Parent - Provider Child Care Contract

The Ark Christian Nursery & Learning Center, Inc.
P.O. Box 443, 410 W. Main St., Tilton, NH 03276
Tel.: 603-286-9966 Fax: 603-286-9273
office@thearklearning.com

I. The following contract is between _____
(Parents of child(ren) in care)

And The Ark Christian Nursery and Learning Center located at 410 W. Main St. Tilton, NH for the children listed below:

Child's name _____ Date of Birth_____
Child's name _____ Date of Birth_____
Child's name _____ Date of Birth_____
Child's name _____ Date of Birth_____

II. Standards Rates and Payment Policies

1. A security deposit of $100 is required. The deposit will be applied to the last week's payment or to the termination notice period if proper notice is not given (see V. Termination procedure).

2. An annual registration of $35 is non-refundable and non-deductible for the first child; additional siblings will be charged $20. Our annual re-registration is conducted every April.

3. The fee will be $_____ per hour per day per week (Circle one)

4. Enrollment slot is for up to 9 hours per day or 45 hours per week.

Days & Hours		**Check one**
Monday	**from _____ to _____**	☐ Full time + (50 hours a week)
Tuesday	**from _____ to _____**	☐ Full time (45 hours a week)
Wednesday	**from _____ to _____**	☐ Half time (16-30 hours a week)
Thursday	**from _____ to _____**	☐ Part time (1-15 hours a week)
Friday	**from _____ to _____**	

5. The childcare provider will provide (check all that apply):

   ☐ Breakfast ☐ Lunch ☐ Afternoon Snack ☐ Dinner

   *Children must be dropped off by 8:30 am for Infant/Toddler breakfast and 9:00 am for Preschool breakfast. Lunch is 11:30 am for Infant/Toddler and 12:00 pm for Preschool. Children dropped off later than these times will need to have been fed prior to arrival.

6. The Parent(s)/ Guardian(s) will provide the following (Check all that apply):

   ☐ Change of clothes ☐ Formula/Breast Milk ☐ Diapers & Wipes ☐ Infant Food

   ☐ Sunscreen ☐ Bugspray

   Provider will supply _____ for an additional fee of $_____.

   Other special arrangements include_____

   _____

III. Rates for holidays, absences, vacations, overtime:

1. Care will not be provided, but payment is due, on the following holidays when they occur on a day the child(ren) is/are regularly scheduled for care:

   Labor Day **Thanksgiving** **Day After Thanksgiving**
   Christmas **New Year's Day** **Memorial Day**
   Independence Day **2 Teacher In-service Days** (May 22, 2020 & September 4, 2020)

2. The provider will be notified by 9 AM if the child(ren) will be absent for the day. Children will be considered absent for the day if prior arrangements have not been made before 9 AM.
3. Parents/guardians will be responsible for full tuition payment for all absences and vacations.
4. If the provider is closed due to an emergency which causes the child to not be able to meet their allotted time slot, parents/guardians will be billed at the next lower enrollment rate.
5. If the parent/guardian does not receive prior approval to drop off child earlier or pick up later than the enrollment times specified above, the following overtime rate will be charged:

   $ 1.00 per minute per child.
6. If the parent/guardian receive prior approval to drop off child earlier or pick up later than the enrollment times specified above, the following rate will be charged:

   $ 5.00 per hour per child.

IV. Damage

The policy on damage caused by the child(ren) while in the provider's care unless caused by the negligence of the provider is: **Parent/ Guardian must replace the broken item with the same item or a similar item of equal value.**

V. Termination

Trial Period

There will be a two-week (14 calendar days) Trial Period beginning on the child's first actual day of care. During this time either the Parent or the Provider may terminate this agreement without further obligations. All pre-paid childcare fees, including the Security Deposit, will be refunded if this agreement is terminated during the Trial Period.

This contract begins on the following date: _____ and may be terminated by either parent/guardian or provider by giving 2 week's written notice. The provider may terminate the contract without notice if the parent/guardian is over 1 week(s) late with scheduled payments. Parents/Guardians who fail to provide a 2 week's written notice for termination of care will forfeit their security deposit as well as be responsible to pay the remaining tuition balance. A final BrightWheel charge will be made to the account within a week of the termination of care unless the State Subsidy amount is less than anticipated, in which parents/guardians will be charged the remaining balance upon confirmation. Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired changes take effect. A new contract may be signed at that time to reflect the changes.

VI. Signatures:

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for childcare provided. The provider is responsible for providing all parties with a copy of the signed contract.

_____ _____

Provider's signature Date

_____ _____

Parent/Legal guardian signature Date

_____ _____

Address of Parent/Legal guardian Phone Number

_____ _____

Parent/Legal guardian signature Date

_____ _____

Address of Parent/Legal guardian Phone Number

_____ _____

Co-signer's signature (Required if parent/legal guardian is under 18 years old. Co-signer must be 18 or older and by signing assumes financial responsibility in case the parent/guardian fails to pay for care provided.) Date

_____

Social Security Number of Financially Responsible Party