

PRINT & SIGN

Dear Parents,

Please note the following is an agreement between you and your childcare provider Tots Haven. Our first priority is the safety and well being of the children in our care and to ensure we are always available to your child and that we are staffed on any day that you might need us. We offer professional childcare in a comfortable home environment. Please feel free to discuss anything in this agreement or that was not covered in this document.

Date: _____

This contract is made between the parent(s)/guardians:

_____ name of parent(s)

_____ address of parents(s)

and Georgia Browning Director of Tots Haven Child Childcare, 253 West Englewood Ave, Englewood, NJ 07631 for the care of the following children:

_____ child's name and date of birth

_____ child's name and date of birth

The payment for care shall be \$_____ per week / day / hour and reflects a schedule as follows:

arrival time ____ am and pick up time ____ pm on the following days:

MON TUE WED THUR FRI SAT SUN

Please note: Payments are due based on the above agreed times, *if you child does not attend for any of their schedule days, parents are still responsible for the full scheduled payment.*

If at anytime you would like to change your regular schedule please notify us as soon as possible to ensure availability.

Our Hours & Availability

We are available daily; Monday thru Friday from 7am – 6pm with the exception of major holidays. We also offer overtime services including Before-Care, After-Care and Weekend Drop-In Service.

The allotted time is nine (9) hours per day for each child within our operating hours of 7am – 6pm. *Any additional time beyond the (9) nine hours is considered as an Overtime Service.*

Overtime Service / Rates - Overtime rates are considered any amount of time that care occurs prior to the scheduled drop off time or after the scheduled pick up time.

Before Care - We are available earlier than 7AM by special request at the rate of *\$10 Per Hour in Overtime Service* which is not included in the (9) hours of childcare time. All before care requires prior notice.

After Care / Late Fee –*After care is any time beyond 9 hours or pick-ups after 6pm.* After care rates are \$15 per ½ hour with prior notice or \$20 per ½ hour without (1) one day prior notice.

Please note: If you are going to be late picking up your child, please make every effort to make other arrangements to ensure that your child is picked up on time and to avoid a late fee.

All payments are due to the provider in advance of care and paid on Mondays. Any Overtime Service for that week will be due on the Friday of that current week.

Accepted methods of payment include cash, personal check, credit card, or money order. If a personal check is returned due to a lack of funds, the parent/guardian must pay a \$30 returned check fee per bounced check. If a check is returned more than one time, only cash or money orders will be accepted as payment.

If a payment is not made on time, the following fee will apply: \$10 per day late.

Payments during Holidays, Vacations, and Other Absences:

Holidays - We will not be open for business on the following Holidays: Thanksgiving, Christmas, New Years Day, Memorial Day, Labor Day and Independence Day. We are available Half Day on Christmas Eve, and the day before Thanksgiving (see our scheduled closures below). **If your child is regularly scheduled on a day that falls on a holiday, the full weekly rate is still expected.**

Closures - We are closed two weeks during the calendar year, scheduled as follows:

- Closed the week of Christmas from December 25th reopening on January 2nd.
- Closed the last week of August for scheduled repairs and planning etc.
- Parents are not expected to pay for these closures.

Vacations - If a parent plans on taking a vacation/time off and the child will not be in care, the provider must be given at least four (4) weeks notice to reserve your child's space.

Parents that give notice are offered a discount and expected to pay a reduced payment of ½ the regularly scheduled weekly payments during their vacations/time off for up to two weeks per calendar year. If less than four (4) weeks notice is given, the full weeks payment is due, as we will be fully staffed to care for your child.

Please note the (1) month time off notice is required so that we can structure how much staff is needed during your vacation time.

Sick Days - At Tots Haven we always insure we have coverage here and back up care to take care of your kids. When a child is ill, parents are expected to make every effort to give the provider as much notice as possible. Parents *are* expected to pay on child sick days in which the child does not attend daycare.

Absences – Tots Haven childcare is available Monday thru Friday every week except for above scheduled holidays and days off. If your child (full time or part time) stays home for any reason, parents are expected to still honor their full weekly scheduled obligation.

Additional charges:

Registration Fee is \$75. The registration fee covers any additional expenses: (i.e. for supplies, special trips, damaged property, etc.).

Termination Procedures:

This contract may be terminated by the parent(s) or the provider. A one-week notice prior to the last date of care is required.

The provider may immediately terminate this contract without any notice if payment is not made on time.

Other:¹

- If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.
- This contract can be revised at any time by the provider if necessary.

Signatures:

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

_____ Parent's Name

_____ Parent's Name

_____ Parent's Signature / Date

_____ Parent's Signature / Date

_____ Providers Name / Date