



Evergreen Immersion Academy

Child Care Contract /Agreement

This contract is in effect until a new contract or an amendment

This contract is signed by both parties.

Date of Enrollment_____

Date of Contract_____

Child's Name_____ Sex_____ Birth date____/____/____ Age _____

Child's Home address_____ City _____ State _____ zip _____

Child's Home Phone (____)_____

Parent/Guardian Information

Parent/Guardian #1

Name_____

Home address _____

Occupation _____

Please indicate the days and times your child will be attending below.

Days of care:_____

Hours of care:_____

Schedule hours per week:_____

Anticipated overtime needed by our family is:_____

Monday	Tuesday	Wednesday	Thursday	Friday
From:	From:	From:	From:	From:
To:	To:	To:	To:	To:

My child will participate in the following meal plan (circle applicable meals and snacks):

Breakfast

Morning Snack

Lunch

It is important that arrival and departure times are punctual and brief-so that we can all get settled and proceed with our activities. If you need care beyond the contracted hours you will need to prearrange this with the provider. The provider is under no obligation to provide an extension of time if such extension conflicts with the provider's own plan. Late arrival does not justify late departure.

Fees

_____ \$75 Registration

_____ \$450 Full Time Care (8 hrs. - 5 days per week)

_____ \$60 /day Before and After Care (7:00 AM- 8:00 AM- 4:00 PM-6:00 PM)

_____ \$20 For late payment. (Incurred 24 hours after payment is due. Additional \$10 per day subsequently)

_____ \$15 For late pick-up. (Starting after 4:05 pm it is \$1.00 per minute in addition to the initial \$15.00 late fee.)

_____ \$25 Early drop off. (If you don't have the before care service)

_____ \$25 Returned check.

Childcare weekly fees are payable in advance and are due no later than Friday.

Online: payment is due before 11 p.m. Pacific Standard Time the Thursday prior to service.

In-center: payment is due before the close of business Thursday prior to service.

Agreement

I / we have read and agree to full contest of the policy/ Parent handbook and contract and will comply with all the provisions contained therein and I understand that disregarding these policies can result in termination from childcare enrollment.

At this time, I shall enter into a contract with **Karem Smith Ramirez**, owner of Evergreen Immersion Academy child with the care of the above-named child with the understanding that we shall work together on behalf of the child.

By signing the Child Care Contract /Agreement -Enrollment Application, it is understood that all of the policies and procedures of Evergreen Immersion Academy handbook are understood and agreed upon.

This agreement is in effect until a change is mutually agreed upon in writing or upon termination of care, notice in accordance with the parent handbook policy, or negotiation of a new contract, or conclusion of contract without renewal. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

This agreement and the parental handbook wholly state the obligations of the provider; there are no other implied obligations. Any amendments to this agreement must be in writing and signed by both parties.

I agree/understand that Evergreen Immersion academy can terminate the contract for the following reasons (but not limited to): Failure to pay, Routinely late picking up your child, Lack of compliance with handbook regulations Failure to complete the required forms, Physical or verbal abuse of any person or property, Lack of parental cooperation, Child is struggling to adjust to the routines of the classroom after an extended period of time, Our inability to meet the child's needs, Serious and extended illness of child.

*Please read our Withdrawal of Services Policy in the Parent Handbook. *

I /We agree to fill in all the paper forms before my child starts care.

I agree to pay all the fees listed above.

I/We agree to update the emergency contact form whenever changes occur or every 6 months at a minimum.

I agree to arrange for the necessary medical examination and immunizations for my child prior to or within 30 days after enrollment and I will provide updated immunization reports as required thereafter: or I will submit the necessary documentation for medical or religious exemption from these requirements.

I authorize Evergreen Immersion Academy to obtain immediate medical care for my child if an emergency occurs and I cannot be located immediately. I have completed, signed, and dated the child's emergency Authorization form.

I understand that in case of an emergency due to illness the provider will contact the parent(s) or guardian is not available or cannot be reached, the provider will notify the designated emergency contact to pick up the child.

I agree to pick up or arrange to have my child picked up as soon as possible when notified that he or she develops symptoms of a communicable disease: an oral temperature of 101F or an armpit temperature of 100F: or recurrent vomiting or diarrhea.

I authorize Evergreen Immersion Academy to use a substitute provider, as necessary.

I authorize my child to participate in certain community activities and that authorization for field trips will be given on an individual basis.

I understand the requirement for paid staff to report suspected child abuse or neglect as required by 63.1.248.3 Code of Virginia

I understand that Evergreen Immersion Academy may give nonprescription medication only as directed by the instruction on the original container and with my written consent.

I agree that in the event of termination of care by either party, there is a required two-week notice.

I understand that I copy of my child's records is kept on-site confidential and is available for me to view at request it.

I agree that the Evergreen Immersion Academy takes my child on field trips, nature walks, and other places already mentioned in the parent handbook and in the General Permission for regularly schedule trips Authorization as long as I have already signed the information form.

I agree and understand that in the event that they have to move to go to any of the destinations mentioned above, my child could be transported in the vehicle of the childcare provider as long as I have signed the form.

I understand/agree that the academy will offer meals / snacks for children over 12 months of age and included in the weekly rate.

I agree that my childcare provider takes two weeks' paid vacation every year and she will be giving me a minimum of two weeks' notice.

I understand that the hours of operation are Monday through Friday 8:00 AM- 4:00PM

By signing this agreement, we also consent to pictures being taken of our child(ren) for the academy photo album(s) and to share them on the online Facebook page, Instagram, Website and Google Maps.. (If you'd like your child's pictures removed after you leave the center, please inform me and that can be arranged) We also consent to our children being recorded by video.

I have read and agree with the annual calendar and with their closure day.

Evergreen Immersion Academy agrees to provide childcare for _____
(Child's Name)

By submitting this application, I/we hereby agree to:

Enrolling this child at Evergreen Immersion Academy, beginning on _____
(Date)

Upon Acceptance, complete, sign and return all required forms before the first day of care.

Upon Acceptance pay the following fee/s which are not refundable if the child is not brought up for care:

An enrollment Fee of **\$ 75** to be submitted within 24 hours of acceptance.

Tuition payment of \$ **450** for the first week of care. Payment is due within 48 hours of the date the child's enrollment is accepted.

Daycare Payment can be made by cash, On- line and a check made payable to Evergreen Immersion Academy, LLC.

A Security deposit of \$ **450** one week's tuition at the time of enrollment, for the last week of care, due within two weeks of the day the child's enrollment was accepted. Payment may be extended over two weeks.

A holding Fee of \$ ____/Week to reserve this opening. Payment begins on the Monday after the child's enrollment is accepted, and it is due by 4:00 pm Monday each week that the opening is to be held.

This contract is subject to review and renewal on _____. Any changes made by the provider to the terms of the contract must be made on the renewal date unless mutually agreed to beforehand by the provider and parents or guardians who are parties to this contract. Otherwise, this contract will remain in effect until the renewal date or upon termination of care as set for herein.

(See parent handbook for more explanation of these fees.)

Parent/Legal Guardian's Signature _____ Date _____

Parent/Legal Guardian's Signature _____ Date _____

I have discussed and reviewed this contract and policy/handbook and agree to provide care for the above indicated child, to be placed in my facility as long as the terms of this contract are upheld.

Provider Signature: _____ Date: _____

Legal Address: 2025 South Randolph St. Arlington, VA 22204 City: Arlington Stat: VA Zip:22204

Contract Terminated on ____/____/____ Reason of termination : _____

After reading the policy/ Handbook, please read over this contract. Sing, date and return this copy to the provider.

The provider will keep this contract in file, and you will receive a copy of this signed contract.