

My Lil' Learners Academy Childcare Contract

1325 Jamestown, Edmond, OK 73003

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Lil Learners Academy

Where little hands do big things

Our calendar is in this contract. You will be notified of any closing due to inclement weather or emergency through your preferred method of contact.

This contract is entered into by and between the parent _____ of _____, Oklahoma _____

Address

City

Zip code

Hereinafter "Parent" and My Lil Learners of 1325 Jamestown in Edmond, Oklahoma 73003; Hereinafter "Provider" for the purpose of securing arrangements for childcare of the children below on the designated days for the agreed tuition rate.

A 10% discount is given only when there are two children of the same family enrolled full time. The discount is 10% off of total weekly tuition.

If you qualify for a discount, write "multiple child discount" here. _____

Please enter the children's name, birthdate, and days of the week you will need care.

Child's Name	Birth Date	Days of Care	Rate
Child's Name	Birth Date	Days of Care	Rate

In order to start care, your first installment must be paid in advance and all paperwork must be completed including this contract and your children's shot records must be provided prior to care.

The first day will be on _____

Enter date here

Important Phone Numbers

Primary Contact	_____	_____	_____
	Name and relation to child	Daytime Phone	Cell Phone
Secondary Contact	_____	_____	_____
	Name and relation to child	Daytime Phone	Cell Phone
Emergency Contact	_____	_____	_____
	Name and relation to child	Daytime Phone	Cell Phone

Lil Learners Academy offers the following payment methods.

- 1) Cash 2) Check 3) Debit/credit card (additional fees apply with credit)

Your first payment will include your Registration Fee (\$25) \$ _____
Your Supply Fee (\$120 per year or \$30 per quarter) \$ _____
Your First Installment \$ _____
Total First Payment \$ _____

Please initial by each statement to ensure that you understand some of the very important terms of this contract.

_____ By initialing here, I understand that drop off is at 6:30 A.M. and 11:00 A.M. Pickup shall happen no later than 6 P.M.

_____ By initialing here, I understand that payment is always due in advance. If you are paying by the week, you agree to pay two weeks in advance initially and continue regular payments the following Friday and every Friday until termination of the contract. A fee will be charged if payment is not received by Monday Morning. If you are paying by the month, you agree to Pay on the first of every month and no later.

_____ By initialing here, I understand that a late payment fee of 20 dollars per day will apply. To continue care all payments will be received in a timely manner and will not be later than one week late at any time. I understand that if payment is not received, care will be discontinued until such time a payment can be made.

_____ By initialing here, I confirm that I have attached shot records and completed this contract including the State of Oklahoma forms attached.

By signing below, I confirm that I have read and understand the policies outlined in this contract. I understand that both parent and the provider are bound by the terms of this contract.

Signature of Parent

Date

Signature of Provider

Date

My Lil' Learners Academy operates based on yearly tuition. If you pay monthly it is twelve installments. If you pay by the week it is 52 installments. If you do end this contract before the year is over, and you have payed ahead be advised that you owe a two weeks notice for any termination of care and will not receive that back.

We do have closings during the year, the calendar shows all closings. Closings do not affect your installments. You pay the same rate each week or month for your childcare expenses even if your child is not in attendance. If you child is sick or is sent home with fever there will be no refunds for these days.

Signature of Parent

Date

Full Day Program Cost

This is our cost structure for Full-Time Preschool/PreK. The tuition is the same for all ages, you are charged for a spot in our accredited program and spots are limited. We only accept full time children at this time. You may come less days, but must pay for your space in the preschool every week. *Tuition is expected to be payed ahead.

	Annual Tuition	Weekly 52 installments	12 Monthly Installments
Four/Five Years old	10,400	200 per week	800
3 Years Old	10,400	200 per week	800
2 Years Old	10,400	200 per week	800

*You will notice that a discount is given to people who pay by the month. You will pay 800 per month saving you 800 dollars over the course of the year.

The Rules

The Parent Agrees:

1. To pay an annual supply fee of no more than 120 per family per school year and a registration fee of 25\$ for first time families. Fees will be prorated when a family signs up after the school year has started. Supply fees are 30\$ per quarter. Spots are filled on a first come first serve basis. Receipt of required paperwork and first payment, registration, and supply fee will secure your spot.
2. My Lil' Learners counts on you tuition to give the children the best possible care and learning experience. Therefore, your tuition is due even is your child misses days in the week. **If paying monthly, you will pay**

12 times per year with tuition due no later than the first of each month. If paying weekly, you will pay 52 times per year with tuition due the Friday before care. Late fees are assessed if payment has not been made by Monday morning. Payment for weekly installments must initially be paid two weeks ahead to secure the spot, and then stay ahead at least one week for the remainder of the contract. Late fees apply, 20\$ per day will be added to tuition for late payments. If payments fall over a week behind, care will be terminated until such time a payment can be made.

3. In the event of an unscheduled closing, you will be prorated. Be advised that your tuition stays the same, and the school is closed several holidays and one week for Winter Break. Tuition stays the same despite any closings other than unscheduled closings. I will try to be open and accommodate my teachers for teacher work days. Please refer to calendar for closings. There will be a substitute for you children in the event of my illness or personal emergency whenever possible.
4. This contract is for one calendar year, if you do not need summer care let me know in advance (teachers please discuss this with me) if you would like to re-enroll for the next school year after summer, you will need to pay a deposit on your spot of 125\$.
5. The parent agrees to drop the child off well rested. Drop off shall not be before 6:30 am and not after 11 a.m. each day. You will be responsible to pack and provide a nutritious lunch for the child each day. Parent must also provide a blanket for naptime. Mats are provided by me. Breakfast will be provided for children and up to three snacks per day and milk/water. The child must also be dressed appropriately for school and weather. Be advised we will do P.E. and other activities that involve running. Please send child in appropriate shoes for this type of activity. Flip flops are not advised.
6. Inclement Weather- If this facility is required to close due to inclement weather, payment is still required. If you feel it is unsafe to drive to this destination for any reason due to weather, the tuition rate does not change. If the public schools close for inclement weather, I will close as well to ensure safety of the children.
7. **The parent agrees to pay an overtime rate of 20\$ per hour per child when child is picked up late.** This late fee may be waived if it has been previously agreed to by me.
8. To have child backup childcare arranged for scheduled facility closings. This can be an issue for parents, so it is very important to have something planned for when we are closed.
9. **Your child must have or be in the process of obtaining all medically appropriate vaccines according to appropriate vaccine schedules. Records must be updated each year or anytime the children receive new vaccines. Vaccinations are required to attend this program.**
10. Provide a list of people authorized to pick up your child. You may allow somebody not on the list to pick up your child by making a statement in writing. In an emergency, a phone call authorizing someone to pick up will be allowed. For your child's protection, ID's will be required to pick up the child the first time they come.
11. To notify building in case of illness and the decision to keep the sick child home.
12. To refrain from bringing candy, gum, and in other toys unless authorized by me or it is a party day.
13. At any time you may contact the local Childcare Licensing Office located at

Sequoyah Bldg., Basement P.O. Box 25352. Oklahoma City, Oklahoma 73125. You may ask for our most recent reports and ask questions about the minimum standards for Licensed Child-Care homes.

Provider Agrees:

- 1. To provide childcare services for the above-named child during the following hours. Our facility is open from 6:30 am to 6:00 pm Monday-Friday.*
- 2. Scheduled Closings for Holidays can be found on our calendar.*
- 3. To have a clear background check on all individuals working with your child including volunteers.*
- 4. To provide a healthy breakfast, Morning and Afternoon Snacks. Milk, water, and additional cups will be provided by your provider.*
- 5. To provide a safe environment for your child that nurtures their self-esteem as well as their physical safety.*
- 6. To provide appropriate toys and learning materials for the ages of children in care.*
- 7. To communicate with parents about the needs and achievements of their children.*
- 8. To send newsletters home each week with important information involving our program, including Learning objectives, goals, and any additional news about our school.*
- 9. To send home a daily sheet stating your child's daily report of activities.*
- 10. To apply a love and logic approach to discipline. Redirection will be used always before a time out is ever considered. Corporal punishment will never be used in this facility. Time out will not be overused and will only be used in last resort situations when appropriate. Time out will not exceed five minutes at any point in time. Time outs are one minute per year of age of the child. (Example: A two year old will never exceed a two minute time out.)*
- 11. To have an emergency plan available and ready for all situations. It will be posted within parent view of front door along with licensing information.*
- 12. To observe all children for symptoms of illness and abuse as per state law.*
- 13. Children with an oral temperature of 101 degrees or with symptoms such as diarrhea or vomiting will be isolated from the group and parents will be notified to pick up child. Children must be fever free for 24 hours to return to school.**
- 14. If a child is seriously injured or becomes seriously ill, I will administer CPR and or appropriate first aid until EMT's arrive. I will call 911 immediately for assistance. I will call parents as soon as possible with information deemed from paramedics.*
- 15. If any child shows evidence of abuse, The Department of Family and Protective Services will be notified as per State Law.*

16. To provide the parent with a social security or tax ID number and a statement including all fees paid for daycare expenses.
17. To provide a nap mat for each child.
18. To meet with you about any concerns you may have between the hours of 8:00 am and 5:30 pm. You may text me after hours for basic questions/concerns. If you need a large portion of time, schedule a phone call with me.
19. To provide your child with the best possible learning experience I can offer and to keep the children on a daily schedule that is full of activities that nurture their cognitive, physical, social, and emotional development.

Both Parent and Provider Agree:

1. Once we agree on a rate, your tuition will never raise as long as you stay in care with us. It is normal for rates to change every few years; however, your rate will always remain the same as long as you stay enrolled.
2. That childcare will not be provided if the child or provider shall be considered too ill to receive or provide care. However, a substitute will be provided when possible in cases of the provider being ill. A child with a fever over 101 degrees will not be allowed to stay in care until the child is fever free for 24 hours.
3. That the provider will give 30 days' notice of any planned, temporary closings.
4. All contracts are valid from the first day of enrollment until the contract is terminated by either party with a minimum of a two week notice. If the contract should change, you will receive an amended contract with changes highlighted.
5. Tuition must be paid in advance for your child to attend this facility. If tuition gets one week behind, care will be terminated until which time payment can be made. 20\$ per day late will be added to the week you owe and must be payed in order to come back and receive care again. Notify me in emergency situations and fees may be waved.
6. Parents may visit or call at any time during normal child care hours to discuss or check on their children. For sensitive situations or disagreements with items on this contract, you may schedule an appointment to discuss your problems with me.
7. This facility provides Breakfast, and two snacks. Children may have an additional snack and second servings will be offered if the child asks. The lunch you will bring every day must be nutritional and well balanced. The children really enjoy bringing their own lunch and I have seen how it encourages their conversations during lunch time. Do not send any candy, carbonated beverages, or drinks that contain red dye. We love to talk about proper nutrition at our school.

You must now fill out the State of Oklahoma child information sheet and add shot records.