



Chittenango Child Care Center, Inc.

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PARENT CONTRACT

Chittenango Child Care Center is an incorporated, nonprofit childcare facility. The Center is licensed by the New York State Office of Children and Family Services.

A. Basic Services

The center shall provide the following basic services for:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
(Child's Name)	(DOB)	(Start Date)

whose parent or guardian is:

_____	_____
_____	_____
(name)	(relationship)

My schedule will be as follows:

Monday	from _____ to _____	Thursday	from _____ to _____
Tuesday	from _____ to _____	Friday	from _____ to _____
Wednesday	from _____ to _____		

1. The Center services shall be between the hours of 6:30 am and 6:00 pm
2. The Center will furnish the following meals according to CACFP (Child and Adult Care Food Program) guidelines:
 - Breakfast: 9:00 am
 - Lunch: 11:30am
 - Snack: 3:00 pm
3. The child shall be given assistance with personal care as needed.
4. The child shall be placed in a group of peers based on age as outlined in the OCFS regulations.

5. The child shall be involved in a program of age-appropriate play and learning experiences. A balance of active and quiet play will include individual and group activities geared toward the emotional, social, physical and intellectual growth of each child.
6. The Center shall assume responsibility for the child once the parents have left, and retain responsibility until the parent, guardian, or other designated person picks up the child.
7. The child shall be administered physician-prescribed medication only upon the written request of the child's physician and parents/guardians.
8. The Center shall give appropriate First Aid to an injured child. A parent or guardian shall be contacted if the Center feels that other immediate medical attention is necessary. Otherwise, an incident report will be given to the parent or guardian. If it is the judgment of the Center staff that the injury is of an emergency nature, the paramedics shall be called to the Center, and a parent or guardian shall be contacted immediately.
9. An ill child shall be isolated and given appropriate care until picked up as soon as possible by a parent, guardian, or a designated representative.
10. The Center shall notify the child's parents or guardians of a suspected exposure to a communicable disease.
11. The Center will not be responsible for any personal items that are lost or broken.
12. The director shall report to the Children's Protective Service, as required by the Office of Children and Family Services, any suspicion of child abuse (sexual or otherwise), neglect, or endangerment.

B. Payment Provisions

In accordance with the statement of fees in the Parent's Handbook:

1. Fees at time of enrollment:
 - A *non-refundable* registration fee
 - One (1) week's tuition is required for deposit towards the last week in the Center (provided 2-week written notice of leaving is given before exit date). The deposit is held without interest.
 - One (1) week's tuition for the first week at the Center.
2. *Tuition shall be paid on the Friday of each week prior to the week's services rendered.*
3. *No credits shall be given for days the Center is officially closed. Tuition is the same for each week.*
4. A one-week *vacation allowance* is granted for each family per year after the child has been enrolled for three months. Tuition during this week is free. Written notice must be submitted before the scheduled vacation week.
5. **Late Fees:** A late fee of \$15 will be charged if you pick up your child after our closing time of 6:00 p.m. You will also be charged a \$25.00 late fee if your tuition account becomes 2 weeks past due. This fee will be added to your account weekly until it is current.

C. Obligation of Parents or Guardians

A parent, guardian, or designated representative of the child's parents or guardians shall:

1. Furnish requested medical information not more than 10 days after enrollment.
2. Bring the child to their designated classroom upon arrival.
3. Notify their child's teacher before taking the child from the premises.
4. Notify the Center when someone other than those named on the emergency card will be coming for the child.
5. See that the child is dressed appropriately when brought to the Center, following guidelines in the handbook.
6. Notify the Center no later than 9am when the child will be absent.
7. Notify the Center of the child's possible exposure to a communicable disease.
8. Give a two week notice of withdrawal from the program or forfeit deposit.
9. Upon request, participate in Parent/Teacher conferences.
10. Allow the child to participate in Center activities without restriction, and waive, surrender, and release the Center from any and all claims for accidental personal injuries or property damage. Furthermore, the parents or guardians shall covenant not to sue the Center for any such accidental injuries or damages.
11. Further agree that, in case of accident or injury, emergency medical care and treatment may be authorized by the director of the Center or any acting director in her absence in the event that a parent or guardian cannot be contacted immediately.

D. Termination of the Contract

This Contract shall be terminated if any one or more of the following occur:

1. The parents or guardians allow their account to become delinquent.
2. Failure of the parents or guardians to honor the obligations listed in this Contract or in any rules, regulations, or manuals provided by the Center.
3. The Center, in its sole and unfettered discretion, determines that it is unable to meet the needs of the child.
4. The Center, in its sole and unfettered discretion, determines that it is not in the best interest of the Center or other children enrolled at the Center, for the child to be in attendance.
5. Failure of the child's parents or guardians to cooperate with the Center, which the Center determines in its sole and unfettered discretion, is serious enough to warrant termination.

Procedure:

In exercising its discretion under numbers two to five above, the Center may require the child and/or the child's parents or guardians to attend conferences with Center personnel regarding the matters that potentially warrant termination of the Contract.

The Center's director shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this contract.

E. Modification Clause

This Contract may be modified whenever any of the circumstances covered by this contract change. Such modifications may only be made in writing and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

F. Other

The parties to this Contract are aware of the New York State Department of Social Services' right to interview the child and the Center staff, and to inspect and audit all records maintained by the Center, without securing the prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

I agree to pay the Chittenango Child Care Center the initial sum of:

TUITION: _____

DEPOSIT: _____

REGISTRATION FEE: _____

For services listed in this contract, and in accordance with the terms of this contract, I agree to pay a weekly sum of: _____

SIGNATURES TO CONTRACT

I understand that the fees listed above are subject to change at the discretion of the director of Chittenango Child Care Center. Changes that may occur include (but are not limited to): weekly rate, child attendance, and summer rates.

Concerning the children listed on page 1 of this contract, I agree to cooperate with the general policies of the Center, to perform the obligations of parents or guardians set forth in this contract, and to abide by the rules, regulations, and manuals provided by the Center. My signature below indicates that I have read the terms of this agreement and that I have read the rules, regulations, and manuals provided by the Center. It further indicates that I have read this material explained to me and that all of my questions have been satisfactorily answered.

Parent/Guardian Signature: _____

Today's Date: _____

Director Signature: _____

Today's Date: _____