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## CONTRACT FOR CHILD CARE SERVICES & FEE AGREEMENT

CHILD'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

This "**CONTRACT FOR CHILD CARE SERVICES/FEE AGREEMENT**" is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between ACCA Child Development Center and \_\_\_\_\_ the parents/guardians of the above listed child. The child's scheduled start date for services is \_\_\_\_\_. All required forms, including but not limited to the Emergency Contact form, Enrollment Application, Health Records etc. must be submitted for your child to attend.

ACCA Child Development Center agrees to provide child care services for named child in accordance with the mission, philosophy and policies outlined in the attached Parent Handbook. The child is enrolled as a full time student receiving services Monday through Friday from 7:00am until 5:30pm.

Your child has been assigned to \_\_\_\_\_ classroom.

Classroom assignments are made based upon the age of the child in accordance with child care licensing regulations. ACCA Child Development Center may change the child's classroom assignment based upon center enrollment and ratio requirements.

A late pick up fee of \$5.00 for the first 30 minutes and then \$1 per minute will be billed to the parents/guardian's account in accordance with the Late Pick-Up Policy outlined in the attached Parent Handbook. You are considered to be late if the child is not picked up by the time the Center closes. Late Pick-up fees are due within 7 calendar days of lateness.

\_\_\_\_\_ the parents/guardians of the above listed child agree to compensate ACCA Child Development Center for the above listed services in the amount of \_\_\_\_\_ which is to be paid on a [INDICATE: WEEKLY, BIWEEKLY, MONTHLY, YEARLY] Basis. Tuition is paid prior to the performance of child care services. Tuition is due every Friday by 5:00 p.m. Tuition is due whether or not the child attends the program. The tuition represents the child's place in the program. There is no credit given for vacation or emergency closure days. If tuition is not received on or before the Tuition due date the child care services will be **SUSPENDED** until the Tuition and any assessed late fees are paid in full. A service charge of \$35.00 will be charged for each check returned for insufficient funds. If two checks are returned, all subsequent payments must be made in cash, money order, or credit card.

A security deposit in the amount corresponding to one week of tuition \_\_\_\_\_ which represents one of the two weeks of the **PARENTAL NOTICE PERIOD** for cancellation of this Contract, must be paid, and will be held by ACCA Child Development Center. The Security Deposit may be used in accordance with the Parent Handbook Policies as the last week tuition payment. The Security Deposit will be forfeited if the

Parents/Guardians fail to give two weeks notice of cancellation of this contract or if Child Care Services are suspended or terminated by ACCA Child Development Center for failure to pay tuition and/or violation of Parent Handbook Policies.

This Contract for Child Care Services/Fee Agreement may be cancelled by **ACCA Child Development Center** at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation. Any security deposit held will first be applied to any unpaid account balance. If there is any remaining security deposit monies, that remaining amount will be refunded to the parents/guardians within 30 days of cancellation. The Security Deposit will be forfeited if Child Care Services are suspended or terminated by ACCA Child Development Center for failure to pay tuition and/or violation of Parent Handbook Policies.

This Contract for Child Care Services/Fee Agreement may be cancelled by the **PARENTS/GUARDIANS** with two weeks written notice. Written notice of cancellation must be submitted to the Operations Manager or Accounts Specialist by parents/guardians. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation. Any security deposit held will first be applied to any unpaid account balance. If there is any remaining security deposit monies, that remaining amount will be refunded to the parents/guardians within 30 days of cancellation. The Security Deposit will be forfeited if the Parents/Guardians fail to give two weeks written notice of cancellation of this contract.

This Contract for Child Care Services/Fee Agreement will expire on \_\_\_\_\_, if neither party has exercised their right to cancel prior to said date.

By signing below, I/we the parents/guardians of the above listed child hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely, that I/we have had the opportunity to discuss the information contained herein with a representative of ACCA Child Development Center, that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the policies contained herein by reference from ACCA Child Development Center's Parent Handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
ACCA CDC Administrator

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
ACCA CDC Administrator Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date