



Little Builders Preschool & Daycare, LLC  
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## **Little Builders Preschool & Daycare Contract / Services Agreement**

The Preschool/Daycare Contract between \_\_\_\_\_ and Little Builders Preschool & Daycare, LLC is for the enrollment of \_\_\_\_\_ in the Little Builders Preschool & Daycare on \_\_\_\_\_ for preschool/daycare services under the terms and conditions of this agreement.

Above signed Parent(s) agrees to pay \$ \_\_\_\_\_ every 4 weeks (M-F) for the care of their child(ren). This tuition payment will be increased by 2.5% annually on January 1 of each year to help cover additional salary, rent and maintenance expenses incurred annually. This enables us to have enough resources to maintain the best quality care for the children.

Payment for services is due every 4 weeks. First payment for preschool/daycare is due on the first day of service. The mandatory 4 weeks non-refundable deposit of \$ \_\_\_\_\_ which was required to secure the spot will be applied towards the last 4 weeks of care at Little Builders, with the condition that we receive 30 days prior notice of termination. \$25.00 a day late fee will be charged if your payment is not received on time. \$35.00 will be assessed for any returned check. Mid-week enrollment will be pro-rated.

Parent(s) understands that payment is a guaranteed rate and includes full pay for holidays, vacation, and personal days with no credit for absent or sick days. If a holiday, vacation or personal day falls on a Monday when daycare/preschool is closed, payment will be accepted on Tuesday with no late charge. If for any reason your child(ren) will not be attending daycare/preschool on Monday, parent(s) is still responsible for payment on the scheduled day unless other arrangements have been made. Payments in advance will be accepted. Daycare/preschool observes and is closed for the following holidays:

New Year's Eve Day  
New Year's Day  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day (4th of July)  
Labor Day  
Veterans Day  
Thanksgiving (Thursday and Friday)  
Christmas Eve Day

## Christmas Day

Note: If a holiday falls on a Saturday, that holiday will be observed on Friday, if a holiday falls on Sunday, that holiday will be observed on Monday. Example 1: If Christmas Eve Day is on Friday and Christmas Day is on Saturday, Christmas Day will be observed on Thursday. Example 2: If Christmas Eve Day falls On Sunday and Christmas Day falls on Monday, Christmas Eve Day will be observed on Tuesday. Example 3: If Christmas Eve Day falls on Saturday and Christmas Day falls on Sunday, Christmas Eve Day will be observed on Friday and Christmas Day will be observed on Monday.

**Vacations:** When child(ren) take a vacation, parent(s) is required to provide a two (2) week notice prior to vacation. All vacations during the same year will require the full rate in order to maintain enrollment in daycare/preschool. Parent(s) payment is due prior to your vacation. Provider may take ten (10) days vacation and three (3) personal days per year. Provider will provide four (4) weeks notice to parent(s) prior to vacation and personal day off.

**Unforeseen Emergency closure:** If we have to close the preschool and daycare due to unforeseen circumstances that arises out of our control inclusive of but not limited to health emergencies, natural disasters, riots and other unforeseen events, parents are still required to make scheduled payments.

**Meals:** Nutritious meals and snacks will be provided for your child(ren), but they are never forced to eat it. If your child(ren) is not eating provider will notify parent(s) immediately.

Serving times are as follows:

Am snack 9:00 am

Lunch 12:00 pm

Pm snack 3:00 pm

**Medicine:** Provider will administer medicine to your child(ren). Daycare Administer Medicine Form will need to be filled out and signed by the parent(s). All medicine will be properly stored and the container must be labeled and clearly marked with the child(ren's) name(s), the dosage, and times to be administered. Medicine supplied in an unmarked, unlabeled container will not be administered.

**Immunizations:** All children are required to have a photo copy of their current and updated shot records on file. Parents are required to keep their child(ren's) shots up to date. (This is very important because State Licensing does come unannounced and will review all paperwork pertain to preschool/daycare).

**Illness:** We must maintain a healthy environment for the benefit of your child(ren) and the other children enrolled in preschool/daycare. A child must stay home if they have a fever (101 or above), are vomiting, has diarrhea, or any illness which is determined to be

harmful to the child or the children enrolled in preschool/daycare. If your child becomes ill while at preschool/daycare, provider will call parent(s) to come pick up their ill child immediately. Please notify provider if your child(ren) will not be attending daycare the same day.

**Supplies:** Provider will supply all the items needed for the child(ren) to play and learn with while in daycare/preschool. Items include (but are not limited to): activity coloring books, games, toys, puzzles, outdoor play equipment, etc. If the child(ren) brings a toy or an item from home, provider will not be responsible if the toy or item gets lost or broken.

Items required for your child(ren's) first day of attendance:

- \*Diapers
- \*Bottles
- \*Blankets
- \*Baby wipes, desitin & Baby powder (if child is in diapers)
- \*Bibs
- \*Spare clothing
- \*Summer time Swim suit and towel
- \*Sun lotion

Sheets will be provided and will be laundered weekly. Blankets are returned to parent(s) on Fridays to be laundered at home. Please bring back on Mondays.

The first 30 days are a probationary period for the provider, parent(s), and child(ren). This agreement may be terminated by either party at any time during this period.

Provider keeps records of all payments for preschool/daycare and will provide parent(s) with an end of the year statement when requested.

A 30 day notice must be given by parent(s) to the provider if child(ren) will be leaving preschool/daycare. If parent(s) withdraw their child(ren) from preschool/daycare without proper 30 day notice, any paid balances will not be refunded to the parent(s). If the last day of preschool/daycare precedes preschool's/daycare's vacation, parent(s) is still responsible to pay a monthly prorated amount for the vacation. For example, tuition is \$2000 and preschool's/daycare's 2 weeks vacation is in July ( $7/12$  months = 0.58). Parent(s) owe \$580 ( $\$1000$  (2 weeks of tuition owed) x 0.580).

Parent(s) keep provider updated with any address, employment, phone number, or emergency contact information changes.

Please do not bring toys, candy, gum, balloons, money or any other choking hazards to preschool/daycare with your child(ren).

**Operating Hours:** Daycare opens at 7:30 am and closes at 5:30 pm sharp! A late fee of \$1 will be assessed for every 1 minute that parent(s) is late picking up their child(ren) due upon pick up.

If someone else other than parent(s) is picking up the child(ren), we must have prior written authorization and identification upon releasing the child(ren). Note! For separated/divorced parents or guardians: it is legal for either parent to pick up the child(ren) unless we have a copy of a court order restricting visitation.

**Termination:**

Preschool/daycare services will be terminated if one of the following occurs:

- Parent(s) account is continuously delinquent
- Failure to honor the obligations listed in the contract
- Provider are unable to meet the needs of the child(ren)
- Failure to cooperate in cases that I determine that it is serious enough to warrant termination

Upon termination all tuition and late fees must be paid immediately.

If child(ren) are terminated from Little Builders Preschool & Daycare due to any of the above reasons, parent(s) will be liable for tuition not paid up to date, any late fees that have not been paid, and all courts costs involved in this matter including attorney fees.

**Photo Release:**

I hereby give permission for photographs and audio or video recordings taken of myself or minor participant, captured during Little Builders activities to be used solely for purposes of any Little Builders promotional material and publications. I waive any rights of compensation or ownership thereto.

I have read and agree to all the terms and conditions of this agreement.

Parent(s) Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Provider:

\_\_\_\_\_ Date \_\_\_\_\_