

Service Agreement

Lutheran Preschool and Daycare Center agrees to provide care services for, _____ as requested and enrolled by his/her parent/guardian.

HOURS OF OPERATION: Lutheran Daycare Center is open weekdays 7:30 am to 5:30 pm.

SCHEDULED HOLIDAYS: Lutheran Daycare Center is closed, without charge, on the following holidays.

New Year's Day	Memorial Day	Labor Day
Thanksgiving Day	Friday after Thanksgiving	Good Friday
Christmas Eve Day	Christmas Day	Summer Shutdown

(last week of June and the first week of July)

UNPLANNED CLOSINGS: In the event Lutheran Daycare Center closes due to emergency or inclement weather, the announcement will be given on local radio stations and posted on the Facebook page.

PAYMENT FOR SERVICES: Payment for child care services are expected weekly and on the first day of attendance for each week.

LATE PICK-UP CHARGE: There will be a charge of \$10.00 for every 15 minutes that a parent/guardian is late picking up their child after the Center's closing at 5:30pm. For example, if the child is picked up between 5:30 - 5:45pm the charge is \$10.00; between 5:45 - 6:00pm it is \$20.00.

NOTICE OF ABSENCE: You should inform the center anytime your child will not be attending on his/her regularly scheduled day. When a child is absent on a day for which they are enrolled, the regular fee for that day will be expected.

Mark with an (X) _____ Before School _____ After School Start Date _____

Day of the Week	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DROP OFF					
PICK UP					

I/We accept the terms of this agreement. I/We acknowledge this service agreement replaces any previous service agreement. I/We acknowledge this service agreement does not contain all policies and procedures I am obligated to abide with as described in the Parent Handbook.

Parent/Guardian

Date

Center Director

Date