



The Step-by-Step Handbook of Policies and Procedures explains the policies in place at Once Upon a Childcare. This Agreement is reviewed annually at which time a new updated Handbook will be given to all families. If changes are made to the Handbook throughout the year, families will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: \_\_\_/\_\_\_/\_\_\_ Referred By \_\_\_\_\_ This contract is between \_\_\_\_\_ (herein called Parent(s)) and Once Upon A Childcare (herein called Provider). Childcare services will be provided by Once Upon a Childcare for the following children:

Child's Full Legal Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ M \_\_\_ F

Child's Full Legal Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ M \_\_\_ F

Contracted Days/Times: (circle days needed): Monday Tuesday Wednesday Thursday Friday

Start Date: \_\_\_/\_\_\_/\_\_\_

You will be responsible for tuition as of this date, regardless of attendance.

ADVANCED PAYMENT: Families will pay in advance a minimum of two-weeks childcare fees along with \$100 (\$150 per family) enrollment fee prior to child's start date.

Payments collected at the time of enrollment, not including enrollment fee, will be applied to childcare fees. All payments made are nonrefundable, should parents decide not to bring their child after this agreement is made.

First Payment Paid: \_\_\_/\_\_\_/\_\_\_ Amount: \_\_\_\_\_ FEES (due regardless of attendance):

Weekly Child Care Fee: \_\_\_\_\_ Fees to Be Paid: Bi-Weekly \_\_\_ Monthly \_\_\_ Semi-Annually \_\_\_ Annually \_\_\_ Fees are due Thursday at pickup regardless of attendance or childcare closing.

REGISTRATION FEES: Registration fees are due upon enrollment and every year (January) for every family enrolled after September the previous year. Annual registration fees will be collected the Thursday before Christmas each year for the next calendar year.

PAYMENT OPTIONS: Automatic Payments via Checking or Savings account are required for all tuition and additional fees. FSA and Flex accounts will be accepted on a case-by-case basis.

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**ADDITIONAL FEES:** Parents are expected to pay any of the following Additional Fees within 24 hours.

**Late Payments:** Parents will pay \$15 **per child**, per calendar day (including weekends), that payments are received late beginning Saturday after the fee due date.

**REFUNDS AND CREDITS:** Once Upon a Childcare does not offer refunds under any circumstances. Credits will be provided to accounts upon disenrollment if fees were paid ahead of service. This credit can be used at a later date if enrollment is reinstated.

**DROP-IN ONLY ENROLLMENTS:** Parents acknowledge that Drop-In only care days are made on an as needed and space available basis. Parents agree to pay for drop-in care at the time of approved request. Parents agree that provider will not refund payment if services are not used. A Registration fee of \$100 per child or \$150 per family will apply for new drop in enrollments.

**CHILD CARE CLOSINGS:** Paid Holidays Dec 24th -Jan 1st, Thanksgiving Day, the day after Thanksgiving, Memorial Day, Labor Day, 4th of July, and Easter Monday. Additional staff training days (President's Day, 2<sup>nd</sup> Friday in August) that the center is closed will be paid days as well for every family. If the holiday falls on Saturday, it will be observed Friday. If the holiday falls on Sunday, it will be observed Monday.

*Early Closure dates: Halloween 4pm.*

**WEATHER:** Delays and early closures due to weather will not be credited or discounted.

**COVID-19 EXCLUSIONS:** If a quarantine and exclusion is required due to COVID-19 exposure, all fees and tuition are due in full regardless of attendance or days missed. No refunds or discounts will be given for COVID-19 illness or exclusions.

**TERMINATION:** Parents and Provider agree to give two-week's written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. Two-weeks of childcare fees are due in one lump sum immediately upon the written termination notice. If notice is not given, the child is not in attendance, and/or the childcare is closed, the final two weeks fees are still due with no credit for unpaid closings. **Any advance payments that have been made will not be refunded.**

Once Upon a Childcare reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks or declined transaction, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises, continual disciplinary problems, false information given by parent.

**ACKNOWLEDGMENTS:** \*\* Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, OUAC will purchase them, and Parent will reimburse Provider for the full cost plus the Provider's time in acquiring those supplies. \*\* Provider will supply all meals/snacks, and educational material. \*\* Parent agrees to comply with respect and take seriously all policies in the Handbook of Policies and Procedures and Financial Contract. \*\* Parent agrees to pay all fees associated with any collection of unpaid debt. \*\* Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect. \*\*OUAC will give Parent a minimum two-week's notice of any fee or policy change. This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement unless it is in

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writing and signed by both parties. By signing this agreement, I agree to comply with all the terms covered in this Contract & Financial Agreement. I understand this is a legally binding contract between all parties signed below. I agree that all payments made are nonrefundable, regardless of circumstances.

Parent/Guardian Signature/Date: \_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_

Once Upon a Childcare Director Signature/Date: \_\_\_\_\_