KIDDY KOLLEGE CHILD CARE CENTER

PARENT & PROVIDER AGREEMENT

The following contract pertains to the policies and procedures set forth in the Family Handbook governed and enforced by Kiddy Kollege Child Care Center. It is the Parent's responsibility to read the Handbook completely and understand the policies and procedures within the handbook before signing this acknowledgement of understanding. It is also the Parent's responsibility to abide by all the policies and procedures stipulated within the Handbook. This parent and provider agreement is a Legal and Binding Contract, this contract verifies a meeting of the minds and obligates its signors to the conditions set forth. **Failure to abide by any of the terms set forth within the handbook, especially including termination and financial obligations will result in legal action.** I understand a **TWO WEEK WRITTEN** notification is required to terminate this agreement.

AUTHORIZATION FOR AUTOMATIC PAYMENTS

Kiddy Kollege uses Tuition Express to process automatic child care tuition payments. This form gives Kiddy Kollege the authorization for automatic tuition billing through the Tuition Express Merchant. Parents may choose either a Credit/Debit Card or a Checking or Savings Account for their auto billing account *(Separate form required)*. Parents who do NOT sign up for automatic payments will be required to pay a deposit equivalent to one week of tuition for each child enrolling.

- ❒ **I wish to enroll with Tuition Express for automatic tuition payments and have my deposit fees waived**
- ❒ **I DO NOT wish to enroll with Tuition Express for automatic tuition payments and agree to pay a deposit of $_____**
  Deposit fees are due before your child may attend care.

ENROLLMENT FEE & DEPOSIT

All new child care families must pay a one-time, non-refundable enrollment fee of **$50.00,** all new summer program families must pay a summer registration fee of **$35.00**. By signing this agreement you are acknowledging this fee and agree to pay the Enrollment and/or Registration Fee. The Enrollment and/or Registration fee is needed along with the Enrollment form to hold a vacancy.

ENROLLMENT DOCUMENTATION

❒ Handbook Distribute
❒ Tuition Express/1st Day Instructions
❒ Immunization Record
❒ Health Assessment
❒ Auth for Emergency Medical Care
❒ Enrollment Form
❒ Field Trip Permission Form
❒ CACFP Enrollment Form
❒ Infant Offer Form
❒ Release Form
❒ Parent Provider Agreement

FINANCIAL AGREEMENT

_____ + _____ + _____ + _____ = _____

Hold Deposit | Non-Auto Pay Deposit | Enrollment Fee | First Week Tuition | **TOTAL DUE**

CARE FOR (CHILD'S NAME)	TYPE OF CARE	WEEKLY RATE
APPLICABLE DISCOUNTS		
	TOTAL WEEKLY COST OF CHILD CARE	

I/We agree to pay the child care costs to Kiddy Kollege Child Care as listed above. I/We acknowledge that the total cost of child care will be due at minimum weekly before care is rendered. I/We understand a two week notice is required to terminate service at any time; failure to give such notice will incur a fee equivalent to the total weekly cost of care multiplied by two in addition to any other outstanding balances. I/We also understand failure to pay in full will result in legal action at the expense of the responsible party.

_____ _____ ____/____/____

Parent's Name (Please Print) | Parent's Signature | Date

Erika Pryor-Tomlin, Kiddy Kollege Child Care _____ ____/____/____

Provider's Name (Please Print) | Provider's Signature | Date

ENROLL/DEPOSIT PAID	ENROLLED IN TUITION EXPRESS	FIRST DAY OF CARE	LAST DAY OF CARE