**Little Friends Preschool**

***A Child's******Pathway******to Learning***

Child Care Contract

(1st) Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2nd) Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1st) Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enrollment Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2nd) Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tuition total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days of Service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Payment is due on Friday the week prior to care, or a late fee of $35.00 will be added to the weekly tuition (the following Monday when you drop off your child).
3. Payment is accepted either by cash, check, or electronic payment. Checks should be made payable to: Little Friends Preschool. Send electronic payment to: 312-929-6800.
4. A $35.00 fee will be added for each NSF check. If more than two NSF checks are received, only cash, money orders or cashier’s checks will be accepted.
5. The Center is open from 7:00 a.m. until 6:00 p.m. Monday thru Friday. There will be no deduction from the weekly tuition if your child does not attend for any particular reason.
6. A fee of $1.00 per minute will be charged for any additional time after 6:00 p.m. If you fail to pick-up your child after 6:00 p.m. without prior notification to the Center, the following will occur: First, we will contact you. Second, we will contact any emergency persons you have listed. Third, if we are still unable to locate you or your emergency contacts by 7:00 p.m., we will call the local authorities and they will handle the situation.

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1. We are open year-round with exception of the following holidays: New Year’s Eve, New Year’s Day, Memorial Day, 4th of July, Labor Day, Christmas Eve, Christmas Day, and two (2) days for Thanksgiving.
2. There will be no deduction from the weekly tuition for the holidays/days that we are closed.
3. A two-week notice is required if parents wish to withdraw their child/children before the expiration of this contract. The one-week tuition deposit paid at the time of enrollment will be retained by the Center if this contract is terminated within one (1) year of enrollment. There are unforeseen circumstances, which may occur, that will force Little Friends Preschool to immediately suspend services to our child/children.
4. Weekly tuition overdue for one week will result in a suspension of services.
5. Continuous tardiness in picking up a child on the part of the parent after 6:00 p.m. will necessitate our requesting that the child/children be withdrawn.
6. In case of medical emergency;
	1. We will immediately call parents if paramedics are not needed.
	2. We will immediately call paramedics if accident warrants emergency treatment and then notify parents and let them know which hospital their child was taken to. (Child will be transported/accompanied by an employee of Little Friends Preschool.)

***By signing below, I attest that I have read and agree to the term of this contract and the Little Friends Preschool Parent Handbook.***

Parent/Guardian (1st) ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Parent/Guardian (2nd) ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

This contract is valid for one (1) year and will expire on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Method of Payments: \_\_\_\_\_\_\_\_\_\_\_\_

(Note: The deposit will be retained by Little Friends Preschool if you terminate this contract within one (1) year of enrollment.)