Good Shepherd Center

Contract for Service

Please read all information carefully to ensure understanding before signing and please ask questions if you do not understand this contract

**CHILD AND PARENT INFORMATION**

1. **Child’s Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2. **Child’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

3. **Parent/Guardian**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF CARE** \_\_\_\_\_\_\_\_\_Part time \_\_\_\_\_\_\_\_\_Full-time

**FEES**

\_\_\_\_\_\_ Registration Fee - $50.00

\_\_\_\_\_\_ Deposit Fee (Half of one month’s tuition fee) Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Monthly Tuition Fee

\_\_\_\_\_\_Building Fee - $200/year

Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid on \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Good Shepherd Center agrees to provide child care for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

for the time period specified in this contract as long as the terms of this agreement are met.

**Fees:**

1. An initial payment is due and payable with registration and deposit fees prior to, or on the first day of care.
2. Child care fees are due monthly by the 5th day preceding the month of care
3. After 6:00 pm, a late fee of $1/minute/child will be assessed. If no contact has been made by 6:30pm your child will be considered abandoned and the police will be contacted.
4. Child care will be terminated for non-payment as well as excessive late pickups.
5. The signer of this contract is responsible for any damage done to property by the child.
6. Child care charges are due and payable even in the absence of the child for whatever reason: illness, holidays, snow days, extended vacation.
7. Other fees may occur for field trips of other additional activities.
8. In the event of financial support (DHS, sliding fees, etc.) is canceled or denied, the person is responsible for all fees as applicable in the regular fee structure.

**Provision of Care**

1. Good Shepherd is open for child care from 7:15am to 6:00pm.
2. Sever weather conditions or emergencies may merit sudden or early closing for the safety of children, parents and staff. Local radio and television stations will be provided with closing information.
3. Good Shepherd cannot care for ill children. The signer of this contract must follow the illness policies in the Parent Handbook.
4. Good Shepherd is not responsible for damaged or lost clothing, personal possessions or personal injuries.
5. Good Shepherd Center reserves the right to combine child care rooms if deemed necessary.
6. Parents must provide a current and accurate health assessment form, enrollment form, and emergency consent for their child’s file. These forms are updated annually.
7. The priority for enrollment of children shall be as follows, as space and scheduling permit:

**1**. Staff of GSC **2.** Families currently enrolled with additional siblings; and **3**. Those pre-registered on the waiting list. Children from families who have a currently enrolled sibling with have a higher priority than children from families who have no other children currently enrolled.

**Please note that GSC is closed for the following holidays: Labor Day, Thanksgiving (2 days), Winter Break, Martin Luther King Jr. Day, Independence Day and Memorial Day.**

**Cancelation of Contract**

1. This agreement is renewable annually.
2. Immediate termination will result in any violation of licensing standards of Good Shepherd Center policies.
3. Termination of this agreement does not allow the certainty of a place for your child at a future date.
4. Registration fees are non-refundable.
5. A month (30 days) written notice is required upon which the deposit will be applied to the last ½ month of care.
6. Good Shepherd Center reserves the right to terminate care for violation of the disciplinary biting policy in the parent handbook.

***I have read and understand the terms conditioned in this contract and agree to abide by the terms.***

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Parent/Guardian Signature Date GSC Representative Signature Date

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Parent/Guardian Signature Date GSC Representative Signature Date