

A Solid Foundation Learning Center

Contract for Daycare Services 2023

A Solid Foundation LLC
4257 Route 173 Unit #108
Zion, IL 60099

License #524082:

A Solid Foundation Learning Center is a childcare facility licensed under the department of Children and Family Services to provide childcare for up to 108 children. The center includes 2 infant rooms, toddler room, two-year-old room, three-year-old room, and 2 preschool rooms. It is understood that each child is to be treated equally.

Please note the following:

1. Parents will have the option to pay tuition for the full month in advance, resulting in a lower fee, unless otherwise arranged in advance. Those paying for services after care is provided, may be charged a different rate. This arrangement must be attached to this contract and signed by both parties.
2. Please notify the learning center no later than **9:00 AM** if your child/children will not be attending the center that day. If you arrive late to daycare and do not notify the center before 9:00 am, please understand your child may not be allowed to attend as we adjust our staffing ratios by 9:00 am for the day. This can be done by either calling or texting the center, reporting the absence using the HiMama App, or texting or calling the director. If this is not done you will be charged the full amount for the daycare day. If you are a family that receives assistance from DHS to pay your daycare, you will be charged the amount that the state usually pays, as we are unable to bill the state for days your child doesn't attend. This fee is per child, not per family.
3. You must have prior written approval by a director if you are in need of childcare outside of the contracted hours and days listed. The center is staffed according to DCFS standards and for this reason, attendance has to be approved in advance. We will do everything to accommodate your needs, but we do need prior approval. Remember your daycare fees are based on a **ten-hour daycare day**. If your day extends this amount of time per contract, you will incur additional charges at the rate of \$5.00 per hour per child. If your families schedule needs to be adjusted you must contact a director to prepare you a new signed agreement reflecting these changes prior to your schedule being changed.
4. A late fee will be assessed for children who are left at the daycare past their scheduled time. Your families time will be entered into the sign in system and this will be your scheduled time. A late fee of \$5.00 for the first 15 minutes late will be automatically assessed to your account per child (If the pick-up time is PRIOR to 6PM). After 15-minutes you will be charged \$1.00 per minute per child for your late arrival. Please communicate and call or text the director immediately if you know you will be late. If your child is not picked up within 30 minutes of the contracted pick up time, all emergency contacts will be called, as listed on the child's information form. If your child is in the daycare center past 6:00PM, you will automatically be charged \$1 per minute for each staff member waiting in the building for your arrival. In addition, if this occurs more than one time, you will be subjected to cancelation of your daycare services. If your child is still in care after 6:30 PM, the appropriate law enforcement agencies will be contacted, per DCFS requirements.
5. You may pay your daycare expenses via credit/debit card, cash, cashier check, or personal check. You may also make payments over the phone by contacting the director personally. You will receive an electronic statement of your childcare expenses, and you will have access to your invoice via our online payment system in your Himama app. You can also pay in the center with a Director who can assist you with payments. If your POS charge is declined or reversed, you will also be responsible for a non-

sufficient funds fee of \$25.00 for each transaction. If this event occurs, the daycare reserves the right to only accept cash and cashiers checks from the family going forward.

6. All daycare balances are required to be paid as agreed upon in this contract. A late fee of 10% will be added at the end of each billing cycle for any unpaid balances that are past due. This late fee will be added at the end of each week until balances are paid in full. The daycare center reserves the right to cancel your families' childcare at any time for lack of payment. Lack of payment for daycare services will void the centers requirement to provide you with a two-week notice of cancelation of care. In addition, please be advised that ASF Learning Center does report outstanding balances to a collection agency that does report to the credit bureaus.
7. If your family is asked to leave the daycare center for lack of payment, and you wish to return when the balance is paid in full, you will be required to have a credit card on file with the center and your payments will be automatically charged to this account when they become delinquent. Your child's ability to return to the center will also depend on current waiting lists and available classroom openings.
8. Two weeks written notice is required if the child is to be permanently withdrawn from the daycare center. Two weeks pay will be accepted in lieu of the two weeks' notice.
9. A Solid Foundation may terminate a child's enrollment in the program effective immediately upon written notice to the parents of such termination, if any of the following conditions arise:
 - a. In the judgment of A Solid Foundation, the child's behavior poses a significant threat to the physical or mental well-being of one or more of the other children or staff in the daycare facility, and all efforts for mediation have been used, and the threat has been unable to be eliminated. Any payment owed to A Solid Foundation is not paid as agreed upon.
 - b. Child is picked up late more than 2 times in any calendar month, or dropped off prior to arranged drop off time 2 times in any calendar month, without giving notice to the daycare center.
 - c. Family makes allegations towards daycare center or staff that are found to be threatening to the well-being of the business.
10. The first two weeks of care are a probationary period for the daycare center, parent, and child. This agreement may be terminated at any time during that period. No fees will be refunded. After the probationary period, pay or two weeks' notice is required if a child is to be permanently removed from the daycare. DHS families will be charged 2 weeks private rate of care for any cancelations of care without a notice of 2 weeks. The learning center is NOT legally allowed to bill the state of IL for this fee.
11. In any circumstance other than those listed above, the daycare will provide at least a two-weeks' notice prior to cessation of care. The parents will be responsible for these two weeks of pay, should they decide to leave the center earlier than the cessation date.

Holidays and Vacations:

We honor family and quality time and are happy to provide these days as paid days off to our staff at no additional cost to your family.

2023 Observed Holidays:

Memorial Day (Monday) May 29, 2023

Independence Day (Tuesday & Wednesday) July 4 & 5, 2023

Labor Day (Monday) September 4, 2023

Thanksgiving (Thursday & Friday) November 23th and 24th, 2023

Christmas Day & Day After (Monday & Tuesday) – December 25 & 26, 2023

New Years Day (Monday)- January 1, 2024

Here at A Solid Foundation, we understand that families enjoy vacations, holidays and special days off. We also understand that kids get sick! So, each private paying family is given the equivalency of two times their weekly average attendance days as “personal days” to use per contract year as unpaid days to the center. In order to use these days, the family must submit a personal day request into the director in writing. For example, if your child attends 5 days per week, that child has 10 days during the contract year that they do not need to pay for if they are absent. Anything in excess of those days will be required to be paid. Please take advantage of this opportunity and let sick kids rest and healthy kids enjoy vacation days with family! Please notify the center if you have specific dates that you know you will be using during the year. These personal days may not be used in lieu of holiday pay as listed above.

Meals:

A Solid Foundation will serve the following meals each day at no additional charge.

- Breakfast
- AM Snack to our friends under 18 months old
- Lunch
- Afternoon snack

Infant formula will not be provided.

However, all infant cereal, snacks, and food will be provided.

Infants will be fed on demand, other than breakfast. Breakfast needs to be fed to your infant prior to 8:30 once they are consuming baby food and table food.

Please understand the following meal times:

Breakfast will be served from 8:00am – 8:30am (Exception for school aged children leaving for school early)

Lunch will be served between 11:45am – 12:00 pm

Afternoon snack will be served between 3:00pm – 4:00pm

If your child is brought to the center and you request that we provide food to them outside of the listed times, you will be charged a fee of \$5.00 per child per meal, as this is a disruption to the program schedule.

Please note that the USDA food requirements along with DCFS require that children over the age of 12 months not be fed more than every three hours, hence why breakfast ends at 8:30AM. We feel that this gives families plenty of time to either get their children to daycare, or to enjoy breakfast at home with their children.

A Solid Foundation feeds meals and snacks in accordance with DCFS as well as the USDA. The center will make every attempt to provide enjoyable and nutritious snacks and meals for your child. The daycare will offer a variety of foods and your child will be encouraged to try new things but not forced. Any special nutritional requests must be submitted and approved by the USDA and must meet the DCFS requirements, using a physician’s recommendation form provided. In the event that a family would like to bring their own meals to the center, all USDA and DCFS food requirement meal components must be met, including all food groups as stated in the USDA guidelines.

Required Items for a successful day:

Here at ASF we let all of our families know at enrollment what is expected for them to bring to the learning center in order for your child to have a successful day. We utilize our HiMama app as well as send home written notices requesting items that need to be provided. These items can include diapers, extra clothes, and appropriate outside items needed for a safe and productive day. When the center is not supplied with necessary items, it puts the center at risk for operating outside of DCFS codes, and this will not be tolerated. Each child is expected to have diapers daily and extra clothes. In the event that the center requests these items and still does not receive the required items from a family within 3 business days, the center will purchase these items for the family and will be charged the cost of the items as well as a convenience fee of \$25.00 per occurrence. In

addition, each child is required to have swim diapers or swim suits, sunscreen, as well as a towel labeled with your child's name in the summer months. If these items are not supplied by parents by June 15th, the center will supply these items for you, and again charge the cost of the items as well as a \$25.00 fee per occurrence per child. The same will be upheld for the winter months. Children are expected to have water proof snow boots, snow pants, winter jackets, hats, and gloves. Families are expected to have these items by December 15th, or the center will supply these items to you at the cost of the items plus a \$25.00 fee per occurrence per child. The family will have 1 calendar week to pay these fees to the center. If they are not paid the family may be asked to keep their child/children out of care until the fee is paid.

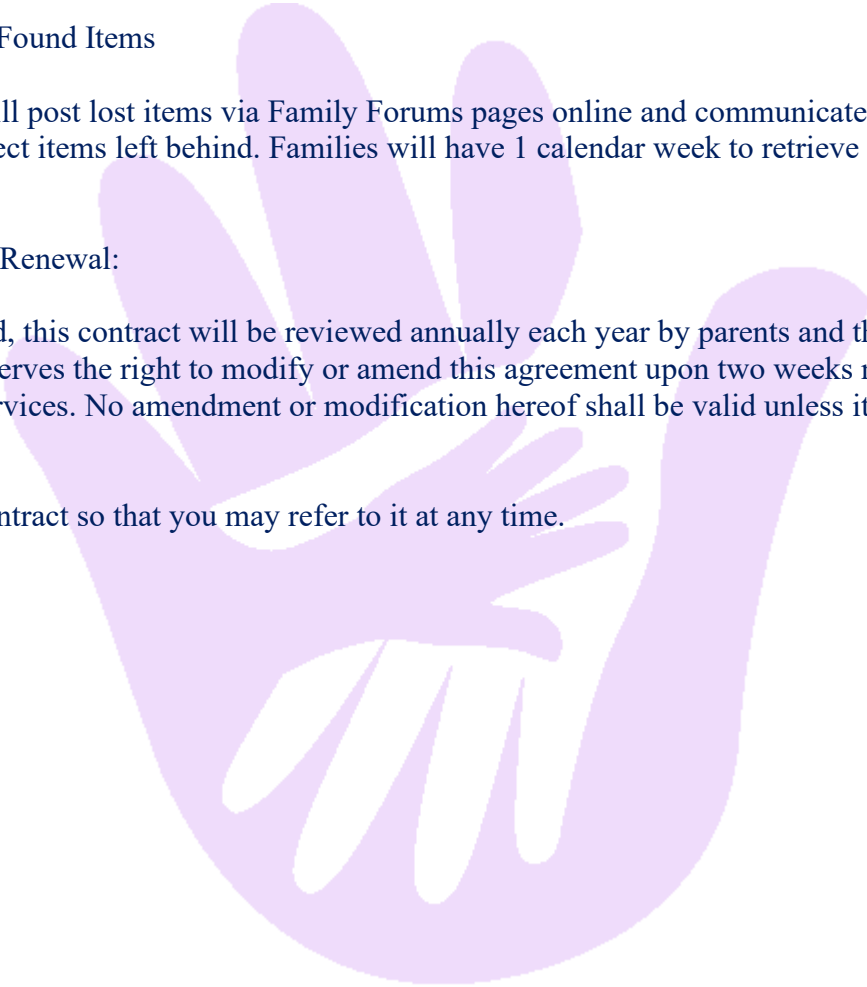
Forgotten or Lost and Found Items

A Solid Foundation will post lost items via Family Forums pages online and communicate with families no longer enrolled to collect items left behind. Families will have 1 calendar week to retrieve articles, then which they will be donated.

Contract Changes and Renewal:

Unless otherwise noted, this contract will be reviewed annually each year by parents and the daycare center. The daycare center reserves the right to modify or amend this agreement upon two weeks notice of any changes in the basic rates or services. No amendment or modification hereof shall be valid unless it is in writing and signed by all parties.

Keep a copy of this contract so that you may refer to it at any time.



Agreement is entered into this _____ day of _____, 2023:

Child's Name: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time:					
Pick Up Time:					

Agreed upon tuition rate: _____

Child's Name: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time:					
Pick Up Time:					

Agreed upon tuition rate: _____

Child's Name: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time:					
Pick Up Time:					

Agreed upon tuition rate: _____

I have read and received a copy of this contract. By signing this agreement, I agree to comply with all of the terms herein.

Parents Signature: _____ Date: _____

Daycare Center Director: _____ Date: _____

Effective January 31st, we will give end of the year tax statements, to families whose payments are current.
A Solid Foundation Tax ID #46-4473172