

GOOD SHEPHERD CHILD CARE CENTER CONTRACT 2011-2012

Name:	DOB:
-------	------

	Drop Off Time	Pick Up Time	Total Hrs/Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL WEEKLY CONTRACT HOURS			

*Please check the appropriate classroom and weekly contract rate for your child

E-Mail Billing	YES	NO
E-Mail Address:		

Available Discounts:	
1	10% Family Discount for the oldest child in Toddler/Preschool room
2	10% for qualified part-time Good Shepherd employees
3	20% for qualified full-time Good Shepherd employees

CONTRACT FEE

An initial **per child** fee of \$25.00 will be required to sign a child care contract. This fee is due when the contract is signed for the 2011-2012 contract year. A prorated fee will be assessed per month for new enrollees. Discounted contract fees are available for families with two or more children enrolled in the center.

Family Contract Discount		
1 Child Enrolled	1 Contract	\$25.00
2 Children Enrolled	2 Contracts	\$45.00
3 Children Enrolled	3 Contracts	\$65.00

This contract commences October 3, 2011 through September 30, 2012. You must have a drop off time and pick up time contracted for your child.

BY SIGNING THIS, I AGREE I HAVE READ AND UNDERSTAND ALL TERMS OF THIS CONTRACT AND WILL ABIDE BY IT AS SUCH.

Parent Signature:	Date:
-------------------	-------

Director:	Received:
-----------	-----------

INFANT ROOM

#Hrs/Wk	Rate	Check
40.25+	\$153	
35.25 - 40	\$132	
29.25 - 35	\$118	
20.25 - 29	\$100	
10 to 20	\$73	
Less than 10	\$6.00/hr	

TODDLER ROOM

#Hrs/Wk	Rate	Check
40.25+	\$138	
35.25 - 40	\$118	
29.25 - 35	\$106	
20.25 - 29	\$91	
10 to 20	\$66	
Less than 10	\$5.75/hr	

PRESCHOOL ROOM

#Hrs/Wk	Rate	Check
40.25+	\$124	
35.25 - 40	\$106	
29.25 - 35	\$94	
20.25 - 29	\$80	
10 to 20	\$57	
Less than 10	\$5.50/hr	

SCHOOL AGE ROOM

#Hrs/Wk	Rate	Check
40.25+	\$112	
35.25 - 40	\$95	
29.25 - 35	\$83	
20.25 - 29	\$70	
10 to 20	\$50	
Less than 10	\$25	

GOOD SHEPHERD CHILD CARE CENTER CONTRACT

TERMS OF AGREEMENT

Scheduling

Your child will be scheduled your daily contract hours each week. Temporary schedule changes must be given to the director at least two weeks in advance to guarantee the schedule change. If changes to your child's schedule are requested with less than a two week notice they will only be made if staffing and room ratios are available. If you wish to permanently change your child's schedule a new contract must be filled out. Please Email Schedule changes to: jcarrier@goodshepherdushford.org or call 507-864-7717.

Sick/Vacation Day Absence

In the event your child is absent families are allotted fourteen (14) sick/vacation days for each child that can be used during the contracted year and you will not be charged. After those fourteen (14) days are used, you will be charged your regular weekly contracted hours. The Director will keep track of your sick/vacation time. At any time you may contact the center to find out how many vacation/sick days you have remaining. After fourteen (14) sick/vacation days are used, you will be charged your regular weekly contracted hours if your child is absent.

Sick/vacation days can be used for each child in case of illness, short term vacation time or special days off. If your child is ill in the morning and will not be attending the center you will not be charged for that day, if you call before your contracted sign-in time (child care staff will record what time the child was called in ill). **If you do not contact the center or do so after your contracted sign-in time or after you have used your up your fourteen (14) sick/vacation days you will be charged your weekly contracted rate.** If your child becomes ill at the center you will be contacted and you will be expected to find alternate care. It is up to the discretion of the Director or staff in charge whether your child is too ill to stay in child care, according to MN State Rule 3 9503.0080. You will be charged for the full day of child care.

Advanced notice for days off is always preferred. To avoid using up sick/vacation time notify the director at least two weeks in advance of planned vacations and other days your child will not be attending the center.

Billing

Any child staying past their weekly contract hours with in the week will be charged based on the total number of hours at the center for that week. If your child does not meet the number of contracted hours for the week you will still be charged your contract rate. (Example: If your child is scheduled to be here 40 hours per week and attends for 43 hours you will pay the higher weekly rate. If your child is contracted for 40 hours per week and only attends daycare for 34 hours that week you will still be charged for your weekly contracted hours.)

All payments are due by Friday p.m. of the billing week. An \$8.00 weekly service charge will be charged for late payments. WE RESERVE THE RIGHT TO CANCEL YOUR CONTRACT IMMEDIATELY (WITHOUT A 2 WEEK NOTICE) IF YOUR BILL IS UNPAID AFTER TWO BILLING STATEMENTS. Child care payments should be placed in the lockbox located on the Child Care Director's office door. When payments are made, a check or money order is recommended. If paying in cash, it should be paid to the Child Care Director or taken to the Business Office. On-line bill pay is available through most banks and can be set up automatically to deduct your weekly contract amount. Refer to your banks on-line banking program policy.

Our center is licensed to be open at 6:30 a.m. and closes promptly at 5:30 p.m. Any child arriving in the room earlier or staying later will be charged \$7.00 with an additional \$1.00 per 15 min. stayed: \$10.00 for the first hour. Staff will notify the Director of any persons arriving earlier or staying later.

For safety of the children and our licensing Rule 3 requirement, you must sign your child in and out of the center on the sign-in sheets. If you do not sign in or out a rate of \$3.00 will be charged for each time your child is not signed in or out.

Any situation where you are in need of child care for a non-contract day please contact the Director to make sure adequate staffing is available in your child's classroom. **We reserve the right not to accept children on non-contract days due to staffing and availability.** Snow days and no school days for School Age children will be charged based on your child's total hours at the center for the week.

Holidays

The center will be closed on the following holidays: Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years Day, Memorial Day, Fourth of July, Labor Day. Any other days there may be low enrollment (Example: Friday after Thanksgiving), a sign-up sheet will be posted two weeks prior. More than 12 children will need to be signed up one week prior to the holiday for the center to be open. **If you sign up and do not bring your child you will be charged the amount of hours your child is normally scheduled that day which will be added to your weekly total. If one of the above holidays falls on a weekday there will be no charge for that day. (Example: If your child is scheduled to attend 40 hours per week and Thanksgiving is on a Thursday you will only be charged for the 29.25-35 hours that week.)**

Cancellations

A 10 day (child care days) written notice is needed to terminate this contract by parents. A CONTRACT CANCELLATION FORM is available from the Director to cancel any and all contracts. If no notice is received you will be billed for 10 full contracted child care days. If less than 10 working days notice is given you will be billed for any of the remaining days in the 10 day cycle.

If you cancel a contract, then return to our center, the \$25.00 signing fee per contract signed will be charged.

Preschool Rates

If you choose to have your child attend Preschool classes outside of Good Shepherd Child Care's state approved Creative Curriculum you will still be charged for a full day of child care or your normal contracted hours. Children who leave for preschool and return later require extra care, time to prepare for their transportation including early breakfast or lunch, bathroom time, dress, meeting the bus/van on time and extra staffing. By paying for full time care your child's spot will be held while they are gone.

Returned / NSF Checks

For each check that is returned from the bank to Good Shepherd, we will charge a \$30.00 Service Fee. This fee, as well as the child invoice balance, will then need to be paid in full immediately in order to avoid your contract being cancelled.

After we have received a second Returned/NSF or Account Closed check from a family, we will charge the \$30.00 Service Fee and that family will have to find alternative means of payment. We will then only accept payments of cash or money order. We will not accept a check from a family after two returned checks.

In the event that these situations are not taken care of in a timely manner a family's contract may be cancelled.

Photo Release

By signing a contract I give permission to Good Shepherd Child Care to use pictures of my child enjoying activities at the center on our child care website, brochures, newspaper articles and other publications (full names will not be used to identify a child). If you do not wish to have your child's photo used on any Good Shepherd Child Care publication please submit a decline statement in writing to the director.

Diapers

For Infant and Toddler Room Parents: If your child does not have any diapers at the center and your child must wear a diaper provided by Good Shepherd you will be charged \$1.00 per diaper on your next billing statement. Please remember to bring diapers for your child when needed.

Contracts

Any change in your child's weekly contracted hours over a period of two weeks, a new contract must be signed or you will be billed at the current signed contract rate. No new contract fee will be assessed if signed in the same contract year. Remember to contact the center immediately if you have any changes in your child's schedule to avoid confusion for staff or you will be charged. Please refer to your Good Shepherd Child Care Parent Handbook if you have any other questions about policies and procedures or contact the Child Care Director.

08-15-11 JJC

Good Shepherd Child Care Center 2011-2012 Rates

#Hrs/Wk	Infant	Toddler	Preschool	School Age
40.25+	\$153	\$138	\$124	\$112
35.25 - 40	\$132	\$118	\$106	\$95
29.25 - 35	\$118	\$106	\$94	\$83
20.25 - 29	\$100	\$91	\$80	\$70
10 to 20	\$73	\$66	\$57	\$50
Less than 10	\$6.00/hr	\$5.75/hr	\$5.50/hr	\$25