

PCDC Terms of Payment & Policies

1. Regular Rate

The regular rate will be _____ per week
Monday, Tuesday, Wednesday, Thursday, Friday.

2. Advance Payment

The client will pay for childcare one week in advance. Fees are due on Friday each week for the next week of care.

One Week Tuition Deposit,

Deposits are non-refundable and may only be applied toward the last week of tuition if a prior two-week written withdrawal notice is given.

3. Payment Due Date

Fees are due Friday for the next week of child care.

The client agrees to participate in an automatic payment plan. The client will ask their bank to automatically deposit a weekly rate into the provider's bank account every Friday to pay for the next week of care. If the client chooses to discontinue this service, they must notify the provider in writing two weeks in advance.

4. Late Payment Fees

If the weekly fee is not paid when due, a late payment fee of \$5 per day will be added to the past due amount until it is paid.

If the client does not make payment past two weeks from when payment was due, the provider will cease to offer child care until full payment is made, including late payment fees.

5. Early Drop-off and Late Pickup Fees

The client will pay an additional fee of \$5 per 15 minutes if the child is dropped off earlier or picked up later than the time stipulated in this contract.

All fees for early drop-off and late pickup are due at the end of that day of care.

The provider is willing to provide evening care after the day program ends at 5:30 PM. The evening rate is \$20 per hour.

There will be no fee for late pickup for the first 15 minutes after 5:30p.m.

Family Discounts

There is no discount for two or more children from the same family.

6. First Day of Care

The first day of care will be _____.

The hours of care will be from 6:30 AM to 5:30 PM, Monday through Friday. Late drop-offs do not allow for late pickups.

The child care program is open year-round, except for the holidays and vacations listed on the

Holiday/Sick/Vacation Form.

The drop-off time for your child is 6:30 AM. If necessary, schedule in advance for early drop-offs.

The pickup time for your child is 5:30 PM.

Late Pick Up of 15 minutes with advance notice is included in your weekly rate.

General Field Trip Permission

As part of my educational program, I will take the children in my care on a variety of field trips away from my home. The typical destinations of these field trips may include, but are not limited to:

- Walks through the neighborhood
- Walks to the library, local playgrounds, community centers, and splash pads
- Walks to school playground

Privacy Permission Agreement

My priority is to protect your child's health and safety. To ensure that I am operating with your full understanding and agreement about your family's privacy, I ask that you grant me permission to conduct the following activities. Please check off each item to which you give your consent, and sign below:

- Placing photos of your child around my home.
- Giving copies of photos of your children to other families in my care.
- Placing photos of your child in photo albums for viewing by prospective clients and other families in my care.
- Using photos of your children in my marketing flyers.
- Using photos of your children on my Web site.
- Posting artwork and other crafts that include your child's name around my home.
- Using an electronic monitor to listen to your child from another room.

Client Permission to Use as a Reference

I give childcare provider Patience Brown permission to give my name, phone and or email address to her potential clients as reference.

Client Permission to use crib after age 12 months

I give childcare provider Patience Brown permission to use the crib for my child after age twelve months and sleep sacks (if applicable)

By signing this page, you indicate that you have read my policies and agree to follow them. I will give you a three-week written notice before revising my current policies or adding a new policy.

Parent or legal guardian's signature

Date of signature

Parent or legal guardian's signature

Date of signature

Provider's signature

Date of signature