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| Tenderhearts Preschool  |  **2023-24**  |
|  1484 Mammoth Rd Dracut, MA 01826 (978)884-9489 Director: Barbie Bergstrom Assistants: Ashley Conti and Elaine Hanvey |
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This contract is entered into by and between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Barbie Bergstrom of Tenderhearts Preschool, hereinafter “Provider”, for the purpose of securing arrangements for child care of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter “Child”.

**Please Complete the Following Information**

Choose the program schedule you would like:

Mon. Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tues. Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wed. Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thu. Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fri. Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Time Weekly Tuition Part Week Daily Tuition**

 Preschool Class (2.0 – 3.5) - $310 Preschool Class - $65

 Pre-K Class (3.6 – 5) - $295 Pre-K Class - $60

Monthly payments due in advance, by 5 PM on the first of the month: \_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Agrees:**

1. To make payments on time each week.
2. To pay an **overtime rate** of $15.00 for the first 10 minutes (or portion of) when the child is picked up late and $1.00 per minute after the first 10. (Late fee may be waived if prior notice is given and agreed upon.)
3. Provider is paid for three one-week vacations per year, 5 sick/personal days and 3 bereavement days in the event of the death of a close relative.
4. To provide the following supplies for their child: Crib sheet, Diapers/Pull-ups, Wipes, and 2 complete changes of clothes (more when potty training).
5. To have **backup child care arranged** in the event of an emergency or illness of the provider.

**Late Payment Fees**

* If payment has not been received by the first of the month at 5:00 PM, a $10 late fee will be added to the balance due for each day late. If payment and late fees are not paid by the following day at drop-off, child may not attend until payment is made in full.
* If no arrangement for payment has been made and payment is 14 days past due, your child may be removed from the Preschool program.

**The Provider Agrees:**

1. To provide child care services for the above-named child for the hours and days stated above except in the case of illness and/or emergency.
2. To provide a safe environment for the children.
3. To provide appropriate activities and toys for the children.
4. To communicate with the parent about the needs and achievements of the child.

**Both Parent and Provider Agree**:

1. Care will not be provided if the child is too ill to receive care. (See Handbook)
2. Care will not be provided if the Provider is too ill to provide care.
3. The Provider will give at least four weeks’ notice of any planned vacations or temporary closings.
4. A minimum of four weeks’ notice must be given by either the parent or provider to terminate this contract. (except for reasons, stated in handbook, for immediate termination)
5. Payment is due weather or not child attends each day, including the final four weeks.
6. Parents may visit or call at any time during normal child care hours to discuss or check on their child.

**By signing this contract, you agree to make payment(s) when due and to abide by the policies and regulations of Tenderhearts Preschool as listed in the parent handbook as well as this contract.**

* One week deposit plus a $75 materials fee is due at this time. This is a non‐refundable deposit that goes towards your child’s curriculum materials.
* The remaining payments are due the first of each month, in advance for that month.
* Please sign the bottom of this form and return it with your non-refundable deposit. Make checks payable to Barbie Bergstrom. Call Barbie Bergstrom at (978)884-9489 if you are interested in paying by credit card, PayPal or Venmo.
* Tuition statements will be emailed each week.

**Parent Signature(**s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provider Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_