

# 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/guardian 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 prepaid on the 1<sup>st</sup> of the month for days 1<sup>st</sup> - 15<sup>th</sup> and on the 16<sup>th</sup> of the month for days 16<sup>th</sup> - 30<sup>th</sup> (31<sup>st</sup>). 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<sup>th</sup> and 1<sup>st</sup> 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Child is withdrawn from the program if payment is not made.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 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.*

I \_\_\_\_\_ (parent name) hereby acknowledge that I  
Please Print

(the parents) am aware of the conditions stated in the Happy Valley School Before and After Daycare Contract, and agree to abide by the above requirements.

Parent Full Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Email for billing: \_\_\_\_\_

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Happy Valley Daycare Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Total Payment Due: \$50.00 Registration Fee

Total Days Fee: \_\_\_\_\_

**TOTAL PAYMENT DUE:** \_\_\_\_\_

Check #:	Credit/Debit:	Cash:
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## School Year 2014 2015

Mark the days you are enrolling your child for Daycare

Student Name(s): \_\_\_\_\_

Aug-14				
Mon	Tue	Wed	Thu	Fri
11 AM	12 AM	13 AM	14 AM	15 AM
PM Full	PM Full	PM Full	PM Full	PM Full
18 AM	19 AM	20 AM	21 AM	22 AM
PM Full	PM Full	PM Full	PM Full	PM Full
25 AM	26 AM	27 AM	28 AM	29 AM
PM Full	PM Full	PM Full	PM Full	PM Full

September 2014				
Mon	Tue	Wed	Thu	Fri
1 No Scho ol	2 AM	3 AM	4 AM	5 AM
PM Full	PM Full	PM Full	PM Full	PM Full
8 AM	9 AM	10 AM	11 AM	12 AM
PM Full	PM Full	PM Full	PM Full	PM Full
15 AM	16 AM	17 AM	18 AM	19 AM
PM Full	PM Full	PM Full	PM Full	PM Full
22 AM	23 AM	24 AM	25 AM	26 AM
PM Full	PM Full	PM Full	PM Full	PM Full

Oct-14				
Mon	Tue	Wed	Thu	Fri
29 AM	30 AM	1 AM	2 AM	3 AM
PM Full	PM Full	PM Full	PM Full	PM Full
6 AM	7 AM	8 AM	9 AM	10 AM
PM Full	PM Full	PM Full	PM Full	PM Full
13 No Scho ol	14 AM	15 AM	16 AM	17 AM
PM Full	PM Full	PM Full	PM Full	PM Full
20 AM	21 AM	22 AM	23 AM	24 AM
PM Full	PM Full	PM Full	PM Full	PM Full
27 AM	28 AM	29 AM	30 AM	31 AM
PM Full	PM Full	PM Full	PM Full	PM Full

November 2014				
Mon	Tue	Wed	Thu	Fri
3 AM	4 AM	5 AM	6 AM	7 AM
PM Full	PM Full	PM Full	PM Full	PM Full
10 AM	11 No Schoo l	12 AM	13 AM	14 AM
PM Full	PM Full	PM Full	PM Full	PM Full
17 AM	18 AM	19 AM	20 AM	21 AM
PM Full	PM Full	PM Full	PM Full	PM Full
24 No Schoo l	25 No Schoo l	26 No Schoo l	27 No Scho ol	28 No Scho ol
PM Full	PM Full	PM Full	PM Full	PM Full

December 2014				
Mon	Tue	Wed	Thu	Fri
1 AM	2 AM	3 AM	4 AM	5 AM
PM Full	PM Full	PM Full	PM Full	PM Full
8 AM	9 AM	10 AM	11 AM	12 AM
PM Full	PM Full	PM Full	PM Full	PM Full
15 AM	16 AM	17 AM	18 AM	19 AM
PM Full	PM Full	PM Full	PM Full	PM Full
22 No Scho ol	23 No Scho ol	24 No Scho ol	25 No Scho ol	26 No Scho ol
PM Full	PM Full	PM Full	PM Full	PM Full

January 2015				
Mon	Tue	Wed	Thu	Fri
29 No Scho ol	30 No Scho ol	31 No Scho ol	1 No Scho ol	2 No Scho ol
PM Full	PM Full	PM Full	PM Full	PM Full
5 AM	6 AM	7 AM	8 AM	9 AM
PM Full	PM Full	PM Full	PM Full	PM Full
12 AM	13 AM	14 AM	15 AM	16 AM
PM Full	PM Full	PM Full	PM Full	PM Full
19 No Scho ol	20 AM	21 AM	22 AM	23 AM
PM Full	PM Full	PM Full	PM Full	PM Full
26 AM	27 AM	28 AM	29 AM	30 AM
PM Full	PM Full	PM Full	PM Full	PM Full



## School Year 2014 2015

Mark the days you are enrolling your child for Daycare

February 2015				
Mon	Tue	Wed	Thu	Fri
2 AM PM Full	3 AM PM Full	4 AM PM Full	5 AM PM Full	6 AM PM Full
9 AM PM Full	10 AM PM Full	11 AM PM Full	12 AM PM Full	13 AM PM Full
16 No Schoo l	17 AM PM Full	18 AM PM Full	19 AM PM Full	20 AM PM Full
23 AM PM Full	24 AM PM Full	25 AM PM Full	26 AM PM Full	27 AM PM Full

March 2015				
Mon	Tue	Wed	Thu	Fri
2 AM PM Full	3 AM PM Full	4 AM PM Full	5 AM PM Full	6 AM PM Full
9 AM PM Full	10 AM PM Full	11 AM PM Full	12 AM PM Full	13 AM PM Full
16 AM PM Full	17 AM PM Full	18 AM PM Full	19 AM PM Full	20 AM PM Full
23 AM PM Full	24 AM PM Full	25 AM PM Full	26 AM PM Full	27 AM PM Full

April 2015				
Mon	Tue	Wed	Thu	Fri
30 No Schoo l	31 No Schoo l	1 No Schoo l	2 No Schoo l	3 No Schoo l
6 AM PM Full	7 AM PM Full	8 AM PM Full	9 AM PM Full	10 AM PM Full
13 AM PM Full	14 AM PM Full	15 AM PM Full	16 AM PM Full	17 AM PM Full
20 AM PM Full	21 AM PM Full	22 AM PM Full	23 AM PM Full	24 AM PM Full
27 AM PM Full	28 AM PM Full	29 AM PM Full	30 AM PM Full	1 AM PM Full

May 2015				
Mon	Tue	Wed	Thu	Fri
4 AM PM Full	5 AM PM Full	6 AM PM Full	7 AM PM Full	8 AM PM Full
11 AM PM Full	12 AM PM Full	13 AM PM Full	14 AM PM Full	15 AM PM Full
18 AM PM Full	19 AM PM Full	20 AM PM Full	21 AM PM Full	22 AM PM Full