

`**CHILD CARE AGREEMENT**

**THIS AGREEMENT** is entered into as of this \_\_\_\_day of \_\_\_\_\_ 2024, by and between First Steps Learning Center (hereinafter referred to as "Provider") and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as "Parent/Guardian").

This Agreement contains the terms agreed upon between the provider and Parent/Guardian for the care of:

Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_

Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_

Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D.O.B.\_\_\_\_\_\_\_\_\_\_\_\_\_

**Desired start date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guaranteed Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent’s contact information:**

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.  **Required Fees.** Parent/Guardian agrees to pay a nonrefundable registration fee of $200 per child for ages 1 and up and a $500 per child registration fee for under the age of 1 years old. \*Under the age of 1 after enrolled 6 months if you choose to withdraw care, you will be credited $200 towards last months tuition.

\*An annual activity fee of $50 will be assessed July 1st of each year and will be added on to that week’s/month’s tuition payment. If starting from July 2nd-December 31st the $50 fee will be added onto the first week’s tuition. Starting from January 1st-June 30th $25 will be added onto the first week’s tuition.

 A reserved spot will only be held for 14 days past the agreed upon start date. If you are not ready to start in that 14-day period, you may choose to forgo your spot, or start paying the weekly tuition to hold the spot until you are ready to start.

2. **Weekly Rate.** The weekly rate will be $\_\_\_\_\_\_\_\_ and is due the Friday before each week payable through ACH or the 1st of every month payable through ACH. If Child is absent from care the normal weekly rate will be due.

1st child tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd child tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd child tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Family Vacation.** All full-time families will be allotted one free week of tuition and one week where they pay 60% of their tuition after they have been enrolled for 6 months. All vacations must be taken from a Monday to a Friday and must be used in the calendar year.

4. **Late Fees.** First Steps Learning Center hours of operation are Monday-Friday, 6:30am-6:00pm. A fee of $5 per minute per child will be given. If children are still not picked up by 6:30pm they will be turned over to DHS.

 ***\*\*All late fees will be added to the following week's tuition through ACH. \*\****

5. **Required Paperwork.** The following paperwork must be turned in 72 hours before your desired state date:

 \*Physical signed and dated.

 \*Immunizations on Iowa form, signed and dated

 \*Release Authorizations (social media/photo/field trip).

 \*Health assessment to be filled out by the parent/guardian.

 \*Child Emergency Contact sheet.

 \*Intake Sheet

 \*Dietary Restriction Form.

 ***\*\*All paperwork is updated annually. Failure to do so in a timely manner will result in loss of care. \*\****

6. **Termination.** A 30-day written notice to the director or assistant director is required for any party to terminate this Agreement. The provider may choose to terminate care at any time if policies and procedures are not followed, for unpaid tuition, for slander of the center, staff, or of its owners.

 By signing this agreement, you are acknowledging that you have read and understand the parent handbook.

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

Owner/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_