



Contract for Services

This agreement contains the financial and other terms or expectations that are agreed upon between _____ and "Little Kingdom Steppers Daycare, LLC" located at **5021 Pueblo St Orlando, FL 32819**

Parents/Guardians: _____

Address: _____

Home Phone: _____ Email: _____

I/we are enrolling our child/children beginning _____, as outlined below:

Name _____ DOB: ____/____/____ Age: _____ Weekly Rate _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop-off							
Pick-up							

Name _____ DOB: ____/____/____ Age: _____ Weekly Rate _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop-off							
Pick-up							

Name _____ DOB: ____/____/____ Age: _____ Weekly Rate _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop-off							
Pick-up							

Initials _____

(Late drop-offs do not allow for late pickups.)

We are open from 7:00 am - 5:30 pm, Monday through Friday. Parents acknowledge that child care rates include care for up to 10 hours a day. Additional time must be requested in advance and will be an additional \$5 per half hour or any portion thereof. If you arrive after 5:30 PM a late fee of \$5 the first 10 minutes, \$1 will be assessed every minute there after. Late fees are due the same day. A late tuition fee of \$25 will be assessed if payment is not received by 6pm Friday.

- Tuition payment is due Friday
- Payments may be made weekly or bi-weekly

Hand cash payments to the Provider Only

- You **must** notify us two weeks in advance if you are taking your no charge vacation week.
- Please notify us anytime your child will not be in care (vacations, etc.)
- Two weeks' notice and approval will be required before a permanent schedule change is made (based on current available openings.)
- Contracted rate is in effect during this two-week period.
- Any childcare needs outside of contracted days will be considered as a Drop In, Drop In rates will be applied.

ENROLLMENT FEE: There is a **\$40 enrollment fee** plus tuition which is due with enrollment application. This fee helps cover the administrative costs associated with enrollment. The fee is due no later than the first day of care, but your child(ren)'s spot will not be reserved until the fees and paperwork has been received. Parents understand the enrollment fee is nonrefundable.

TUITION FEE: A non-refundable deposit of 2 weeks tuition fee is due upon enrollment. Which is applied towards the first and last week of care.

Tuition fees (\$_____ per_____) will be due **Friday by 6:00 pm**. Payments can be made by Cash, Zelle, Cashiers Check or Money Order payable to **Little Kingdom Steppers daycare, LLC.**

If payment is not received by the due date a late fee will be charged in the amount of **\$25.00**. Multiple late fees could result in immediate termination of your contract and you will lose your child spot.

LATE PAYMENT FEE: Parents agree to make tuition payment on Friday prior to the first day their child is in care for the week. Please make money orders payable to: **Little Kingdom Steppers Daycare, LLC.** There will be a **\$25 per day** late fee for **each day (including Saturday and Sunday)** your tuition payment is late. If tuition payment is late for more than one week, your child will not be allowed to return to child care until tuition is current or arrangements have been made with the provider.

FIELD TRIP FEES – We may occasionally have a field trip. In which case parents acknowledge that field trip fees are in addition to regular weekly tuition fees. There will also be a fee added to the cost of each field trip to help defray the cost of transportation. Parents acknowledge that if they do not choose to have their child participate in the field trip they will be responsible for alternative care for that time at their own cost. Child care tuition will still be due for that day.

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LATE PICKUP FEE - Parent agrees to pay **\$5.00 for first 10 minutes** and **\$1 afterwards per minute**. Late fee beginning at 5:30PM for late pick up of your child. This fee will be waived the 1st instance however, **it will be enforced beginning the 2nd** and each successive instance each calendar year. Late pick up payment is due at pick up that day or the next day's drop off time.

TRIAL PERIOD - The first two weeks in my program are an adjustment or trial period.

During this time, you may withdraw from enrollment without providing a two-week notice. Payment is due for the week which the child has attended. Please keep in mind that it typically takes several weeks for a child to begin to transition into a program smoothly.

TERMINATION AFTER TRIAL PERIOD - After a two week trial period has been completed, you must provide me with a two-week written notice if you wish to terminate this contract. Payment is required regardless of attendance in the two weeks after giving notice. The provider may terminate at will. It is, however, my intention to provide a two-week courtesy notice. Any bashing my daycare, my family or daycare families on any form of social media sites or to other parents is grounds for immediate termination.

RATE INCREASES – There will be a rate increase on tuition fees each year in the amount of 2.5% of the current rate.

HOLIDAYS – We are Closed the following holidays each year. If the holiday falls on the weekend, we will be closed Monday or Friday.

- New Year's Eve and New Year's Day
- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and The Day After
- Christmas Eve and Christmas Day

DAYCARE CLOSURE - If we close due to inclement weather (e.g, hurricanes, tornadoes or thunderstorms) or other emergency situation (e.g, power failure, loss of heat or fire) please follow the guidelines of Orange County Public School System. In the event we are closed **regular weekly payment rates are still due, as your child is paying to reserve a spot not days.**

PROVIDER VACATIONS - We allot ourselves 2 weeks paid vacation (14 days) per year and 6 paid days off a year for sick, personal or training conferences. The dates of our vacation will be posted at least one month in advance. Personal days will consist of providers/staff attending educational training to gain knowledge to better care for your child.

Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closure.

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PROFESSIONAL DEVELOPMENT DAYS - I will be closed for 1-2 days each calendar year. You will be notified well in advance. These days are used to attend conferences or trainings.

OTHER EXPECTATIONS:

Parents will notify our program by 8:00am if the child is going to be more than one hour late or will be not attending child care. It is extremely important that you notify us if your child has any change in their normal schedule. We **MUST** know when your child is coming or not coming. The **cut off time for arrival is 8:30 AM** unless we were made aware of a prior appointment.

Parents agree to complete all forms requested by this program and provide immunization records for any child not yet in public school. Parents agree to update personal information as it occurs.

Parents agree to provide a change of clothes and inside shoes with rubber sole shoes (crocs, water shoes, canvas sneakers, etc.) to be left at school for inside use only. It is also requested that all clothing items be labeled. If items are not labeled they may be labeled by the staff. Parents understand that if required items are not supplied, they may be purchased by the program and that said parent will be responsible for reimbursement for the full cost.

Parents understand that they are responsible to have a backup provider if the program is closed. (Provider will make every effort to ensure, apart from emergency, that advance notice is provided.) Parents acknowledge they have read and hereby agrees to abide by the policies as listed in the parent handbook.

Our Program:

- Agrees to provide care for your child's enrolled hours, unless notification is given at least one month in advance (except for an emergency or extremely bad weather.)
- After 6months of enrollment allows you one week of vacation time each calendar year **at no charge**, provided we were given a two-week notice. However you are responsible for your child's regular tuition fee for all additional time your child is absent from care.
- Receipts are available for cash payments.
- There will be no charge for meals served in our program.
- Year-end tax summary will be provided by January 31st, provided that there are no outstanding balances. **MUST HAVE A ZERO BALANCE TO RECEIVE TAX SUMMARY**

NONCOMPLIANCE AGREEMENT: I/we understand that if tuition is not paid for services rendered the following procedures will occur:

First action: Program will give written notice and take action by not providing care for my child/children until payment is made for services has been made or an acceptable arrangement has been made in writing.

Second action: Program also reserves the right to give written notice and take action at which time small claims action may be taken and attorney fees and loss of income will also be added to the bill.

Initials_____

By signing this form, you agree to:

- Abide by all rules and guidelines and to respect all policies and terms as set forth in this contract and in the parent handbook which I received with this document.
- I have taken time to read through the handbook and addressed my concerns.
- Give a two-week written notice to the program if any information in this contract changes or needs to be altered in any way.
- The terms set forth in this contract and to make payments as scheduled.

Additional terms of this contract:

Policies may be amended at any time by providing you with a copy of the new policies. A minimum two-week notice will be provided before the effective date of any new policies or rules. If a program fails to enforce one or more of the terms of this contract or policies, that does not waive the right to enforce any of the other terms of this contract.

Father/Guardian’s Signature	Date
Mother/Guardian’s Signature	Date
Program Director’s Signature	Date

Initials_____