

All About Kids Child Care
Tuition/Attendance Policy/Contract

Tuition Fees:	<u>Part Time (20 hours or less)</u> \$100/week	<u>3/4 Time (21 to 34 hours)</u> \$125/week	<u>Full Time (35 to 50 hours)</u> \$150/week
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Drop-In Tuition Fee: \$30/day/child (24-Hour notice required, position not guaranteed)

Position Holding Fee: \$50/week/child (In the event regular care is not needed for an extended period of time with the intention to return.)

Late Tuition Fee: \$50 (Payment received after 5:00pm on Friday unless previously discussed)

*****Anything over 50 hours per week will be prorated at a rate of \$3.00 per hour*****

*****Signed documents required before care begins; child in care statement, child information card, tuition Policy, tuition agreement, sickness policy, and discipline policy.*****

_____ **Schedule Changes:** if your work/school schedule is not set and changes weekly, please provide your work schedule by Sunday at 6:00pm. If your schedule changes unexpectedly, please notify us immediately so our schedule can be adjusted.

_____ **Cell Phones:** Please finish all calls before entering the childcare home and plan to take a few minutes each day at drop-off and pick-up to discuss your child and their day. Thank you.

_____ **Tuition:** Payment is due on Friday (weekly or biweekly depending on the client's contracted pay schedule). A \$10.00 late fee will be applied for each day payment is overdue including Saturday and Sunday.

_____ **Facility Hours:** 3:00am (flexible) – 4:00pm (non-negotiable) / Monday thru Friday

_____ **Provider Vacations:** All About Kids will close for three, one-week vacations throughout the calendar year. **Payment is not expected** and parents will be given a yearly schedule in January with reminders one month and two weeks prior to each vacation week/personal day. If for any reason there is a change, one-month notice will be given before the change occurs.

_____ **Paid Holidays/Personal Days:** New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
***Note:** If the holiday falls on the weekend AAK will be closed either the Friday before or the Monday following*

_____ **Alternative Care:** As a condition of enrollment, parents are expected to arrange for alternative/backup child care to cover **child illnesses, provider vacations, and unexpected facility closures** (provider illness, emergency, etc.).

_____ **Client Vacations:** If one-month's notice or more is given, no tuition is expected. If two-week notice or more is given, half the tuition is expected and if less than two-week notice is given, full tuition is expected. We need time to adjust our budget; please give proper notice if your child will be absent for an extended period of time. Thank you.

_____ **Call Offs:** If AAK closes, payment is not expected. If the client calls off or the child is sent home due to illness, payment is still expected.

_____ **No Call/No Show:** Three no call no, show days within a two-week cycle will result in immediate termination of the child care contract, two-week notice will be given, and payment is still required.

_____ **Termination:** Two-week notice is required by all parties involved in the child care contract. If the contract is broken without proper notice, the **two-week payment is still required.** If legal action becomes necessary to collect the balance due, the client will be responsible for **ALL** additional fees, including late fees, court costs, lost wages, and/or assistant wages incurred during the court/collection process.

_____ **Sickness Policy: See attachment**

_____ **Discipline Policy: See attachment**

_____ **Daily Schedule: See attachment**

_____ **Weather:** All About Kids is required to provide outdoor playtime even in the winter months. Please provide proper gear for all seasons of play. Examples of proper winter gear are coats, hats, gloves, scarves, snow pants, and boots.

Parents, please remember this childcare relationship is a partnership where we put the best interests of your child first and foremost. We focus on health, nutrition, manners, daily structure, and positive guidance and discipline. It is our hope to work side by side with our parents to meet the needs and interests of each child in our care.

This policy is subject to change.

I have thoroughly read, understand and intend to comply with all facets of this tuition policy.

Provider Signature _____ Date _____

Provider Signature _____ Date _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____