

CONTRACT, RATE & TERMS AGREEMENT

Enrollment Date: ____/____/____ Termination Date: ____/____/____

Termination Reason: _____



We (I), _____ & _____, have received and read Stepping Stones Learning Center's Handbook of Policies and Procedures and we (I) agree to comply with all the provisions in this contract. Stepping Stones Learning Center of Littleton will provide care for my (our) child(ren) _____ DOB ____/____/____ & _____ DOB ____/____/____ under the following conditions:

1. Parent/guardian compliance with all policies and regulations stated in the Parent's handbook.
2. All fees will be paid on time. With the exception of late charges, all fees are due on Monday morning for the upcoming week and are payable in cash, check, or credit card (Visa or MasterCard), or via utilizing our recurring credit card payment option. If your child does not attend on Mondays, please submit payment on Friday, proceeding the date your tuition is due or you can fill out a recurring charge form and authorize Stepping Stone's Learning Center to charge your card for the amount of your tuition every week on Monday.
- A fee of \$35 will be charged for all checks returned by the bank. In the event of a returned check, all future payments must be made in cash or on credit card.
3. Refunds are not given for days the child is absent (sick, vacation days, etc.) or the preschool is closed (holidays). Sick care is not available. It is parent's responsibility to make substitute arrangements.
4. A FOUR-week notice is required when withdrawing a child from the program. Parents are responsible for the contracted rate for those three weeks, whether services are used or not.
5. Parents arriving after day care closing time of 6:15 PM must pay the late fee of \$15 per quarter hour. Parents must notify the provider if they are delayed beyond their scheduled arrival time.
6. A deposit of \$_____ (equal to one week's tuition, plus the enrollment and enrichment fees) is due at the time of registration. This deposit will be applied to your first week's tuition. This deposit is nonrefundable.
7. This contract and rate is valid for the length of your family's enrollment at Stepping Stones Learning Center. Policies may be changed at any time and at the sole discretion of the owner. Any changes will be made in writing and given to the parent/guardian in written form with at least a two weeks notice.
8. Prior to the commencement of care, the following contract and forms must be on file, and remain up-to-date at all times, at the sole responsibility of the parent/guardian:

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| <ol style="list-style-type: none"> 1. CHILD CARE CONTRACT, RATE AND TERMS AGREEMENT 2. ENROLLMENT FORM 3. EMERGENCY MEDICAL AUTHORIZATION FORM including IMMUNIZATION RECORD 4. HEALTH STATUS FORM | <ol style="list-style-type: none"> 5. FIELD TRIP (GENERAL) CONSENT FORM w/ SUNSCREEN FORM 6. FOOD ALLERGY FORM 7. PICKUP AUTHORIZATION FORM 8. MEDIA USE FORM |
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Occurrences, which are contrary to this contract, will invalidate the contract and be cause for dismissal of the child from our day care program.

ARRIVAL TIME:	:	AM	FEES DUE MONDAY MORNING IN ADVANCE FOR CARE					
DEPARTURE TIME:	:	PM	REGULAR FEE:	\$.00	DAILY FEE:	\$.00
PAYMENT SCHEDULE:			WEEKLY	BIWEEKLY	MONTHLY			
DAYS YOUR CHILD WILL REGULARLY BE ATTENDING BTB FAMILY PRESCHOOL:								
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
ADDITIONAL COMMENTS:								
<p>By signatures on this Contract, the PARENT/GUARDIANS agree to abide by the Contract, Rate and Terms Agreement, the policies of the Parent Handbook and to all terms and conditions contained therein and realizes any violation of the terms listed is cause for termination without notice. A signature of PARENTS/GUARDIANS to this contract indicates that they have received, read, understood and agree to abide by the written policies of the Parent Handbook.</p>								
PARENT							DATE	
PARENT							DATE	
PROVIDER							DATE	

THIS CONTRACT, ENROLLMENT FORMS & IMMUNIZATION RECORD MUST BE RETURNED BEFORE CARE CAN BEGIN.