

Child's Name _____ Effective Date: _____ Registration Fee _____ (office use)

SonShine Child Care Center Fee Agreement

September 1, 2025- August 31, 2026

	Part-time (16-25 hours)	Full-time (26-45 hours)	Full-time Plus (46-50)
Infants-4yrs	\$380	\$425	\$455
Pre-k	\$370	\$415	\$445

Child's Schedule:

Monday: _____ Tuesday: _____ Wednesday: _____
Thursday: _____ Friday: _____

I understand that my weekly fee will be: _____

I understand that I will be charged the full amount in this agreement even if my child is not in care. There may be exceptions made for unforeseen circumstances. Payment can be made via Brightwheel app or cash or check at the desk made out to SonShine Child Care.

Thank you for choosing SonShine Child Care. We value the relationship we have with our families. Adherence to policies and procedures is necessary to achieve our mission of providing excellent, loving childcare. Please acknowledge your understanding of the policies below by placing your signature at the end of this document.

You must stick with your hours written above in "Child's Schedule". For Example if you write 7am-3pm, then 8am-4pm is not okay without prior approval from the Registrar.

This agreement forms the basis for staff schedules and SonShine's commitments to staff. Early drop off or late pick up affects the day's schedule, staff availability, impacts multiple classrooms and prompts overtime for staff, the fees for which SonShine has had to absorb in the past.

Dropping off/picking up earlier or later than what is noted on this form on a temporary basis is permitted with **prior approval** from office personnel. If you need to do this permanently you need prior approval from the office.

Payment is due Monday of the week of care. A delinquent account of two weeks may result in termination of care.

If you take your child out for an approved leave there will be a one week tuition re-enrollment fee to hold your child's spot. This must be paid in full before your child leaves and is non-refundable. A two-week notice is required upon discontinuing childcare. Although such a contingency is rare, if SonShine needs to raise rates to meet rising or unforeseen costs, parents will receive two weeks' notice.

SonShine is open Monday-Friday, 6:30am to 5:30pm. Maximum is a 10 hour day. A \$30 fee will be assessed for pick up after 5:30pm and \$10 for each five-minute increment after 5:45pm. SonShine is closed for fourteen days during the year for holidays and staff training. No childcare will be provided those days. These are included in your fee and do not reduce the amount for the week in which a holiday occurs.

I have read and understand the terms of the Fee Agreement. I agree to pay the full fee in accordance with the above terms, including late fees when applicable.

(Print Name)

(Signature)

(Today's Date)

(Clearly enter your email address)

If you have any questions please contact Robb

Phone: 315-682-2895

Email: robbsonshine@gmail.com