

Happy Valley School Before & After Daycare

Parent Contract

School Year Schedule - 2015- 2016

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 6:30 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

All payments must be prepaid on the 1st of the month for days 1st - 15th and on the 16th of the month for days 16th - 30th (31st). 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 16th and 1st 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Child is withdrawn from the program if payment is not made.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.

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: _____

Date: _____

Child's Name: _____

Teacher: _____

Email for billing: _____

Total Payment Due: _____ \$50.00 Registration Fee

Total Days Fee: _____

TOTAL PAYMENT DUE: _____

My child will be in daycare on the following days:

Monday		Tuesday		Wednesday		Thursday		Friday	
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(If schedule varies, monthly calendars will be provided on the sign in/out table located in the cafeteria)

Happy Valley Daycare Child's Name: _____

Teacher: _____

August Payment

*Payments are due by the 1st of the month for August 1st – 15th and due again on the 16th for August 16th – 31st.

*A \$10.00 late fee will be charged every week that payment is late.

10 AM ___ PM ___	11 AM ___ PM ___	12 AM ___ PM ___	13 AM ___ PM ___	14 AM ___ PM ___
17 AM ___ PM ___	18 AM ___ PM ___	19 AM ___ PM ___	20 AM ___ PM ___	21 AM ___ PM ___
24 AM ___ PM ___	25 AM ___ PM ___	26 AM ___ PM ___	27 AM ___ PM ___	28 AM ___ PM ___
31 AM ___ PM ___				

Please check the days that your child will attend in August

____ Mornings (\$6.00) ____ Afternoons (\$12.00) Total Amount Due: _____

Check #: _____ or Debit: _____ - _____ - _____ ex. date: ____ *Cvc: ____

zip code: _____ Address: (numbers only) _____

Afternoon snacks provided daily, calendar posted on information board.

Children will be able to complete homework in before/afterschool program.

