



### **Little Builders' Preschool & Daycare Contract / Services Agreement**

This Preschool/Daycare Contract ("the Agreement") is entered into between \_\_\_\_\_ (hereinafter referred to as "Parent") and Little Builders Preschool & Daycare, LLC (hereinafter referred to as "Provider"), for the enrollment of \_\_\_\_\_ (hereinafter referred to as "Child"), born \_\_\_\_\_ (DOB), in the Little Builders' Preschool/Daycare, effective from \_\_\_\_\_ (start date), for daycare/preschool services, subject to the following terms and conditions:

#### **1. Tuition and Payment:**

- a. The Parent agrees to pay \$2,150 (year 2024 the tuition is \$2,200) every 4 weeks (MF) for the care of their child.
- b. The tuition payment will be subject to a 2.5% annual increase on January 1 of each year to cover additional increases in payroll, rent, and maintenance.
- c. Payment for services is due every 4 weeks, with the first payment due on the first day of service.
- d. A mandatory 4-week deposit was required to secure the spot, which will be applied towards the last 4 weeks of care at Little Builders, provided that the Provider receives a 30-day prior notice of termination.
- e. Late payment fee of \$25.00 per day will be charged for payments not received on time.
- f. A returned check fee of \$35.00 will be assessed for any returned checks.

g. Mid-week enrollments will be pro-rated.

## 2. Holidays and Observances:

a. Little Builders Preschool/Daycare observes the following holidays, subject to change:

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

b. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the following Monday.

## 3. Vacations and Personal Days:

a. The Provider may take ten (10) days of vacation and three (3) personal days per year, subject to providing a four (4) weeks' notice to the Parent.

b. The Parent is required to provide a two (2) weeks' notice prior to their child(ren)'s vacation. Full tuition will be charged to maintain enrollment in preschool/daycare.

## 4. Unforeseen Emergency Closure:

a. In the event of unforeseen circumstances such as health emergencies, natural disasters, riots, or other unforeseen events that are beyond the Provider's control, resulting in the closure of the preschool and daycare, the Parent is still required to make scheduled payments.

5. Meals:

a. Nutritious meals and snacks will be provided for the child(ren), although they are never forced to eat. If a child is not eating, the Provider will notify the Parent immediately.

b. Serving times are as follows: Am snack 9:30 am, Lunch 12:00 pm, Pm snack 3:30 pm, subject to change.

6. Medication:

a. The Provider will administer medication to the child(ren) if necessary.

b. The Parent must fill out and sign the Daycare Administer Medicine Form.

c. All medication must be properly stored and labeled with the child(ren)'s name, dosage, and administration times. Medication in unmarked or unlabeled containers will not be administered.

d. Little Builders does not administer medication for colds and sickness.

7. Immunizations:

a. All children are required to have a photocopy of their current and updated shot records on file.

b. The Parent is responsible for keeping their child(ren)'s shots up to date.

8. Illness:

a. To maintain a healthy environment, a child with a fever (100.4 or above), vomiting, diarrhea, or any other illness deemed harmful to the child or other children enrolled, must stay home.

b. If a child becomes ill while at preschool/daycare, the Provider will contact the Parent to arrange for immediate pickup of the ill child.

9. Supplies and Personal Items:

a. The Provider will supply all necessary items for the child(ren)'s play and learning while in daycare/preschool, including activity coloring books, games, toys, puzzles, and outdoor play equipment.

b. The Provider will not be responsible for any toys or items brought from home that are lost or broken.

#### 10. Required Items for Child(ren)'s Attendance:

The Parent is responsible for providing the following items for their child(ren)'s first day of attendance:

- Diapers
- Desitin & Baby powder (if child is in diapers)
- Sippy cup
- Blanket & pillow
- Washable bibs
- Spare clothing
- Summertime Swimsuit and towel
- Sun lotion

#### 11. Probationary Period and Termination:

a. The first 30 days of enrollment serve as a probationary period for the Provider, Parent, and Child. Either party may terminate this Agreement at any time during this period.

b. A 30-day notice must be given by the Parent(s) to the Provider if the child(ren) will be leaving preschool/daycare. Failure to provide proper notice will result in non-refundable balances.

c. If the last day of preschool/daycare precedes a scheduled vacation, the Parent(s) is still responsible for paying a prorated amount for the vacation period. The prorated amount for a vacation period will be calculated based on the tuition rate, the duration of the vacation, and the duration the child attended the preschool/daycare during the enrollment year.

Let's assume the tuition rate is \$2,150 for a 4-week period, and the child's duration of enrollment is 30 weeks in a year. If the vacation period is 2 weeks, the

prorated amount for the vacation can be calculated as follows:

Prorated amount for 2-week vacation:  $(\$2,150 / 2) * (30 / 52 \text{ weeks}) = \$620.19$

In this example, if the child is enrolled for 30 weeks in a year and the vacation period is 2 weeks, the prorated amount for the vacation would be \$620.19. Please note that this calculation considers the child's duration of enrollment as a factor in determining the prorated amount.

#### 12. Contact Information:

The Parent(s) must promptly notify the Provider of any changes in address, employment, phone number, or emergency contact information.

#### 13. Restricted Items:

The child(ren) is not allowed to bring candy, gum, balloons, money, or any other choking hazards to daycare.

#### 14. Operating Hours and Pick-up:

- a. Daycare opens at 8:00 am and closes at 5:30 pm sharp.
- b. A late fee of \$5 will be assessed for every 1 minute that the Parent(s) is late picking up their child(ren) and must be paid upon pick-up. Parent(s) will automatically be billed on Procure.
- c. If someone other than the Parent(s) is picking up the child(ren), prior written authorization form and identification must be provided.
- d. In the case of separated/divorced parents or guardians, either parent is legally allowed to pick up the child(ren) unless a copy of a court order restricting visitation is provided.

#### 15. Termination and Financial Obligations:

- a. Preschool/daycare services may be terminated if any of the following occurs: continuous delinquency in the Parent(s)'s account, failure to honor the obligations outlined in the contract, inability to meet the needs of the child(ren), or failure to cooperate in serious matters as determined by the Provider.

b. Upon termination, all outstanding tuition, late fees, and associated costs, including court fees and attorney fees, must be paid immediately.

16. Photo Release:

The Parent(s) hereby grants permission for photographs and audio or video recordings taken of themselves or their minor child(ren) during Little Builders activities to be used solely for purposes of any Little Builders promotional material and publications. The Parent(s) waive any rights of compensation or ownership thereto.

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_