

Little Friends Learning Center Contract

Full Name & Address of Person Financially Responsible for Childcare Tuition:	Child or Children's Enrolling's Full Name(s) & Address only if different than payers:										
Cell number:	Childs Birthdate:										
Who is your cell service Carrier?	What will your childs star date be:										
Your email address you want billing and correspondences to go to:	Childs Schedule Circle days coming & write drop off pick up times:										
	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width:20%;">Mon</td> <td style="width:20%;">Tues</td> <td style="width:20%;">Wed</td> <td style="width:20%;">Thurs</td> <td style="width:20%;">Fri</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Mon	Tues	Wed	Thurs	Fri					
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Your annual tax document will be sent to this in Jan each year.	Must be same times or is a varied sch and u add +\$10 a <u>week</u> fee for this service.										

Full Time Days is 5hrs. to 11hrs a day max +\$5 per half hr. if over this

Age	5 Days	4 Days	3 Days	2 Days	1 Day
3wks- 2 yrs.	270	250	208	164	85
2 – 3yrs.	255	228	189	156	75
3 – 5yrs.	240	219	183	132	70
Summer 6+yrs	200	180	158	112	60

Part Time is considered under -5 Hrs. a day max

Age	5 Days	4 Days	3 Days	2 Days	1 Day
3wks - 2 yrs.	230	200	160	170	70
2 – 3yrs.	210	185	150	110	65
3 – 5yrs.	180	160	140	100	60
Summer 6+yrs	165	130	110	80	60

Registration Fee 2021- Will be \$80 ACH Drawn on Fri January 10th, 2020. Our second child discount is %15 as off second only if attends full time five days ft days a week both children. This excludes summer school agers here just for summer they do not get a discount or Absent Credits. 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 call ahead no guarantee we will have room.

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 for days in which your child is sick or not in attendance. 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 when the child begins attending LFLC. If attendance decreases, the amount of credits will decrease. Credits may be applied the following depending on when you notified us.

Full Time	5 Days	4 Days	3 Days
Jan-March	10	8	6
April-June	8	6	4
July-Sept	4	3	2
Oct-Dec	2	1	1



Part Time	5 Days	4 Days	3 Days
Jan-March	5	4	3
April-June	4	3	2
July-Sept	3	2	2
Oct-Dec	1	1	1

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. Before and after school is considered part-time. No absent credits will be given if you are 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 the last day of **December**.

Childcare is not available on the following days listed below. You are still responsible for the payment of these days if they fall on a normally scheduled weekday. The two exceptions are: New Year's Eve & Black Friday the day after Thanksgiving, you may use an absence voucher).

WE ARE CLOSED: (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. Absent credits can be used for weather related closing. Closings are listed on channel 6. Safety of all is a priority staff and families enrolled here!

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 the above forms of advertisement except
- No, I do not want my Childs photo used for advertisement at all



Automated Payment Processing

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

We are excited to offer the safety, convenience, and ease of Tuition Express™ – an automatic payment processing system that allows on- time weekly 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 14 days' written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments. If you owe a balance and withdraw the balance will be Auto drawn immediately.

Full Name on Account:	Phone# associated with account:	Bank or Credit Union name:	Routing Transit #:	Account Number:

*By signing this contract, you understand 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 or savings account every Fridays for childcare services. If you have State assistance you understand if state doesn't cover the amount due to LFLC the balance is forwarded to your account and owed by the parent or guardian This is also just the contract the full version of LFLC policies are located in the main lobby available to view at all times. *This is the amount that will be drawn weekly; this is subject to change if a higher balance is due at any time or in the event of withdrawing your full balance is due. If you have any questions, please ask for clarification prior to signing contract. I/ we have read and understand the Fee information and contract along with Little Friends Policies and Procedure. I know this is just an outline and payment contract.

I agree to comply with all the above-mentioned statements. _____ Sign _____ Date _____
Responsible Paying Party



WEEKLY TUITION TOTAL IS:

OF ABSENT CREDITS AWARDED IS

(*YOU MUST RETURN PAGES 1&2 ONLY SIGNED THIS EXACT CONTRACT IS ON OUR WEB SITE)

*Tuition- Tuition for childcare 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. The Owner establishes tuition fees. 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. All fees are non-refundable.

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 can sign these for you. No reduction- in fees if your child is absent, sick, sent home sick for bad behavior, vacations that were not pre-approved with a texted, written or emailed 2-week notice to the Director. Field trips you choose not to attend and snow days unless you use an absence voucher. No deductions are made for holidays listed on first page of this contract.

Tuition yearly increase- We reserve the right to increase your weekly rate yearly in January with ample notice which will be posted. Every family gets a new contract or amendment page yearly to fill out at the end of December.

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 childcare services. Failure to do so could result in immediate termination of care until paid in full.

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 by 4 to establish your copays for Fridays. 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 and 5\$ each additional day until paid.

Changing a Schedule or Withdrawal - A 2-week notice is required and must be emailed or texted to the Director before fees or schedule can change. 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 in full, 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, in addition to the annual registration fee. On January 1 of every year there is a \$80.00 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.

Late charges- are applied if you do not pick up your child at the contracted time. The late fee of \$5 per minute of tardiness. To be charged to your account automatically and auto drawn immediately. 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 is not paid Friday, you will also pay a \$25 late fee if your tuition still is not paid by 12pm the following Monday. (See Withdrawal policies). 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.

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. Except its pre-approved for Birthdays or Holiday party snacks. All required paperwork 1 week prior to starting at LFLC.

SUPPLY LIST

- We also prefer you bring all supplies in advance. Do not bring any food, toys, electronics, or games from home. They are not allowed here. It causes problems and we are not insured for that.
- Please, do not send your children in fancy clothes. We paint all the time and play outside daily with sand and dirt or in our garden, so children get dirty. Sensory, is how your children learn.
- You need to provide a change of weather appropriate clothes keep in mind that your children grow, and you will need to periodically update the change of clothing. We love donations of pants and underwear as your children grow.
- Remember to label everything with your child's name with black permanent marker. This helps avoid confusion for the staff and the parents alike.
- We do often lose mittens and we are sorry. It is extremely hard to keep track of winter clothes please be patient we eventually find everything.

Under 2 years	2 years- and up as needed
	Blanket for nap time medium thickness. To be taken home on Fridays and washed and brought back Monday am
4 /change of clothes Weather appropriate including socks	3/ change of clothes weather appropriate including socks 6/ if potty training
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
5 bottles to keep here	
1 zip sleep blanket or sleep sack no Velcro No arm restricting bags allowed by Young star	1 sippy cup
2 pacifiers	A backpack for storage
Medication if needed but will be sent home daily the state does not let us keep them here	Medication if needed but will be sent home daily the state does not let us keep them here
Hat, mittens, rubber boots, snow pants and a coat, for infants a snow suit	Winter: Hat, mittens, rubber boots, snow pants and coat