LITTLE FRIENDS LEARNING CENTER LLC CONTRACT 2018-2019

Responsible Party(s) for Payments Name & Address Label:

Primary Phone Number: _____

EMAIL: (All billing statements will to go to)
_____ is required all weekly billing/statements and yearly tax documents are sent via email. If you don't have an email you must request in writing that you would like a paper copy. LFLC uses email as our main correspondence; please check your email daily.

This is a contract for child care provided by Little Friends Learning Center for the Child listed below: 1 contract per family

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____
First name Last Birthdate Enrollment date

☐ **Full Time -** (Up to 11hr 5days a week), **Schedule:**
☐ **Part Time** (Less than 5 days a week)
☐ **Varied Schedule-** ($10 extra per week)
☐ **Before School**-(Up to 3 hours)
☐ **After School** - (Up to 3 hours) **or**
☐**Before & after School (**Up to 5 hours combined)

	Time in am	Time out am	Time in pm	Time out pm
☐ **Mon.**				
☐ **Tues.**				
☐ **Wed.**				
☐ **Thurs.**				
☐ **Fri.**				

**** You can't use vacation vouchers, or any part of a 2 week /month notice if leaving LFLC.***

CHECK BOX IF ☐ State Assistance applies, please remember if state doesn't cover the amount due to LFLC the balance is forwarded to your account and owed by the parent or guardian. CASE # _____

State is paying monthly & Date:	What your co-pay is:

****By signing you understand your contract and are signing that you will pay the above amount weekly on Fridays to LFLC as tuition for childcare. Also, you understand it will be auto debited for your checking /savings account Fridays for the upcoming week of childcare services. This is just the contract the full version of LFLC policies are located in the main lobby available to view at all times. Day's Closed- child care is not available on the following days, although you are still responsible for the payment of these days if they fall on a normally scheduled weekday unless it is an Eve or the day after Thanksgiving, you may use an absence voucher. (New Year's Eve & Day, Good Friday, Memorial Day, 3RD & 4th of July, Labor Day, Thanksgiving and the day after, Christmas Eve & Day). We will close the Center due to inclement weather at Directors discretion. Closings are listed on channel 6. Safety of all is a priority staff and families enrolled here!***

WEEKLY TOTAL DUE TO LFLC IS:

$

Parent Sign Here _____ Date_____

Parent Sign Here _____ Date_____ Director Intl. _____

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ARE PICTURES OK? YES or NO
***IF THIS FAMILY WILL RECEIVE VACATION VOUCHER CREDITS. HOW MANY DO THEY GET _____**
#_____FULL TIME DAYS / #_____PART TIME

Tuition- Is due Friday prior to care. The Owner establishes tuition fees. All fees are non-refundable. Fees are considered tuition. No deductions are made for holidays listed on first page of this contract. **Payment types LFLC Accepts**- Auto withdrawals/ and or debits from your checking or savings account. Only with owner's permission will we except checks, money orders and cash. **Suspended services-** NSF's will immediately suspend your privilege to attend until paid in full. You will be responsible for paying an additional NSF fee of $35 at that time along with a money order or cash for that your child care services. Failure to do so could result in immediate termination of care until paid in full. **No reduction**- in fees if your child is absent, sick, sent home sick for bad behavior, vacations that were not pre-approved with a written or emailed 2-week notice to the Director, also field trips you choose not to attend and snow days unless you use an absence voucher.

We also accept State Subsidy Payments- Payments will be charged to your EBT card in full prior to the 1st of every month, for the entire month. Your payments can be made online, in person or over the phone. The remaining balance will be divided weekly to establish your copay. Your copays then will automatically be withdrawn every Friday before the following week of care for that month. Your copay amounts may change monthly. If your monthly tuition is not paid by the 3rd your account will be charged a $25 late fee.

Changing a Schedule or Withdrawal - A 2-week hand written notice or email must be given to the Director before fees or schedule can change. If you receive State childcare subsidy assistance a 1 month notice of withdrawal is required. There will be no refunds. Absent days are also not substituted to a different day or week. If you want to come additional days, you will be charged in addition for that day unless you are paying the $10 weekly varied schedule fee. It is necessary that every family is diligent in keeping this scheduled time to ensure that the Center maintains State regulated ratios. If you consistently pick your child up late by an hour or more without approval of the Director, you will be asked to withdraw your child.

Deposit to Enroll- A non-refundable deposit is required in the amount of first week's tuition. If you choose to have your child attends Little Friends Learning Center. And the registration fee. On January 1 of every year there is a $50.00 registration /enrollment fee per family enrolled at LFLC.

Rate change- due to the age of a child will become effective the Monday following the date of change. You are responsible for notifying the Director of the change by phone or email; if the change is undetected, LFLC does not deduct credit /refund any amount overpaid. **Fees due**- for child care are to be auto drafted Fridays prior to the week of services. Payments should be made in advance the prior week on Friday if paying cash or check. When enrolling you will be given an auto- withdrawal tuition express form to be completed and returned. **Late charges-** are applied if you do not pick up your child at the contracted time. The late fee is $10.00 per every 15 minutes of tardiness. To be paid in cash, directly to the teacher that stayed late to accommodate your additional needs that day. If you are running late you are expected to call the center. If this is a habitual issue we could ask you to withdraw your child from the center. There are no half-hour rates. If your copays are not paid by the 3rd if on assistance you will be charged a $25 late fee charge. If your weekly tuition isn't paid Friday, you will also pay a $25 late fee if your tuition still isn't paid by 12pm the following Monday.

Fees are not refundable- Little Friends does not issue receipts. We email statements weekly please make sure we have your current email. We will issue via email a W-10 in early January for your tax purposes. We are happy to sign any flex spending papers you need any teacher is able to sign these for you.

Tuition yearly increase- We reserve the right to increase your weekly rate yearly in January with ample notice which will be posted. The most we would increase your weekly rate by is a max of $20. In past years it has been $5.00. Every family gets a new contract or amendment page yearly to fill out at the end of December. In 2019 it will increase by $10.

LITTLE FRIENDS LEARNING CENTER LLC CONTRACT 2018–2019
RATES

NUMBER OF DAYS	INFANTS 4 wks. To 2yrs.		TWO's 2 yrs.		PRE-K 3 - 5yrs.		School Age 6yrs. and up		Before/or Afterschool 3 hour max either		Before & After Max of 5hrs total
	Full Time	Part Time	F/T	P/T	F/T	P/T	F/T	P/T	Before	After	
5	$230	$183	$215	$165	$200	$150	$160	$120	$60	$80	$110
4	$210	$156	$188	$146	$179	$131	$150	$100	$50	$65	$90
3	$168	$126	$149	$107	$143	$107	$118	$80	$40	$50	$70
*2	*$127	*$94	$115	$87	$105	$80	$84	$60	$30	$40	$50
*1	*$75	*$60	$70	$57	$65	$52	$50	$40	$20	$30	$35

We only will enroll infants part-time if we have an opening for 1-2 days

- There is a $50.00 Enrollment Fee in due yearly per family this is auto deducted with tuition on the second Friday in January.
- There is a 20% 2nd child discount off of listed rates, for full time families only on cheapest rate.
- Vacation /School Closings/ summer childcare: Must Pre-Register (we do not assume your child will be here).
- All rates include meals.
- Hourly drop in rate $10per hr. - must fill out proper forms.

Absent Credits: All families will be issued credits yearly based on the number of days each child is enrolled for in January. Credits are only to be used for days in which your child is not in attendance, for example if they are sick. Credits have no monetary value, so they cannot be used towards your bill /balance. The amount of credits shall be given per child based on the number of days the child attends per week and what time of the year the child begins attending LFLC. If attendance decreases, the amount of credits will decrease. Credits may be applied the following week depending on when you notified us. ***Absent credits may not be used for any part of a two weeks' notice if you are leaving they are void because they were for the entire year and you are not staying.**

FULL TIME- families, 5 days a week over 5 hours a day.	5 days/week	4 days/week	3 days/week
January – February	10	8	6
March – April	8	6	5
May – June	6	5	4
July - August	4	3	3
September- October	2	1	1
November - December	1	1	1/2
PARTTIME- families. Anything under 5 hrs. A day 5 days a wk.	**5 days/week**	**4 days/week**	**3 days/week**
January – February	5	4	3
March – April	4	3	2&1/2
May – June	3	2&1/2	2
July - August	2	1&1/2	1&1/2
September- October	1/2	1/2	1/2
November - December	1/2	1//2	1/2

- **Before and after school is considered part-time.**
- **No absent credits will be given if you're enrolled only for the summer program**
- **Your account must be current at a zero balance to use your credits.**
- **Credits can only be used the same calendar year they are issued, or they expire Dec 31st.**

Illness policy: Control of infectious diseases is an important concern in a group center. In our effort to minimize the spread of illness to other children, staff and their families, the Center adheres to the Department of Public Health guidelines for exclusion of ill children. A one hour pick up time is given from the time called for parents to pick up their child if considered ill by staff. This is determined by the guidelines set: **If a child has diarrhea, a fever of (101) or higher, severe coughing, difficult or rapid breathing, yellowish skin or eyes, vomiting, pinkeye, or changes in the color of urine or stools, undiagnosed rashes or cold sores the child will be isolated you will need to get a Doctor's note of release to come back. A parent will be contacted to arrange for immediate pick up of the child. Children are required to remain home for 24 hours after their last vomiting or diarrhea incident. Prescription medication / antibiotics must be administered a full 24 hours before the child can return to the center that is 24 hours after the first dose. This includes ear infections. The sick child will be isolated in the office until picked up.** If a child has unusual spots, rashes, frequent itching, sore throat or painful swallowing, a parent will be contacted. If information obtained (i.e. Dr.'s note/exam) does not indicate that the child has a communicable disease, the child may be returned to the classroom. If a child exhibits unusual behavior, loss of appetite, or complains of headache or stomachache, the staff will watch for other symptoms. The child may continue for the day unless they are unable to participate in the daily routine. The center reserves the right of exclusion when, in the opinion of the Director that child appears to be too ill. All parents are informed when a child in the Center is found to have a specific communicable disease by a notice describing the symptoms posted in the lobby by the check in computer. Likewise, parents are expected to inform the Center when their children contract a disease so that the other parents may be notified. The identity of the infected child will remain confidential. Certain diseases, however, must be reported to the health department. All parents are advised to make contingency plans for care of a sick child in advance of actual illness. The center requires the parent or legal guardian to supply the center with at least (2) back up child care numbers. If the circumstance arises that you are unable to pick up your child (ran) or be reached when your child (ran) are ill/ contagious, we will contact one of them. **Do not knowingly send your sick child to the Center.** Do not mask sicknesses by a fever reducer or other over-the-counter medication. All of these restrictions are Wisconsin State requirements and are in place to keep all children at the minimal risk of infection. Please keep in mind that the first year a child is enrolled in any Child Care Facility they are building immunities to common colds, etc. You can expect them to get sick on occasion - it is natural. We pride ourselves on the cleanliness of our Centers and do all we can to fight the germ battle on our end. You are also responsible; by making prior arrangements for your child should they become ill. Little Friends Learning Center cannot accommodate sick children, or provide sick child care. When signing your contract, you are stating that you will pick up your child when sick within the hour. Failure to do this could result in termination. All children are state required to go outside daily weather permitting, if you feel that your child is not well enough to go outside they shouldn't be at the center. If you tell us your child is too sick to go outside they are too sick to be attending. You may use sick vouchers for credit to your weekly tuition on these unexpected sick days see (vacation / absence vouchers). You will be asked to complete the NAC required documentation of illness if your child is being sent home.

Behavior / abuse and neglect/ drugs and alcohol policy: If the Director of the Center dictates that a child be dismissed, the Center reserves the right of dismissal. If the Center determines that it is unable to meet the needs of a specific child, parent, or teacher, they will be notified in writing/ conference/ or via phone as a last resort by the Director. This will be given to the parents/ teacher to withdraw/ terminate enrollment. (See Withdrawal policies.) The main purpose of the behavior policy is to encourage the individual child to grow and develop as a social being and to achieve a secure environment in which the child and staff interact. The welfare and safety of all children at the Center is always an important consideration. Our teachers will use the following guidelines when administering any discipline. It is a goal of LFLC child care to assure the physical and emotional well- being of the children served in the program. We strive to minimize the occurrence of problematic behaviors by providing activities that are appropriate to the children's interests and developmental levels. In dealing with any behavior issues that arise, we adhere to the following policies: 1. Positive approaches to behavior management will be the strategies of first preference, including the use of positive suggestions, redirecting children to appropriate activities, and praise for appropriate behavior. 2. Children in our School Age Program will be given a Stop and Think Skip, it will be discussed with the child and the parents will have to sign and return the slip. 3. Time-out procedures may be used to manage problem behaviors if the approaches above are ineffective. This may involve sitting in a time-out place in the classroom or outside of the classroom. The time spent in time-out will be limited to no more than one minute for each year of the child's age not to exceed a 5-minute period. (Time outs cannot be given to children under age 3years) Any child put in time-out will be monitored while in time-out and will not be left alone. 4. No child will be subjected to verbally abusive or degrading comments from the program staff. 5. No physical discipline involving striking, slapping, hitting or biting a child will be used. A child may be briefly held by an adult if this is deemed necessary to control the child's behavior. A child may also be removed from the classroom and taken to another room if

deemed necessary. In any such situation, the child will be under adult supervision at all times. 6. The behavior management policy of LFLC will be reviewed with the parents of each child in the program to assure their understanding and acceptance of the policy. 7. LFLC staff will discuss any problem behavior that requires a specific behavior management plan with the parents of the child involved to solicit their recommendations and agreement with the plan developed. 8. If the LFLC staff person determines they are unable to manage the behavior of a child and this behavior presents serious risk of injury to the child, other children enrolled in the program, and/or the staff, then the child may be discharged from the program. In such a case, the LFLC staff will work with the family and other service providers to locate appropriate intervention resources for the child. **We are a bully-free zone:** LFLC is determined to provide a safe and fun environment for all children, free from bullying and other negative behaviors that disrupt a positive child care experience. In the event that a child exhibits any of the following negative behaviors, it may result in a behavior plan and/or dismissal from the program. This includes any verbal bullying including but not limited to: derogatory comments, calling another child bad names, or teasing. Physical bullying: such as hitting, kicking, shoving, and spitting. Children will not be allowed to damage another child's property or steal it. Any racial bullying will not be accepted. Some situations staff should be made aware of: (Any transition or change that if different from "normal"). For example: Changes in family situation (separation, new sibling, moving) or parent out of town, people visiting the child's home, child taking medication, family pressure such as loss of job, therapy starting or ending. **Divorce /custody adults and guardians:** Has become a more common occurrence, Little Friends in no way will get involved in these matters unless legally required by a court order. Tuition needs to be paid in full and you are both responsible to re-contract if alternate billing arrangements are needed. We will not listen to complaints about the other parent it's in appropriate to discuss in front of any child. Our job is to care for the children enrolled here. If you need to set up a private time to discuss any matters relating to your child's needs during this time, please feel free to call the Center to discuss this with the Director. We will try to help in any way we can. Unacceptable Behavior such as swearing, screaming and yelling is not acceptable. If any parent behaves in this manner, they will be asked to withdraw from the Center we reserve the right to do this without a two-week notice. All problems can be solved in a rational manner. **Inappropriate conduct:** A relationship between the staff and clients, as well as the staff and another staff member is greatly frowned upon. Inappropriate language or touching on the premises is strictly forbid. This is to remain a work place for children and all parties are to remain professional. If this is not the case either or both parties involved in the relationship may be asked to supply us with their two-week notice, or you could me asked to leave immediately. **Drugs, alcohol and abuse or neglect:** If we suspect that anyone picking up a child is under the influence of drugs or alcohol we will release the child to them only after trying to persuade/help the parent or guardian to contact another person to transport themselves and child to said destination. If unsuccessful in our efforts to persuade parent or guardian, we then will contact the police immediately to report the incident if you decide to drive /leave with your child under suspected influence of drugs alcohol. If a child arrives at the Center with an observable injury, this too will be noted in the permanent Accident Log by the Head Teacher. We log all injuries at the center; if we suspect abuse or neglect in any manner we will also report this to Social Services that same day. This is a smoke free center. Do not drop cigarettes on the premises, children pick them up and it is disgusting. Smoke free is State required.

Nutrition Policies: ***Breakfast is between: 8-9:30am, Lunch is between: 11-12:30pm, Afternoon snack is between: 3-4:30pm. Notify the staff of any food allergies your child may have either upon enrollment or should they develop.*** The food program at Little Friends Learning Center is based on the directives set by the Department of Health and Family Services and the CACFP. This includes the components outlined in parent handbook. The parent must supply the required food to fulfill the outline guidelines below for cold lunch if providing. Menus are posted in the lobby if your child has allergies or you are unhappy with our choice you may send an alternate snack for your child. All allergies are posted on the refrigerator or cabinet of the children in attendance in each child's room allergies are discussed at meetings and the cook has a separate copy in the kitchen. Any child who has a **food** allergy needs to have it documented on the Physical Form needed upon enrollment.

* LFLC does not allow any food not prepared onsite in our kitchen at any time due to severe allergies.

LITTLE FRIENDS LEARNING CENTER LLC CONTRACT 2018-2019

Forms of advertisement: Please check which applies to your preference authorizing us to use photos of your child. This would be for advertisement purposes, whether it be internet, newspaper, brochures, or fliers we do not put children's names on photos. You may access our web site at www.littlefriendslearningcenter.com

☐Yes, I agree for all of the above forms of advertisement
☐No, I do not want my Childs photo used for advertisement at all
☐Yes, I agree for only these forms of advertisement

_____
_____
_____.

I/ we have read and understand the Fee information and contract along with Little Friends policies and procedures a full copy of Little Friends Policies are located on the front lobby counter this is just an outline and payment contract and I agree to comply with the above-mentioned statements. *If you have any questions, please ask for clarification prior to signing contract. Your signing to confirm auto draw below also:*

_____, 2014-2015_____
Signature of Both parents Date

_____, 2014-2015 Director IN_____
Signature of Both parents Date

Tuition Express

Automated Payment Processing
Safe-Convent-Easy

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

FOR BANK ACCOUNT AUTHORIZATION

We are excited to offer the safety, convenience and ease of Tuition Express™ – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account. I (we) hereby authorize **Little Friends Learning Center LLC** to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give **10 days'** written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

_____
Full Name Account is in: Phone #

_____
Address City State
Zip

_____
Bank or Credit Union Name

_____
Bank or Credit Union Address City State Zip

_____
Routing Transit Number (see sample below) Account Number (see sample below)

Check one: ✔ ☐ Checking ☐ Savings

procare SOFTWARE®

Supply List

ALL REQUIRED PAPER WORK 1 WEEK PRIOR TO STARTING AT LFLC

DO NOT BRING FOOD, TOYS OR GAMES FROM HOME THEY ARE NOT ALLOWED HERE

UNDER 1 YEARS	2-4 YRS.	4 AND UP
	ZIPPED SLEEPING BAG & PILLOW CASE FOR NAP TIME TO BE TAKEN HOME ON FRIDAYS AND WASHED AND BROUGHT BACK MONDAY AM	ZIPPED SLEEPING BAG & PILLOW CASE FOR QUIET TIME TO BE TAKEN HOME ON FRIDAYS AND WASHED AND BROUGHT BACK MONDAY AM
3 /CHANGE OF CLOTHES WEATHER APPROPRIATE INCLUDING SOCKS	2 /CHANGE OF CLOTHES WEATHER APPROPRIATE INCLUDING SOCKS	1 CHANGE OF CLOTHES WEATHER APPROPRIATE INCLUDING SOCKS
DIAPERS, WIPES AND OINTMENT IF NOT POTTY TRAINED	PULL UPS/DIAPERS WIPES AND OINTMENT IF NOT POTTY TRAINED	
1 PACK & PLAY SHEET TO BE TAKEN HOME ON FRIDAYS AND WASHED AND BROUGHT BACK MONDAY AM	6 PAIRS OF UNDERWEAR IF POTTY TRAINING	A BACKPACK FOR STORAGE
4 BOTTLES TO KEEP HERE		
1 SWADDLER BLANKET OR SLEEP SACK	1 SIPPY CUP	
2 PACIFIERS	A BACKPACK FOR STORAGE	
MEDICATION IF NEEDED BUT WILL BE SENT HOME DAILY THE STATE DOESN'T LET US KEEP THEM HERE	MEDICATION IF NEEDED BUT WILL BE SENT HOME DAILY THE STATE DOESN'T LET US KEEP THEM HERE	MEDICATION IF NEEDED BUT WILL BE SENT HOME DAILY THE STATE DOESN'T LET US KEEP THEM HERE
	FOR SUMMER:	
	SUNSCREEN AND SUMMER SWIMSUIT, WATER BOTTLE & TOWEL TO BE LEFT AT CENTER FOR WATER DAYS	SUNSCREEN AND SUMMER SWIMSUIT, WATER BOTTLE & TOWEL TO BE LEFT AT CENTER FOR WATER DAYS
	WINTER:	
HAT, MITTENS, BOOTS, SNOW PANTS AND COAT	HAT, MITTENS, BOOTS, SNOW PANTS AND COAT	HAT, MITTENS, BOOTS, SNOW PANTS AND COAT

Please, do not send your children in fancy clothes; we paint all the time play clothes only please. Also, please provide a change of weather appropriate clothes to be kept at the Center for your child. Keep in mind that your children grow, and you will need to periodically update the change of clothing. Always remember to label **everything** with your child's name. This helps avoid confusion for the staff and the parents alike. It is very hard to keep track of winter clothes please be patient we eventually find everything.

PLEASE LABEL ALL ITEMS!!!