Happy Valley School Before & After Daycare

Parent Contract

School Year Schedule - 2014- 2015

The policies in this contract are set forth by Happy Valley School Before & After Daycare and are in accordance with child care regulations. The Policy Manual and Parent Contract become effective upon acceptance by the parent/quardian and Happy Valley School Before & After Daycare.

Required Information

The following information requirements are needed before your child may attend.

- 1) Signed contract per child.
- 2) Emergency Form MUST be completely filled out.
- 3) Copy of Immunization MUST be attached.
- 4) Copy of custody papers, if applicable.
- 5) One-time registration fee of \$50.00 per family.

Business Hours

Daycare hours of operation are Monday through Friday from 6:15 a.m. to 7:15 a.m. and 1:50 p.m. to 6:30 p.m. (Excluding holidays).

Fees & Refunds

Registration Fee: \$50.00 per family.

Fees: AM Care: \$6.00; PM Care: \$12.00. Full Day: \$25.00 (any time over 6 hours, including $\frac{1}{2}$ days)

All payments must be <u>prepaid</u> on the 1^{st} of the month for days 1^{st} - 15^{th} and on the 16^{th} of the month for days 16^{th} - 30^{th} (31^{st}). If the payment due date falls on a weekend, fees are due the Friday before.

A \$10.00 late charge for all payments made after the 16^{th} and 1^{st} of the month. There are no credits issued for days missed due to illness, vacation or suspension.

Child is withdrawn from the program if payment is not made.

EMERGENCY Daycare fee of \$15.00 per 2 hours for every child is charged. Emergency daycare use is not to exceed 3 days in a month; otherwise you will be charged a registration fee of \$50.00.

Return check policy: \$25.00 handling charge for any returned dishonored check. The parent will be required to pay cash from that point on.

Policies, contracts and forms are subject to review and change. We will notify parents in writing of any changes.

My child will be in daycare on the following days:

Monday	Tuesday		Wednesday	Thursday		Friday	
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(If your schedule varies and you wish to select and pay monthly (see attached form)

Student Name:	_ Teacher:
Parents are to read all rules to children and initial.	
 I will follow all school and daycare rules. 	
 I will not hit, kick, spit, or otherwise injure another 	er child.
 I will not leave my group without permission. 	

I will use my words and ask a teacher if I need help with a problem.

I have read and understand the Happy Valley School Before and After Daycare Policy Manual and will comply with all written policies and procedures.

I agree to pay all fees on time each month. I understand that there is a \$10.00 late charge if payment is not made on time.

I understand the hours of operation for the daycare. A late charge of \$1.00 per minute per child will be charged for all time after 6:30 p.m. This amount is DUE at the time of pick up.

I understand that my child is responsible for following daycare rules while attending Happy Valley School Before & After Daycare.

I understand that I will keep the daycare updated on any address, employment, phone number changes or any emergency contact information.

IPlease Print		(parent name) hereb	y acknowledge that I			
	the conditions state	ed in the Happy Valley S	chool Before and After Daycare			
Parent Full Name:		Parent Signat	Parent Signature:			
Email for billing:						
			_ Date:			
Total Payment Due:	\$50.00 Registro	ation Fee				
Total Days Fee:						
TOTAL PAYMENT DUE:						
Check #:	Credit/De	L;+·	Cash:			
CHECK #.	CI EUIT/ DE	DII.	- Cush.			

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April 2014