

BABY BEAR FAMILY DAYCARE ENROLLMENT CONTRACT

NEW RENEWAL

THIS HOME DAYCARE CONTRACT is made and entered into on _____ (The Effective Date), by and between Patricia Coward DBA Baby Bear Family Daycare, of 65 Parker Ave., Tewksbury, MA 01876 (The Caregiver) and (The Parents) to provide Daycare Services for the below stated child.

Address: _____

Parent:	Email:
Parent:	Email:
Phone:	Phone:
Child's Name:	Child's Date of Birth:
Parent Signature:	Parent Signature:

consideration of the mutual covenants made herein, the Caregiver and the Parent hereby, agree as follows:

ATTENDANCE DAYS	DROP OFF TIME	PICK UP TIME	CHOOSE WEEKLY OR MONTHLY	WEEKLY	MONTHLY
MONDAY			DAYCARE FEE	\$	\$
TUESDAY			TRANSACTION FEE	\$	\$
WEDNESDAY			TOTAL	\$	\$
THURSDAY			FIRST PAYMENT DATE		
FRIDAY			CHOOSE PAYMENT METHOD	CHECKING ACCT. (\$.60 FEE)	CREDIT CARD (2.9% FEE)
			NUMBER OF DAYS/WEEK:		

Under this agreement, the parties hereto have agreed upon the above stated rates for Daycare Services commencing on the above stated attendance days and hours. You must choose if you want to pay on a weekly or monthly basis. 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. Fees are due regardless of attendance and are non-refundable. The caregiver reserves the right to change the Daycare Fees by giving 30 days' notice to the Parent(s). No exceptions will be made for absences due to illness, holidays, vacation, inclement weather or other reasons. **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 child care may automatically be terminated.

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.

WEEKLY FEE: Payment is withdrawn from your account on Thursdays beginning the week prior to your start date and every Thursday thereafter.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.

MONTHLY FEE: Monthly fees are withdrawn from your account on the last day of the month prior.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 rate that is listed above.

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, 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 to any tuition payments.

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 child care. 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.

PART TIME CARE: If you are contracted/enrolled for 1 or 2 days per week, you may be required to switch your days to accommodate a full-time client.

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.

HOLDING FEE: A holding fee will be charged for any child care spot that is held for more than one week. The current holding fee rate is 35% of your weekly fee, per week. If applicable, this fee will be due at signing and must accompany a Contract to Hold Child Care agreement. Holding fees are non-refundable and cannot be used as payment towards any daycare fees. You will receive a detailed invoice to pay through Brightwheel.

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.

MONTHLY FEE FOR TEACHERS: If you are a Teacher, and take a summer leave of absence, your tuition will be based on 9 months per calendar year. Teachers are required to pay their tuition 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. Payment is withdrawn from your account on the last day of the month prior. You will receive detailed invoices through Brightwheel.

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/beraevement. 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/beraevement 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.

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 Parent Handbook are clear and understood.