



## HELPING HANDS PRESCHOOL & CHILD CARE INC. PARENT CONTRACT

Helping Hands Preschool & Child Care Inc. and the undersigned parents enter into this tuition agreement by enrolling their child: \_\_\_\_\_

child's name

### Fees:

**There is \$25 fee due upon enrollment and an additional \$25 fee due annually on January 1<sup>st</sup>.**

PT= 25 hours or less FT= 26 hours -50 hours	Weekly		Weekly Special Needs	
	PT	FT	PT	FT
Infants/Toddlers (0-2yrs)	\$175	\$215	\$259.70	\$519.40
Preschool age (3-5yrs)	\$120	\$190	\$152.15	\$304.30
School age (K+)	-One-way \$75 -Am & Pm \$100 -No school \$32 per day	\$160 Summer	\$151.70	\$303.40

**\*Over 50 hours per week is an additional \$5 per hour\***

Standard and overtime fees and DHS co pays are due: Friday prior to week of service.

**State Pay:** You are responsible for payment until we get an approval from DHS.

You are responsible for any hours they do not cover. If you need more units, you must contact DHS to get more approved.

- **Payment:** Payments are made through Brightwheel by debit, credit card, or electronic check (a 2.9% fee for card or .90¢ for ACH). You may pay by cash by placing the payment in an envelope and depositing into the payment box located in the entryway by the office door. If a payment is returned, you will be notified by Brightwheel and a \$30.00 returned item fee will be charged to cover fees accessed by our bank.

Child care fees are charged on a weekly basis. Each family is required to pay the weekly fee to ensure that the child's spot is held for him/her. Payments are due no later than the Friday before services are given.

This includes if your child care is state pay and you have a co pay. If you fail to pay your fees by the due date, a \$25 late fee will be added weekly until paid in full. If fees are not paid within two weeks your child will no longer be enrolled at our center and an early termination fee will be applied to your bill (fee for two weeks) and sent to the collection agency. A 25% recoupment fee will be added to all accounts sent to collections. If your family experiences an emergency or unforeseen difficulty, we are very willing to work with you provided you speak with the director. Special payment arrangements may be made at the Directors discretion.

- **Attendance:** Please message us through Brightwheel if your child will be late or absent prior to the child's expected start time. If you will be late picking up your child, you must message us through Brightwheel and let us know or you will be charged \$10 per hour past scheduled pick-up time. If your hours vary or change, a schedule of the hours and days the child will need care must be messaged to an admin through Brightwheel no later than the close of business Thursday, of the week before. We will not allow children to be dropped off before expected drop off time or on days that they are not normally in care unless prior arrangements are made due to capacity. You have a 30 min. leeway after your scheduled start time or your child will not be able to attend. The fee on this agreement will be charged whether your child is in attendance or not. If your child is sent home due to illness, you have 1 hour to pick up your child. If your child is still here after an hour has passed, a sick child fee will be charged at a rate of \$20 per hour until picked up. Your child can not return the next day and must be symptom free for 24 hours without medication. If your child care is state pay, you are only allowed to miss four scheduled days per month. You will be billed for any days exceeding the four days. If you exceed your weekly units, it is your responsibility to notify your DHS worker of the overage or you will be billed for those hours at a rate of \$10 per hour.
- **Holidays:** We will be closed on New Year's Day (January 1<sup>st</sup>), Memorial Day (May), Independence Day (Fourth of July), Labor Day (September), Thanksgiving Day and the day after, Christmas Eve and Christmas Day.
- **Closing due to weather:** A message will be sent out through the Brightwheel app if we plan to close due to weather.
- **Termination of Agreement:** Either parent/guardian or provider may terminate this financial agreement by giving a two-week advanced notice. Payment for child care services is due for the two-week notice period, whether or not the child attends the child care program. The provider can terminate the contract immediately without giving any notice if parents or guardians do not make payments when they are due, the termination charge still applies.

**By signing, I agree to abide by the written terms of this agreement.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_