



The Step by Step Handbook of Policies and Procedures explains the policies in place at Harbor View Early Learning Center. 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 Harbor View Early Learning Center (herein called Provider). Childcare services will be provided Harbor View Early Learning Center 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-week's childcare fee 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 non-refundable, 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.

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 the following morning after the fee due date.

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.

Child Care Closings: Paid Holidays Dec 24th -Jan 1st, Thanksgiving Day, the day after Thanksgiving, Memorial Day, Labor Day, 4th of July, and Easter. 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

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-week's 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 week's fees are still due with no credit for unpaid closings. Any advance payments that have been made will not be refunded. Harbor View does not offer refunds under any circumstances. Harbor View Early Learning Center 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, 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, the Harbor View Early Learning Center 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. \*\* Harbor View Early Learning Center 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 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: \_\_\_\_\_

Harbor View Early Learning Center Signature/Date:

\_\_\_\_\_