

**Baby Bear Family Daycare Enrollment Contract**

**Baby Bear Family Daycare and the undersigned parents ("Parents"), by entering into this tuition agreement to enroll their child listed below ("Student"), executed by the parents on the signed date below, agree as follows:**

This Home Daycare Contract is made into on \_\_\_\_\_, the effective date, by and between Patricia Coward, the caregiver, dba Baby Bear Family Daycare, and the Parents/Guardians to provide Daycare Services for the below stated child.

CHILD'S NAME:				DATE OF BIRTH:			
ADDRESS:			CITY:		STATE:		ZIP:
MOTHER:			CELL PHONE:		EMAIL:		
FATHER:			CELL PHONE:		EMAIL:		
ATTENDANCE DAYS		DROP OFF TIME	PICK UP TIME	→ CHOOSE WEEKLY OR MONTHLY PAYMENT←			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKLY FEE		MONTHLY FEE
CLOSED	CLOSED						
					\$ .60 (TRANSACTION FEE)		\$ .60 (TRANSACTION FEE)
					FIRST PAYMENT DUE:		
→ ENROLLMENT FEE OF \$ _____ WILL BE WITHDRAWN FROM YOUR BRIGHTWHEEL ACCOUNT ON _____←				→ CHOOSE PAYMENT METHOD←			
NO. OF DAYS:		START DATE:		CHECKING ACCT (\$.60 FEE)		CREDIT CARD (2.9% FEE)	

- 1. CONSENT:** This agreement is entered into with mutual consent of Parents and the Daycare.
- 2. ENROLLMENT FEE:** The Caregiver charges a non-refundable Enrollment Fee upon registration of each child into the daycare. Unless you have paid a Holding Fee (see below), your child's spot will be held for one week upon receipt of this Fee. The Enrollment fee will also be used to purchase supplies for your child such as sheets, blankets, pillows, sip cups, bibs, sunblock, ointments, curriculum etc. which will be used and kept at the daycare. The Enrollment fee cannot be applied towards any tuition payments or fees.
- 3. PAYMENT AGREEMENT:** Parents agree to pay the full amount for tuition and fees regardless of attendance. All payments are non-refundable and non-transferable. No exceptions will be made for absences due to illness, holidays, vacation, inclement weather, or other reasons. The caregiver reserves the right to change the Daycare Fees by giving 30 days' notice to the Parent(s).
- 4. TRANSACTION FEES:** A \$.60 fee per transaction for bank payments and a 2.9% fee for each credit card payment will be added to each invoice.
- 5. TUITION AND CHARGES:** Under this agreement, the parties hereto have agreed to Daycare Services at the below stated rate, attendance days and attendance hours. All fees are payable in advance and must be paid through Brightwheel, an automatic, electronic payment service. Personal checks and cash are not accepted as forms of payment. You will be required to download the Brightwheel.com app on your mobile device. This must be done in a timely manner. Once you download the app, detailed instructions for setting up your payment information will follow. Failure to complete this step may delay your start date.
- 6. WEEKLY FEE:** Payment is withdrawn from your account on Thursdays beginning the week prior to your start date and every Thursday thereafter. Your first payment may be pro-rated depending on your start date. If pro-rated, details will be on your first invoice.
- 7. MONTHLY FEE:** Monthly fees are withdrawn from your account on the last day of the month prior. Your first payment may be pro-rated depending on your start date. If pro-rated, details will be on your first invoice. All consecutive payments will be the monthly contracted rate.
- 8. PAYMENT OBLIGATION:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement, may, at the Daycare's sole discretion, result in the suspension or dismissal of the Student from the Daycare. Parents shall pay any costs and attorney's fees the Daycare incurs in collection of Parents' outstanding balance.
- 9. INFANT FEES:** Infant fees are slightly higher than toddler and preschool fees. Your fee may be reviewed and adjusted accordingly when your child is 15 months old. This is up to the discretion of the Provider and your fee is not guaranteed to change.
- 10. TRIAL PERIOD:** There is a two-week trial period to allow for adjustment when a new child enters care. If for any reason, your child is not adjusting to the new environment, a decision will be made about continuing childcare. Your child may be sent home if crying is excessive and he/she cannot be consoled. Your normal contracted tuition fee will still be due during this time and there will be no refunds for termination of care.
- 11. INSUFFICIENT FUNDS:** A penalty fee of \$30.00 will be assessed for any/all insufficient fund transactions. If the Parent/Guardian defaults in payment for two consecutive weeks, this contract and childcare may automatically be terminated.

12. **TERMINATION OF CHILDCARE:** This contract, and childcare services, may be terminated by either Parent/Guardian or Provider by giving two (2) weeks written notice in advance of the ending day. Payment by Parent/Guardian is due for the notice period; weather 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 or for any of the Grounds for Termination reasons listed in the handbook. 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.
13. **ACKNOWLEDGEMENT OF PROVIDER HANDBOOK:** By signing this contract, Parent(s)/Guardian(s) agree that they have received and will abide by the written handbook/policies of the Provider.
14. **HANDBOOK/POLICY CHANGES:** The Provider may amend the handbook/policies or tuition rates by giving the Parent(s)/Guardian(s) a copy of the new or changed handbook/policies at least two (2) weeks before they go into effect.
15. **HOLDING FEES:** A holding fee will be charged for any childcare spot that is held for more than one week. The current holding fee rate is 35% of your contracted weekly rate. This holding fee rate applies to Maternity Leaves, Teacher's summer leave of absence and holding a long-term Child Care spot. The decision to hold a childcare spot is up to the Provider and will be carefully considered based on enrollment capacity and current circumstances. You must complete and sign a Contract to Hold Child Care Agreement. A signed Child Care Enrollment Contract must accompany all Contract to Hold Child Care Agreements. Unless you are a teacher all holding fees are due upon signing. You will receive an invoice to be paid through Brightwheel. Holding a childcare spot beyond the expiration date is up to the discretion of the Provider and additional fees may apply. If you have a child currently enrolled in care, their normal rate will still apply weather they attend care or not during any leave of absence. If there is availability during the holding period your child may attend care, however, you will be required to pay the additional 65% of your fee at that time. You are not required to pay holding fees, however, if you choose not to, placement is unlikely and not guaranteed due to limited childcare spots. All holding fees are non-refundable and will not be refunded for any reason including your decision not to enroll. Holding fees cannot be used towards payment of any daycare fees. Failure to take a held spot within the 5 days of the expiration date will forfeit your childcare and the spot may be offered to someone else. Failure to comply with these terms and conditions may void your holding fee agreement and/or childcare.
16. **TEACHERS:** If you are a Teacher, and take a summer leave of absence, your tuition will be based on 9 months per calendar year and payment will be calculated as follows. Teachers are required to pay their tuition fee monthly, however, there will be no payment due for the months of June, July and August as the cost is filtered into the 9 paying months. Payments will resume automatically in September if you wish to return to care. All payments must be made through Brightwheel.
17. **CHANGING YOUR CONTRACT:** All contract changes are at the discretion of the Provider. If you are reducing the number of days of attendance, your rate will be subject to change. The lower the number of days of care, the higher the rate may be.
18. **OVERTIME SERVICE FEES:** Any overtime services provided outside the allotted attendance hours will be at a rate of \$1.00/minute, payable in cash no later than the next morning of care. Care may be refused if Overtime Service Fees (Early drop off/Late pick up) are not paid accordingly. Excessive late pick up/early drop offs may lead to termination. Please refer to your handbook for details.
19. **VACATIONS, HOLIDAYS, ILLNESS, BEREAVEMENT, SNOW DAYS:** The Caregiver takes days off for vacations and is allotted time in case of illness or doctor appointments, snow days, state of emergencies, no power/electricity or family emergencies/beravement. The Parent will be responsible for payment of daycare services of these days and any Parent personal days off due to illness, inclement weather, holidays, vacations, or emergencies/beravement without exception. The Parent is responsible to have back-up care available in case of these closings. Please refer to your Handbook for more details.
20. **ALLERGIES: I DO NOT** provide an allergen free environment although my assistant(s) and I are fully trained to handle an allergic reaction. We will not directly serve an allergen to your child, but we cannot guarantee that there will not be any exposure.
21. **MEALS AND SNACKS:** It is required that you provide lunch daily for your child. Breakfast must be served at home. I will provide 2 snacks milk and juice. Your child must be present as specific meal and snack times to be served. If your child has food allergies you will be required to supply all meals and snacks. Chocolate, cake, candy, or junk food will be discarded.
22. **INFANT FOODS:** We do not provide any infant formula or infant foods.

**NOTE:** A SPOT WILL NOT BE HELD FOR YOUR CHILD UNLESS, YOU HAVE PAID A HOLDING FEE AND/OR ENROLLMENT FEE AND THIS ENROLLMENT CONTRACT HAS BEEN COMPLETED AND SIGNED. BY SIGNING ABOVE, YOU ARE ACKNOWLEDGING THAT THE TERMS, REQUIREMENTS AND FEES OF THIS CONTRACT AND THE BABY BEAR FAMILY DAYCARE PARENT HANDBOOK ARE CLEAR AND UNDERSTOOD.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PLEASE REFER TO YOUR HANDBOOK FOR ADDITIONAL INFORMATION***