

# CONTRACT, RATE & TERMS AGREEMENT



Enrollment Date: \_\_\_/\_\_\_/\_\_\_ Termination Date: \_\_\_/\_\_\_/\_\_\_

Termination Reason: \_\_\_\_\_

We (I), \_\_\_\_\_ & \_\_\_\_\_, have received and read the Back To Basics Family Preschool (Provider) Handbook of Policies and Procedures and we (I) agree to comply with all the provisions in this contract. Back To Basics Family Preschool 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 (or first day of the week of your child's attendance) for the upcoming week and are payable in cash, check, or credit card (Visa or MasterCard). Late fees are due at time of arrival to pickup child.  
  
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 two-week notice is required when withdrawing a child from the program. Parents are responsible for the contracted rate for those two weeks, whether services are used or not.
5. Parents arriving after day care closing time of 5:00 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) is due at the time of registration. This deposit will be applied to your final week's tuition. If care is terminated without the required two week written notice, this deposit will be forfeited.
7. This contract and rate is valid for the length of your family's enrollment at Back To Basics Family Preschool. 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 the form of an updated Parent Handbook 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"> <li>1. CHILD CARE CONTRACT, RATE AND TERMS AGREEMENT</li> <li>2. ENROLLMENT FORM</li> <li>3. EMERGENCY MEDICAL AUTHORIZATION FORM including IMMUNIZATION RECORD</li> <li>4. HEALTH STATUS FORM</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 USE 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 day care program.

ARRIVAL TIME:	:	AM	<i>FEES DUE MONDAY MORNING IN ADVANCE FOR CARE</i>						
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:									
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.									
PARENT							DATE		
PARENT							DATE		
PROVIDER							DATE		

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