

Rise and Shine Child Care Centers & Family Services Agency



MV Lic#493009935
H Lic#493010229
RP Lic#493010717

Ph: (707) 293-9795
Em: contactus@riseandshinesoco.com
Fax: (707) 734-7851

Attendance & Tuition Contract

Parent(s) Name:	CDL#	SS#
Parent(s) Name:	CDL#	SS#
Address:	Phone:	Email:

CHILD NAME	BIRTHDATE	TUITION	ATTENDANCE
1)			
2)			
Application Fee:	Date Paid:	Enrollment Fee:	Date Paid:

Services are provided in a clean, safe, child-friendly environment that supports age-appropriate activities supervised by qualified staff.

I/We have read and agree to abide by all the policies and procedures outlined in all handbooks (general, health, and wellness). This includes a routine of care, developmentally appropriate activities, meals/snacks, and bottles.

A) I/We agree to pay Rise and Shine Child Care Centers & Family Services Agency tuition in full, due and payable on the 1st of each month, regardless of weekend, holiday, or absence. Tuition is to be paid in full regardless of days in attendance. No grace period.

B) I/We agree to pay for additional and/or miscellaneous charges if a bill is received for such charges. (i.e., \$5 per minute for early drop-off or late pick-up, extra days, etc.). Please see fee schedule.

D) Punctuality is important for drop-off as well as pick-up. Please notify this facility by 8:00 a.m. if child(ren) will be late or absent.

E) Termination of this contract requires 30 days' notice. Final tuition or a portion thereof will be applied. NO EXCEPTIONS!

F) Fees are non-refundable.

G) Immunizations are to be kept current and on file.

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- H) Sick children are to be kept at home.
- I) 30 days' advance notice will be given before any changes, including but not limited to rate changes.
- J) Community Care Licensing Division (CCLD) is our partner in promoting the health, safety, and quality of our program and each child in our care. They have the right to visit, and inspect, announced or unannounced our facility.
- K) Reasons for termination (full explanation see suspension and expulsion policy):
- Failure to follow program policies
 - Failure to pay or habitual lateness in payment.
 - Failure to complete required forms including the child's immunization records.
 - Verbal abuse of staff.
 - The parent threatens physical or intimidating actions toward staff members.
 - Failure of a child to adjust after a reasonable amount of time.
 - Uncontrollable tantrums/angry outbursts.
 - Ongoing physical abuse of staff or other children.

Additional Notes:

Parent or financially responsible party Signature:

Date:

Parent or financially responsible party Signature:

Date:

Admitting Staff:

Date:

Center Location