

# CONTRACT, RATE & TERMS AGREEMENT

Enrollment Date: \_\_\_/\_\_\_/\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_



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 Family Handbook, located
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 via our parent app, Brightwheel. Payment accounts can be set up using credit/debit cards or bank withdrawal. Credit/debit payments are subject to a processing fee, and Brightwheel will notify families of the current processing fee rate when setting up payment methods.
- A fee of \$35 will be charged for all payments. Late payment fees are subject to fees, as outlined in the Family Handbook. returned by the bank.
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 four weeks, whether services are used or not.
5. Parents arriving after day care closing time of 6:00PM 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 current enrollment fees) is due at the time of registration. This deposit will be applied to your first week's tuition. This deposit is nonrefundable, and families who do not start by the agreed upon date may forfeit their spot.
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 as much notice possible..
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"> <li>1. CHILD CARE CONTRACT, RATE AND TERMS AGREEMENT</li> <li>2. ENROLLMENT FORM</li> <li>3. EMERGENCY MEDICAL AUTHORIZATION FORM including UP TO DATE IMMUNIZATION RECORD</li> <li>4. HEALTH STATUS FORM- must be signed by Dr. and submitted per aap wellness visit schedule</li> </ol> | <ol style="list-style-type: none"> <li>5. FIELD TRIP (GENERAL) CONSENT FORM w/ SUNSCREEN FORM</li> <li>6. FOOD ALLERGY FORM</li> <li>7. PICKUP AUTHORIZATION FORM</li> <li>8. MEDIA CONSENT FORM</li> </ol> |
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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 program.

ARRIVAL TIME:	:	AM	<b>FEES DUE MONDAY MORNING IN ADVANCE FOR CARE</b>			
DEPARTURE TIME:	:	PM	REGULAR FEE:	\$		
<b>PAYMENT SCHEDULE:</b>			<b>WEEKLY</b>	<b>BIWEEKLY</b>		
<b>DAYS YOUR CHILD WILL REGULARLY BE ATTENDING SSLC:</b>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
<b>ADDITIONAL COMMENTS:</b>						
<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. Spots are not held without submission of complete enrollment packet AND paid deposit.</p>						
PARENT						DATE
PARENT						DATE
PROVIDER						DATE

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