



Parent Contract 2022:

This Contract is Between:

Provider's Name	Address	Phone Number
Chanelle's Childcare Center	Chanelle's Childcare Center 802 E Emerson Street Bloomington, IL 61701	Childcare Cell: (309)824-6210 Chanelle Cell: (309) 826-1078

-And-

Mother/Legal Guardian

Name: _____ Address: _____

Phone: _____ Email Address: _____

Employer: _____ Address: _____ Phone: _____

Father/Legal Guardian

Name: _____ Address: _____

Phone: _____ Email Address: _____

Employer: _____ Address: _____ Phone: _____

For the Care of:

1. Child's Name: _____ 2. Child's Name: _____
Date of Birth: _____ Date of Birth: _____

I may amend the contract/ policies by giving the parent/guardians a copy of the new or changed policies at least 3 Weeks before any changes go into effect.

FIRST DAY OF CHILDCARE: _____

PAYMENT AND FEES

CONTRACTED HOURS OF CARE: (Be sure to specify if AM or PM) **Hours of care may NEVER EXCEED 9 HOURS of continuous childcare per day. Any time that exceeds 9 hours will be billed in addition to a daily rate.**

<u>TIMES</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop Off							
Pick Up							

TERMS OF PAYMENT:

- Rates are based on a 9 hour daycare day. If your childcare needs exceed 9 hours, your fee will be increased 5.00 per child per hour of care.
- The child care program is open year-round, except for the holidays, personal days, and emergency days listed in my policy handbook.

1st Child Name: _____ **My Weekly Rate \$** _____

2nd Child Name: _____ **My Weekly Rate \$** _____

ENROLLMENT FEE:

- **There is an enrollment fee in the amount of \$200 due at the time of contract signing.** This fee is not refundable and due at time of contract signing.

SUMMER ACTIVITY FEE:

- **There is a summer activity fee in the amount of \$75.00 due May 31** to cover activities/ outings for the summer.

PAYMENT DUE DATE:

- Payment is due in full to hold your child's enrollment, regardless of attendance or non attendance for any circumstance. **Understand that weekly tuition guarantees your child's enrollment space in the program, and is therefore not reduced for absence (i.e. illness, vacation, funeral leave, maternity leave, natural emergency, or pandemic that includes forced closures).**
- **Payment will be due every Thursday by 5:00 pm for the coming week BEFORE services are provided.**
- Any other payment arrangements must be made in advance and agreed upon by both parties.
- Any payment not paid at that time will result in a late payment fee of \$25.
- I accept BRIGHTWHEEL, CHECK, or CASH payments.

LATE PAYMENT / LATE PICK UP:

- **Parent's will be charged additional fees for early drop off or late pick up. Fees are as follows: \$7.00 per every 20 minute increment of time.**
- **Late pick up and early drop off outside of your scheduled childcare hours WILL HAVE an ADDITIONAL FEE. Contracted hours of care are in place to ensure proper staffing and ratio guidelines.**
- Any payment received after 5:00 pm on Thursday will be charged \$25.00 per day late payment fee. Payment, plus late fee(s), are due before child can return to daycare. Provider holds the right to terminate immediately for non-payment.

- **Returned Checks:** If your Check is returned for Insufficient Funds/ Canceled/ Returned for non payment you will be charged a **\$50.00 Returned Check Fee**. From that week forward, Chanelle’s Childcare will only accept CASH payments.

TERMINATION:

- As the contract signers are required to give a **3 week notice** in writing of the expected termination date. This includes changing hours, days, or times of child care service.
- Termination of care for a child(ren) by the provider **will be paid at agreed upon contract rate by contract signer** during the termination period.
- Termination of care for a child(ren) by the parent **will be paid at agreed upon contract rate by contract signer** for termination period.

PROVIDER ABSENCES:

12 PAID HOLIDAYS PER YEAR/ 5 PAID EMERGENCY DAYS

Holidays:

10 PAID Holidays

- New Year’s Day- January 1
- Martin Luther King Jr Birthday- January
- Easter Friday
- Easter Monday
- Memorial Day -May
- Independence Day - July 4
- Labor Day- September
- Thanksgiving Day- November
- Black Friday- November Friday after Thanksgiving
- Christmas Eve - December 24
- Christmas Day- December 25
- New Years Eve- December 31

EMERGENCY DAYS:

5 PAID EMERGENCY DAYS

- **Chanelle will take up to 5 PAID EMERGENCY DAYS** per year to attend funerals, medical appointments, family events, or inclement weather closure.
- These Emergency Days may or may not be notified in advance.

HEALTH/ SAFETY CLOSURE:

- **If Chanelle’s childcare is closed due to health and safety payment will be required in full for all dates of closure or non attendance.**
- Absence or illness of a child **will be paid** by the parent at your daily rate.
- “Make up days” and time will not be allotted for your sick child. Due to staffing and ratio guidelines your child can only attend their contracted days/hours.

CLIENT ABSENCES:

- **The client is responsible for full payment for any days their child is not in attendance for any reason.**
- Absence or illness of a child **will be paid** by the parent at your daily rate.
- “Make up days” and time will not be allotted for your sick child. Due to staffing and ratio guidelines your child can only attend their contracted days/hours.

BACK UP CHILDCARE:

Please arrange to have back up /emergency childcare for your child in the event of closure.

Additional items:

I have read and understand this agreement. I understand that I am also entering under a contractual agreement with Chanelle's Childcare and will provide a three week notice before ending any payment agreement established therein.

CHANELLE CRISPIN

Provider's Name (Print)

Provider's Signature

Date

Parent's Name (Print)

Parent's Signature

Date

Parent's Name (Print)

Parent's Signature

Date