



Parent-Provider Contract

- I. The following contract is between Tikva Childcare Center located at 1209 Farragut Street, NW, Washington, DC and _____ (Parent) for daycare of the child/children listed below.

Child's Name: _____ Date of Birth: _____

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II. Standard rates and payment policies:

Waitlist - There is a fee of \$200 to be added to our waitlist. Please note, being on the waitlist does not guarantee you a space when one becomes available. You'll be notified when space becomes available; however, you should enroll within 2 business days otherwise the opportunity will be given to the next parent ready to enroll.

Secured Seat - To secure a child's position until _____ (specify preferred start date), Tikva Childcare requires a nonrefundable upfront payment of \$500 to be applied to your first month's tuition.

Early Termination & Tuition Proration – If a child leaves the program, full tuition is required. We do not prorate tuition for children leaving without notice.

Fees will be as follows and paid on or before the Friday before the following week. For each day payment is late, a \$10/day fee will be applied.

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\$525 per week for infants

\$575 per week for toddlers

(Before and aftercare rates available upon request.)

III. Days and Hours of Care

Tikva Childcare will provide full-service care Monday through Friday from 6 am to 6 pm, excluding the following holidays:

New Year's Day, Martin Luther King Day, Inauguration Day (as applicable), President's Day, Emancipation Day, Memorial Day, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day (an early closing day before Thanksgiving), Black Friday, Christmas Day (early closing on Christmas Eve, 3 pm), and the week between Christmas and New Years (specialized service available upon discussion).

Please see parent's manual for terms regarding emergency closure, absences etc.

IV. Food & Supplies

Tikva Childcare only provides emergency food supplies and does not provide meals. Parents must provide meals and snacks for each child.

The parent(s)/guardian(s) will provide the following:

- Change of clothes
- Diapers
- Wipes
- Facial tissue
- Breast milk, formula, if required

Should any allergies be known prior to care or discovered during care, the parent/guardian must inform Tikva Childcare immediately.

V. Rates for Absences, Vacations and Overtime:

Parent/guardian will notify Tikva Childcare 6am, if the child(ren) will be absent for the day. Tikva Childcare can be notified via phone call, Daily Connect, text or email.

Rates will not be reduced due to sick days, holidays or vacations.

If the parent/guardian drops off the child earlier or picks up later than the times specified above, the following overtime rate will be charged: \$25 flat fee plus \$1 per additional minute outside the standard care hours.

VI. Termination procedure:

This contract begins on the following date: _____ and may be terminated by either parent/guardian after giving **(8)** weeks' written notice. A \$200 fee applies for inadequate (less than 8 weeks) termination notice. **The provider may terminate the contract without notice if the parent/guardian is over (1) week(s) late with scheduled payments.** Parents/guardians may terminate the contract without notice if the provider does not comply with OSSE (Office of State Superintendent of Education) childcare regulations/laws. Changes to the contract, desired by

either provider or parent/guardian, must be made in writing and acknowledged in writing by the other party at least **(2)** weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.

VII. Signatures and Acknowledgements:

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 giving all parties a copy of the signed.

Parent/Legal Guardian Signature

Date

Address of Parent/Legal Guardian

Phone number of Parent/Legal Guardian

Tikva Childcare Director Signature

Date