**Little Woodland Adventures**

**Contract and Financial Agreement**

The Little Woodland Adventures Handbook of Policies and Procedures explains all of the policies in place at the childcare center. This Agreement is reviewed annually at which time a new updated Handbook will be given to Parents. If changes are made to the Handbook throughout the year, Parents will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Contract Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Referred By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (herein called Parent(s)Gradian)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (herein called Parent(s)Gradian)
and Little Woodland Adventures (herein called Provider).

**Childcare services will be provided by the Provider for the following children:**

Child's Full Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M \_\_\_\_ F \_\_\_\_
Child's Full Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M \_\_\_\_ F \_\_\_\_

Child's Full Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M \_\_\_\_ F \_\_\_\_
Child's Full Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ M \_\_\_\_ F \_\_\_\_

**Contracted Days/Times and hours of operation are:**

 Tuesday – Thursday

 9am-1pm

**Enrollment /Registration Fee:** Parents will pay an Enrollment Fee of $100.00 prior to child's start date, due the day this Agreement is signed. Enrollment Fee is a non -refundable Fee that will hold your child’s spot for up to 1 month prior to their start date or longer depending on our wait list . If your child does not start on the date you agreed up on without further arrangements, you must pay another Enrollment fee before your child may attend. The Enrollment Fee is non-refundable should Parents decide not to bring their child after this agreement is made. A Registration fee of $50.00 is due annually every January therefor after.

Enrollment Fee Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_

**FEES (due regardless of attendance): Monthly Child Care Fee: \_\_\_\_\_\_\_\_\_\_**

Fees To Be Paid: $\_\_\_\_\_\_\_\_\_ Bi-monthly Initial:\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ Monthly Initial:\_\_\_\_\_\_
\* Due the morning of your first contracted day of care and each month following regardless of attendance or child care closing.
\*\* Parents making monthly full payments, tuition is due on the 1st of each month.

\*\*Parents making partial bi-weekly payments, tuition is due the 1st and the 15th of the month.

**Method of Payment: \_\_\_\_Cash \_\_\_\_Personal Check \_\_\_\_ Auto-Pay \_\_\_\_\_Credit/Debit**

**ADDITIONAL FEES:** Parents are expected to pay any of the following Additional Fees within 24 hours.Late Payments: Parents will pay a $50.00 late payment fee, on all payments that are received beginning the following morning after the fee due date. Care will be terminated if not paid in full by the end of the month.
Bounced Checks: Parents will be billed a $45 penalty fee plus any other fees Provider incurs as a result. This will also be considered a late payment and late payment fees will occur.
Unauthorized Early Drop-Off/Late Pick-Up: Parents will pay a late/early fee equal to $5 per minute per child in the event of any early drop-off or late pick-up that is unauthorized outside of the contracted days/times, Unless previously authorized. If my child/ren is not picked up within 1/2 hr. of closing Child Protective Services will be contacted and my child will be placed in their care per licensing. **Initials:\_\_\_\_\_\_\_\_**

**TRIAL PERIOD:** There will be a two-week (14 calendar days) Trial Period beginning on the child's first actual day of care. During this time either the Parent or the Provider may terminate this agreement without further obligation. No pre-paid child care fees, including the Registration Fee, will be refunded if this agreement is terminated during the Trial Period.

**Child Care Closings:**
**Paid Holidays**: Week of January 1st, MLK Jr. day, Presidents, Memorial Day, Independence Day Week, Labor Day, Thanksgiving Day & the Day After, Christmas Day Week, Snow days or any natural disaster that closes the facility for fewer then 5 days.

**TERMINATION:** Parents and Provider agree to give 2-week's written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. 2-week's child care fees are due in one lump sum immediately upon the written termination notice. If notice is not given, the child is not in attendance, and/or the child care is closed, the final 2 week's fees are still due.

Provider reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises by child or parent, continual disciplinary problems, false information given by parent.

**Unpaid Balance and fees:** We reserve the right to submit any outstanding balance over 30 days past due to Valley Empire Collections.

 I agree to pay all costs of collections of delinquent accounts including but not limited to any court costs and reasonable attorney’s fee. Initials:**\_\_\_\_\_\_\_\_\_\_**

**ACKNOWLEDGMENTS:**\*\*Provider will supply sunscreen, bug spray and TLC etc.

**\*\*** Parent agrees to comply with, respect, and take seriously all policies in the Handbook of Policies and Procedures and Financial Contract.
\*\* Parent agrees to pay all fees associated with any collection of unpaid debt.

\*\* Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect.

\*\* Provider will give Parent a minimum two-week's notice of any fee or policy change.

*\*\** I agree to promptly notify Little Woodland Adventures of any changes of the above and changes of address, phone numbers and employment contact information. I understand that I am fully responsible for the terms of this agreement as stipulated.

**Disaster / Healthcare Plans:**

I have read and full understand the Disaster / Healthcare plan / Parent Hand book/ Pet Policy. Initials:**\_\_\_\_\_\_\_\_\_\_\_**

**Media Release:**

Little Woodland Adventures has my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission, to use photos and videos of my child(ren)

On Their:

1. Facebook page \_\_\_\_\_\_\_\_\_\_ (initial) 4. Advertisements (Facebook, brochures, 6. Local news crews (spokesman review, KXLY,
2. Instagram \_\_\_\_\_\_\_\_\_\_(initial) and fliers \_\_\_\_\_\_\_ (initial) KHQ Ect.) \_\_\_\_\_\_\_\_\_\_\_ (initial)
3. Website \_\_\_\_\_\_\_\_\_\_(initial) 5. Monthly News Letters \_\_\_\_\_\_\_\_\_\_(initial)

**Surveillance Video:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that Little Woodland Adventures uses and GoPro/Body camera to record the days events for safety and for posting. \_\_\_\_\_\_\_\_(initial)

**Up to Date Information**

All emergency information should be kept updated from the first day of care forward and immunizations must be kept current per the policies set by the local Department of Health. (children behind on immunizations may be temporarily excluded from care.) Please notify us when your child receives new immunizations. All information in child’s files are accurate and up to date Per WAC requirements. Initials:\_\_\_\_\_\_\_\_

**Little Woodland Adventures** **Policies and Procedures Acknowledgment of Understanding and agreement:**

\* family engagement and partnership communication plan;

\* parent or guardian's permission for photography, videotaping, or surveillance of his or her child;

\* Alcohol, tobacco, cannabis use and prohibition of illegal drugs;

\* Curriculum philosophy on how children learn and develop, and how this philosophy is implemented;

\* Child guidance plan, which includes restraint policies and forbidding corporal punishment;

 - Expulsion policy;

 - Early learning program staff-to-child ratios and classroom types offered

\* Care for children with specific or special needs;

\* Dual language learning;

\* Religious and cultural activities, including how holidays will be celebrated;

\* Transportation and off-site field trips;

\* Water activities;

\* How weapons on the premises are secured.

\* Program days and hours of operation, including closure dates and observed holidays;

\* Enrollment and disenrollment requirements;

\* Fees and payment plans;

\* Sign-in and sign-out requirements;

\* Information required for the child's record, including:

 - The importance and plan for keeping the information current;

 - A plan to keep the child's information confidential; and

 - Who may legally access the child's information.

\* A kindergarten transition plan, if applicable;

\* What parents or guardians must supply for their child (for example: Extra clothing or diapers);

\* Permission for a parent or guardian's access to areas of the early learning program during business hours;

\* Termination of services policy;

\* Emergency preparedness plan;

\* The early learning provider and program staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;

\* Policies regarding mixed age groups, if applicable (including when children may be in a mixed age group);

\* Description of where the parent or guardian may find and review the early learning program's:

 - Health policy;

 - Disaster / Emergency preparedness

 - Pet

 - Staff policies, if applicable;

 - Consistent care policy;

 - Menus;

 - Liability insurance;

 - Inspection reports and notices of enforcement actions, if applicable; and

 - Other relevant program policies.

\*This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement, unless it is in writing and signed by both parties. By signing this agreement, I agree to comply with all the terms covered in this Contract & Financial Agreement, and all policy and procedures stated in the parent handbook that I have read and understand. I understand that the policies and requirements described are subject to change at any time. This form must be returned to complete your child’s enrollment. I understand this is a legally binding contract between all parties signed below.

Parent/Guardian Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_