

**FIRST BAPTIST GEORGETOWN CHILDREN'S WEEKDAY EDUCATION
CONTRACT FOR CHILD CARE SERVICES
FEE AGREEMENT**

CHILD'S NAME: _____ DOB: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

This "CONTRACT FOR CHILD CARE SERVICES/FEE AGREEMENT" is made this _____ day of _____, 201_____, by and between First Baptist Georgetown Children's Weekday Education and _____ the parents/guardians of the above listed child. The child's scheduled start date for services is: September 2018. All required forms, including but not limited to the Emergency Contact form, Enrollment Application, Health Records etc. **must be submitted for your child to attend.**

First Baptist Georgetown Children's Weekday Education agrees to provide child care services for named child in accordance with the mission, philosophy and policies outlined in the attached Parent Handbook. The child is enrolled in (circle ONE):

Kindergarten Pre-K (4's) 3's 2's Toddlers Infants
age group on the following days of the week:

DAY OF ATTENDANCE: PART TIME

_____ 3- DAY (Tues, Wed, Thurs) **OR** _____ 2 DAY (Tues, Thurs)

Classroom assignments are made based upon the age of the child in accordance with child care licensing regulations. First Baptist Georgetown Children's Weekday Education may change the child's classroom assignment based upon center enrollment and ratio requirements.

A late pick up fee of \$10.00 (with amount increasing every 15 min. in \$5.00 increments) will be billed to the parent's/guardian's account in accordance with the Late Pick-Up Policy outlined in the Parent Handbook. You are considered to be late if the child is not picked up by 2:05pm (Toddler through Pre-K) or 2:35pm (Kindergarten). **Late Pick-up fees are due within 14 calendar days of lateness.**

Any requests for changes to the Enrollment Schedule listed herein must be made in writing and submitted to the Director in accordance with the Parent Handbook Policies. First Baptist Georgetown Children's Weekday Education reserves the right to deny any request for schedule change for any reason within its sole discretion.

I/We _____ the parents/guardians of the above listed child agree to compensate First Baptist Georgetown Children's Weekday Education for the above listed services in the amount of \$ _____ which is to be paid on a monthly basis. **Tuition is paid prior to the performance of child care services. Tuition is due by the 6th of each month.** Tuition is due whether or not the child attends the program. The tuition represents the child's reserved place in the program. There is no credit given for vacation or emergency closure days. Tuition will be waived should First Baptist Georgetown Children's Weekday Education close for more than six days as per the Parent Handbook Policies. **A Late Tuition fee of \$10.00 will be assessed if tuition is not received on or before the 6th day of the month. A service charge of \$20.00 will be charged for each check returned for insufficient funds. If two checks are returned, all subsequent payments must be made in cash, money order, or certified bank funds.**

This Contract for Child Care Services / Fee Agreement may be cancelled by First Baptist Georgetown Children's Weekday Education at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation.

May 2019 tuition is due on Wednesday, June 6, 2018. If you register after the due date, May 2019 tuition is due when you register. A refund of May 2019 tuition will be awarded if a cancellation is requested by July 13, 2018 by 5:00 p.m. ***No other refund of May 2019 tuition will be granted after July 15, 2018 except corporate transfers and military relocations.***

Non-payment of tuition is grounds for immediate dismissal from the program. If you anticipate difficulty paying on time, please discuss the matter with the Center Director or Financial Assistant immediately.

This Contract for Child Care Services/Fee Agreement may be cancelled by the **PARENTS/GUARDIANS** with two weeks written notice. Written notice of cancellation must be submitted to the Director or Financial Assistant by parents/guardians. If the required notice is not given, parents will be charged tuition for two additional weeks. This Contract for Child Care Services/Fee Agreement will expire on May 31, 2019 if neither party has exercised their right to cancel prior to said date.

By signing below, I/we the parents/guardians of the above listed child hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely, that I/we have had the opportunity to discuss the information contained herein with a representative of First Baptist Georgetown Children's Weekday Education, that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the policies contained herein by reference from First Baptist Georgetown Children's Weekday Education Parent Handbook.

Parent/Guardian Signature

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Printed Name

Date

Date

BOTH parents, if applicable MUST sign and date