrollment. In addition, I agree to pay a one-time, non-refundable registration fee of Fifty Dollars (\$50.00) per child. I understand that the total amount due at enrollment is \$ _____

Contractual Hours

To ensure that the program is staffed properly, please honor your contract drop-off and pick-up times for your child(ren). If you need to make a change to your contract drop-off and/or pick-up time, please discuss changes with the Director or Owner. However, the contractual hours can only be changed depending on staff availability. Due to childcare regulations as it pertains to staff/child ratio the program will not accept your child before his or her drop-off time.

Fees for Late Pick-Up

In the event an emergency arises which renders you unable to pick up your child as agreed, you should make every effort to make alternative arrangements for the timely pick-up of your child. However, if late pick up is unavoidable, you are expected to notify the Director as soon as you become aware of the likelihood of late pick-up. Due to the programs extended hours, there will be a \$10.00 late fee for every 5 minutes pick-ups are late after 7:00 pm, except in the case of death(s) or verifiable emergencies. Also, due to the meals provided for children after 6:00 pm, there will be a late Fee of \$3.00 per 5 minute charged to parents contracted for 6:00 pick-ups. Late Fees are to be paid in cash to the remaining staff member when you pick up your child. If you cannot pay your late fee that day, you have 24 hours to pay the balance due. If the fee is not paid within 24 hours then the fee will double. Any payments that are delinquent for over 30 days could result in the termination of the parent(s) contract with SR. Consistent neglect to pick-up a child or children can also result in contract termination.

CONTRACT FEES:

I agree to make _____ payments in the amount of \$_____ according to SR LFCC
Weekly, Bi-Weekly, or Monthly

Fee payment policies as stipulated in this contract.

VOUCHER RECIPIENTS:

I agree to complete and submit all necessary paper work to qualify and remain eligible for voucher assistance. In the event I incur costs for services that are not covered by voucher payments, I agree to bear sole responsibility for and to pay all such costs in a timely fashion.

Returned Check Policy

In the event your check, tendered for payment of our services, is dishonored, a \$40.00 return check fee will be assessed. In the event that a check for admission is returned twice, checks will no longer be accepted for payment from the family responsible for submitting the dishonored check.

Late Payments

Unless other arrangements have been agreed upon in your signed Program Agreement, admission payments should be submitted each week no later than Monday at pick-up time. Payments received after Monday are considered late payments and will be assessed in the amount of \$10.00 per day. Once a Red **Suspension of Admission Notice** is issued to a parent, that parent's child(ren) will not be allowed admittance, or receive transportation of any kind by SR staff until all past due fees are paid in full.

Refund Policy

No refunds will be given for days your child/children misses, or may miss due to illness, holidays, etc. Continuous payment of your program admission fees reserves a space for your child/children. Furthermore, in the event you withdraw your child, you **will not** receive a refund of any fees that have been pre-paid.

Termination administered by Program Provider:

In the event that the termination of a child's admission becomes necessary, a two week termination notification will be given to the child's parent to allow the parent(s)/guardian(s) time to make other arrangements. Parent(s)/guardian(s) will be responsible for any outstanding fees.

A child's admission to the program will be terminated if the following should occur:

- Unresolved delinquency in payment of admission fees
- Consistent late pick-ups or morning drop offs that disrupt program's transportation schedule
- Misconduct which could jeopardize the health, welfare and safety of another child
- Lack of cooperation from child or parent
- Inability of child or parent to adjust to the before and after program

Withdrawal Of Child From Program / Termination Of Contract

Your contract may be terminated upon two (2) weeks written notice by either party. **In that event, no refunds will be given of any prepaid fees. You will be held responsible for payment of two (2) weeks childcare fees, whether or not you give written notice of your intent to withdraw your child/children** from program. Failure to pay any unpaid balances, will result in collection efforts. Fees that remain outstanding after 60 days will be reported to credit bureaus.

INCORPORATION OF PARENT HANDBOOK INTO THIS AGREEMENT: I acknowledge that, in addition to the provisions of this Agreement, I will be provided with a copy of the program's Parent Handbook. I understand and acknowledge that the Parent Handbook and this Agreement represent the entire agreement between SR LFCC. Therefore, I agree to the terms of both this Agreement, the policies therein, and the Parent Handbook.

OWNER'S RIGHTS TO ENFORCE PROVISIONS OF THIS AGREEMENT: I understand and acknowledge that the SR LFCC reserves the right to enforce the provisions of this agreement at will. I further acknowledge that lack of enforcement of any provision of this agreement, at any given time, does not indicate a waiver of that particular provision, nor does it constitute a waiver of any rights or remedies, legal or otherwise. I also acknowledge and understand that in addition to the termination of this agreement, any balance that remains outstanding for more than 60 days can result in collection efforts, including delinquent reports to one or more major credit bureaus.

I/We have read, and do understand and agree to abide by all terms stated in the childcare contract and parent handbook. I/We also understand that the terms and conditions are subject to change. I/We understand that we will be notified of such changes.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____