



**PRESCHOOL PROGRAM CONTRACT**

**Summary**

**Child's Name** \_\_\_\_\_

Amount Paid \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Program Year \_\_\_\_\_ Start Date: \_\_\_\_\_

**THIS AGREEMENT** between Jefferson Child Care and Education Center, Inc. ("JCCEC") and the parent or guardian signing below (the "Parent/Guardian") for services to the child identified below is executed on the date(s) appearing below and is effective on the date signed by the JCCEC representative who has reviewed the Agreement, as set forth below.

**NOW THEREFORE**, the parties agree as follows.

**1. Services.**

The JCCEC Parent Handbook (the "Parent Handbook") describes the services to be provided by JCCEC, JCCEC's policies, and the obligations of the Parent/Guardian for the Preschool Program (the "Program").

**2. Receipt of Parent Handbook.**

The Parent/Guardian hereby acknowledges receipt of a copy of the Parent Handbook and agrees to comply with all of the policies, terms, and conditions contained in the Parent Handbook.

**3. Days of Service.**

Following are the days of service covered by this Agreement:

**(Please Choose One)**

\_\_\_\_ Five Days

\_\_\_\_ Monday, Wednesday, Friday:

\_\_\_\_ Tuesday & Thursday

\_\_\_\_ Other combination of days: \_\_\_\_\_

**4. Classroom.**

Goldfish \_\_\_\_ Mollies \_\_\_\_ Minnows \_\_\_\_ Preschool Guppies \_\_\_\_

Preschool Sunnies \_\_\_\_ Preschool Dolphins \_\_\_\_

Potty Trained (Y ) \_\_\_\_ ( N ) \_\_\_\_

Drop off time: \_\_\_\_\_ am Pick up time: \_\_\_\_\_ pm

Pre - K Before \_\_\_\_ Pre - K After \_\_\_\_ Pre - K Before and After \_\_\_\_

**Payment of Tuition.**

**5. Due on Signing.** In addition to the tuition for the Program, payment of a registration fee (for new children only), two weeks' tuition as a security deposit, and tuition for the first week of the Program are due upon signing this Agreement. The payment due upon signing is:

$$\frac{\$40.00}{\text{Non-refundable registration fee}} + \frac{\text{Two week security deposit}}{\text{Two week security deposit}} + \frac{\text{First week's tuition}}{\text{First week's tuition}} = \frac{\text{Total due on signing}}{\text{Total due on signing}}$$

Based upon the days of service specified above and the current tuition rates, the current weekly fee for the Program for the Parent/Guardian's child is \$\_\_\_\_\_.

**5.1 Tuition Subject to Change.** The Parent/Guardian acknowledges and agrees that, while JCCEC uses its best efforts to maintain tuition rates, JCCEC may have to raise the tuition rates from time to time for children attending the Program. The Parent/Guardian agrees that the Parent/Guardian will pay the tuition rates that are in effect during the time that their child is attending the Program.

**5.2 Late Pickup.** JCCEC's hours of operation are 7:00 a.m. – 6:00 p.m. Late pick-ups will incur a fee of \$1.00 for every minute past 6:00 p.m.

**6. Weekly Tuition.** The Parent/Guardian agrees to pay the weekly tuition in effect no later than Thursday for the following week. The Parent/Guardian acknowledges and agrees that their child will not be allowed to attend the Program if tuition payment is in arrears, in accordance with the procedure described in the Parent Handbook. There is a returned check fee of \$30.00.

**6.1 Overdue Balance and Collection.** Overdue balances will be charged interest at an annual rate of 18%. Overdue balances may be subject to collection proceedings. Collection proceedings will include the full balance in arrears, accrued interest of 18% per annum, a late penalty of \$\_\_\_\_\_, and any and all collection and legal fees.

**6.2 Absences and Closures.** The Parent/Guardian understands that **no reduction** in tuition will be made for their child's absence due to sickness, vacation, or other causes or when JCCEC is closed for vacation, holidays, or for emergencies beyond JCCEC's control such as, for example, snow days, lack of heat or water at the facility at which the Program is being conducted, which result in the JCCEC facility being closed.

**7. Notice of Withdrawal.** The Parent/Guardian understands and agrees that JCCEC requires a two week notice of withdrawal from the Program. Failure to provide notice may result in forfeit of the deposit.

**7.1 Information Provided by Parent/Guardian.** Attached to this Agreement are copies of the information provided by the Parent/Guardian to JCCEC as part of the application for JCCEC's services. The Parent/Guardian confirms that this information is accurate and agrees to inform JCCEC regarding changes in circumstances, and **immediately** in the event of any changes in the emergency information previously provided to JCCEC.

8. **Term.** The term of this Agreement shall be for the Program year identified above. A new agreement must be signed for every Program year.

**IN WITNESS WHEREOF**, the Parent/Guardian has identified the child below and the parties have executed this Agreement on the dates appearing below.

\_\_\_\_\_  
(Child's Name/Date of Birth)

\_\_\_\_\_  
Signature of Parent/Guardian      Date

**JEFFERSON CHILD CARE AND  
EDUCATION CENTER, INC.**

\_\_\_\_\_  
Signature of JCCEC Representative      Date

\_\_\_\_\_  
Reviewed By      Date