



Calvary Christian

— PRESCHOOL & DAYCARE —

Calvary Christian Preschool Childcare/Caregiver Contract

Parent Name_____

Parent Name_____

Child's Name_____

Child's Weekly Tuition Rate _____

Hours child will be attending:

Mon_____ Tues_____ Wed_____ Thurs_____ Fri_____

- **Hours of Operation:** 6:30 am – 5:30 pm. If you will be late picking your child up, you must call in advance. If lateness becomes chronic, you may be charged a late fee.
- **Childcare Rates:** Your weekly rate is considered tuition. It will be the same regardless of illness, holidays, etc. Your family will be allowed one week of 1/2 price tuition for one week's vacation per year, **IF** two full weeks' notice is given.
- **Late fee:** If your child remains in our care beyond 5:35 pm, you may be charged a late fee of \$1.00 per minute, per child. You will be billed immediately for this late fee, it will be due within 24 hours.
- **Sibling discounts:** Siblings living in the same household full time will incur a 10% discount in weekly tuition for each subsequent child enrolled (this applies to the 2nd and 3rd child).
- **Payment Policies:** Tuition is due by the end of business on Wednesday. If tuition is not paid, you will be charged a \$25.00 late fee each week until the balance is due. If non-payment or late tuition becomes ongoing, you will need to meet with the director to make payment

arrangements. If you cannot make your tuition, your child may be dropped from the program until balance is paid in full.

- **Checks vs. Cash:** If you normally pay with a check and your check is returned for NSF, you will be charged \$35. If this happens a second time, you will be required to make all future payments in cash.
- **Child Care Assistance:** Child care assistance funds pay for *hours attended only*. Your child must attend a *minimum* of 6 hours per day, in order to hold a full time slot. If you fail to provide documentation to the Department of Human Services as required, resulting in a loss of funding for your child care, you will be liable for all payments at full tuition rates.
 - **Hours of Attendance:** Your contracted hours of attendance as indicated above are used to provide a guideline for staffing. We must operate on a ratio as determined by the Department of Human Services. If you require childcare outside these times, this will require prior arrangements. If in the future you need to change your contracted times, notify the director at least one week in advance.
- **Holidays are as follows:** New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day and the day after Christmas. The closing times will be announced one month prior to the holiday. If a holiday falls on Saturday, we will be closed the Friday prior. If the holiday falls on a Sunday, we will be closed the Monday following. We reserve the right to add a minimum of two in -service day each year for staff training. You will be notified 30 days in advance.
- You will need to provide a *full, seasonal* change of clothes for your child. If your child is in diapers, you will need to provide diapers. You will also need to provide wipes for your child until they are 2 years old.

- **Withdrawal:** If you choose to withdraw your child, you must give a written two-week notice accompanied by two weeks tuition.
- You are responsible for knowing and following all policies as written in the parent handbook.
- You are responsible for notifying the director of any changes in emergency contacts – such as change of employment, address, cell phone number, emergency pick-up, contacts, etc. You are also responsible to submit all annual file updates required by the Department of Human Services: Enrollment / Emergency Forms, Child Physical Form, Child Caregiver Contract, and Immunization Records.
- We reserve the right to drop your child from our program at our discretion.

The providing of co-operative, accurate information by both the custodial parent and the daycare director is required by the State of Iowa so we are able to provide the best possible care in a nurturing environment for your child. Thank you.

By signing this contract you agree that in the event of any problem arising between you and Calvary Chapel Iowa, Calvary Christian Daycare & Preschool, and/or its staff (paid or volunteer), arbitration will be used as an acceptable form of resolution.

Parent signature_____Date_____

Parent signature_____Date_____

Director signature_____Date_____