

Discover Little Miracles Parent/Child Contract

Discovery Stage Daycare Centers Ltd.

Open 6 a.m. to 6 p.m.

(A separate contract must be filled out for each child.)

Child's Name _____ Date of Birth _____ Age _____
Parent/Guardian _____ Address/Zip _____
Home Phone # _____ Work# _____ Cell# _____
Preferred method of contact: Text _____, Phone _____, E-mail _____ Phone provider is _____
Place of Employment _____ SS# _____
First Day of Attendance _____ E-Mail _____
Arrival Time: _____ Departure Time: _____
Circle days needed:
Full Day M T W TH F OR: Before
School M T W TH F
AM M T W TH F After
School M T W TH F
PM M T W TH F School Attending:
_____ Grade: _____

Please choose a payment option from the attached rate sheet, and then complete the following statement:

According to the above indicated schedule of attendance for this child, my weekly payment will be \$ _____.

Or county co-pay will be \$ _____.

Carefully read and initial each section listed below; then sign and date on the parent/ guardian line at the bottom of the page.

1. _____ All fees are paid to Discover Little Miracles. Payments may be mailed in or placed in the drop box located in the lobby.
2. _____ There is an enrollment fee of **\$75.00**, and an annual registration fee of \$50.00.
3. _____ Payments are due on the Friday before the next week of care. **All payments received later than the due date will be assessed a late fee of \$2.00 per day.** Care will be terminated if payment is not on record by the following Friday. Returned check fee is \$25.00 each time any check is returned. Anything over 10 hours will be charged at an hourly rate, rounded up to the hour. No half hours will be calculated. After 6pm there will be a charge of \$1 per minute per child.
4. _____ All changes to your contract must be submitted in writing by filling out a new contract and will not go into effect until the following week. Contracts must be submitted to the director; teachers cannot accept contract changes.
5. _____ No credit will be given for sick/absent days. You are expected to pay for the days listed on your contract.
6. _____ A two-week written notice is required in the event you wish to terminate care. Normal fees will continue to accrue during the two-week period, which begins the day that the written notice is received by the director.
7. _____ Children with special physical or emotional needs or challenges will be accepted if the program is determined to be in the child's best interest, and/or the child does not require an inordinate amount of staff time that would take away from other children's care.
8. _____ All holidays are charged days. If you are part time, this will be added to your weekly rate.

Registration

Registration fee, signed contract, first week's tuition, completed registration packet, immunization, and health records must be on file prior to first day of attendance.

Tuition Policy

Full day care rates are charged for a child who attends more than five hours a day, for a maximum of ten hours. (Minimum two days per week) Full day care rates include breakfast, lunch and snack. When a child needs special food or formula, the parents must provide, at no discount.

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- ❖ **All child care fees are due on the Friday in advance of scheduled time.** You will receive a monthly statement of your account, and weekly receipts for payments collected, upon request.
- ❖ Any time beyond the hour is automatically charged to the next hour. No half hours will be calculated.
- ❖ Field trip charges are in addition to listed tuition charges
- ❖ All center holidays are charged days. (New Year's Day, Memorial Day, 4th of July, 2 Day Staff In-service (to be posted), Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. If the holiday falls on the weekend, the Friday before or the Monday after will be honored).
- ❖ Families with two or more children enrolled concurrently, will receive a 10% discount on their oldest child's tuition.
- ❖ **Credit Policy:** After one continuous year of enrollment, you are eligible for credit days. You will receive one credit day equal to the number of full-time days per week your child attends on a regular basis. (i.e. A child who attends 4 days per week, 5 or more hours per day, for 1 year, would receive 4 credit days.) Credit days may only be used for days your child is not in attendance. Credit days expire one year after they are issued.

Winnebago County Assistance policy:

We will continue to accept Wisconsin works authorizations for those enrolled in our program, however, the parent co-pay will be on the normal payment procedure. We must have verbal/written authorization from your case-worker that an account has been established in order to begin care. **\$50.00 minimum co-pay will be required per week until authorization for county assistance is established. County assistance must be established within 2 weeks of enrollment.**

I have read and understand Discover Little Miracles payment and vacation credit policies and agree to abide by them.

Signature: _____ **Date:** _____

Administration Signature: _____ **Date:** _____