

Happy Valley School Before & After Daycare

Parent Contract

School Year Schedule - 2016- 2017

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 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 will be added each week for all payments made after the 16th and 1st of the month. There are no refunds 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 Child is withdrawn from the program if payment is not made.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.

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.

Camp dates:

\$25.00 on-site, \$30.00 field trip days

- *Columbus Day -October 10, 2016 (\$25.00)*
- *Veterans Day-November 11, 2016 (\$25.00)*
- *Thanksgiving - November 21,22,23 (\$25.00)*
- *Winter Recess - December 21,22,23,26,27,28,29,30 (\$25.00)*
- *Winter Recess - January 2, 3 (\$25.00)*
- *Martin Luther King Jr. Day - January 16, 2017(\$25.00)*
- *President's Day - February 20, 2017 (\$25.00)*
- *Spring Break - March 20,21,22,23,24 (\$30.00)*

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: _____

Total Payment Due: \$50.00 Registration Fee

Total Days Fee: _____

TOTAL PAYMENT DUE: _____

Check #:	Credit/Debit:	Cash:
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August Payment

*Payments are due by the 1st and 15th of each month.

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

		10 AM ___ PM ___	11 AM ___ PM ___	12 AM ___ PM ___
15 AM ___ PM ___	16 AM ___ PM ___	17 AM ___ PM ___	18 AM ___ PM ___	19 AM ___ PM ___
22 AM ___ PM ___	23 AM ___ PM ___	24 AM ___ PM ___	25 AM ___ PM ___	26 AM ___ PM ___
29 AM ___ PM ___	30 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: ___