

Sunflower Contract for Services

VACATION/HOLIDAYS:

- Each family will have **two weeks of vacation to use between June 1st and June 1st**. Tuition will not be charged during these weeks. A “week” must be 5 consecutive work days.
- Families enrolling after November 30th will receive one week of vacation until June 1st when two weeks are given.
- Families enrolled **ONLY in summer** will NOT receive vacation weeks.
- Sunflower will be closed to observe the following **holidays**: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. Tuition is not reduced during these weeks. All families scheduled, per their contract, to attend the day on which a holiday falls will be charged for that day. Example: If you are scheduled on a Monday Holiday you cannot switch your Monday for a Wednesday.

I have read and agree to the terms and conditions of the contract.

Signature _____

Date _____

MINIMUM DAYS:

- Each child must be enrolled to attend a minimum of two full days per week (or the equivalent thereof).

DISCOUNTS:

- A 10% discount applies to a **second and each additional child** enrolled at Sunflower on a regular basis. The discount will be applied to the older child(ren).

ADDITIONAL FEES:

- **Late pick-up** – Sunflower closes at 5:30 p.m. If your child is not picked up by 5:30, you will be charged \$5.00 per child for every 5 minutes past 5:30 p.m. (same fee structure applies after 12:00 p.m. for morning only children)
- Families will be responsible for all legal and **collection fees** incurred by Sunflower associated with obtaining full payment for their contracted amount. This includes a \$20.00 fee for any returned payment.
- Registration Fee - An annual registration fee of \$25.00 per child is due at the time of enrollment and each August thereafter. A family enrolling after January 1st will pay \$15.00.
- **Fundraising Fee** – Sunflower is a non-profit entity, and does rely on fundraising to help keep tuition as low as possible. Therefore, each family is expected to participate in fundraising events. A family that does not participate will be billed a non-participating fee, which varies by event, but ranges from \$25-100.

CHANGES IN SCHEDULE/CONTRACT:

- With notice you may **add a half day or full day** to your scheduled attendance, when space is available. You must request the addition in writing. We will respond in writing to each request. All requests are subject to availability.
- Children who are **absent on their scheduled day** due to illness or holiday will be charged for that day.
- Changes in contracted days require a 2 week notice AND must be followed for at least 2 months before subsequent changes.

DEPOSITS/WITHDRAWALS:

- Families **not enrolled for the summer but planning to return in the fall** will be required to continue paying the 2 full day rate for their child/ren in order to be guaranteed a spot for their child/ren in the fall.
- **Withdrawal from the program** - Two weeks’ written notice is required for withdrawal from Sunflower.

**COMPLETE THIS PAGE ONLY IF THERE IS A CHANGE IN YOUR BANK
ACCOUNT OR FREQUENCY CHOICE**

Sunflower offers several billing options to help meet each family's needs. You may choose the option that works best for you. Please note that payment is due according to the option you choose. All past due accounts will be charged a \$15.00 late fee for each week payment in full is not received.

_____ **Option 1:** Weekly billing; you will receive a statement every Monday and payment will be deducted the following Monday.

_____ **Option 2:** Bi-weekly billing; you will receive a statement every other Monday and payment will be deducted the following Monday.

_____ **Option 3** Four-week billing; you will receive a statement every fourth Monday and payment will be deducted the following Monday.

I have read and understand the conditions of this contract.

Parent signature _____ Date _____

Email: _____

(COMPLETE SECTION BELOW ONLY IF YOU HAVE NOT ALREADY SIGNED UP FOR ACH)

Authorization Agreement for Preauthorized Payments

I authorize Sunflower Child Development Center to initiate debit entries and to initiate, if necessary, reversing entries and adjustments for any debit entries in error to my Checking and/or Savings account as indicated below.

This authorization will remain in effect until I have canceled it in writing to Sunflower. **Please attach a voided check or deposit slip.**

Account Information:

Name (please print)

Account Number

Bank Name

Transit/ABA Number

(Amount Transferred will be equal to the Balance Due on Most Recent Statement)

Signature and Date

INFANTS THROUGH PRESCHOOLERS RATES* AND SCHEDULE

Please complete the form below to let us know your child’s schedule. A full day is considered anytime between 6:30 AM and 5:30 PM. Noon is the cut off for half day schedules. Enrolling to attend during the AM will allow your child to attend anytime from 6:30 AM until noon. Enrolling to attend during the PM will allow your child to attend any number of hours from noon until 5:30 PM.

The minimum schedule for enrollment is two full days per week, or the equivalent thereof. Attending less than this makes it difficult for the child to feel a part of the class and adjust to the environment.

If you have any questions about completing this form or how to best schedule your child, you may call or stop in to talk to Dee, Merl, or Tabitha.

Tuition rates per week for full day schedules: Infants = Ducklings & Chipmunks, Toddlers = Otters, Preschool/School Age = Owls, Foxes, & Wolves.

	<u>5 full days</u>	<u>4 full days</u>	<u>3 full days</u>	<u>2 full days</u>	<u>Add'l day</u>
Infant	\$184.76	\$155.19	\$121.93	\$85.00	\$44.34
Toddler	\$170.52	\$143.25	\$112.55	\$78.45	\$40.91
Preschool/School Age	\$146.10	\$122.73	\$ 96.43	\$67.21	\$35.05

Tuition rates per week for half day schedules:

	<u>5 half days</u>	<u>4 half days</u>	<u>3 half days</u>	<u>2 half days</u>	<u>Add'l half day</u>
Infant	\$97.83	\$82.17	\$64.58	\$45.00	\$23.48
Toddler	\$89.27	\$74.97	\$58.91	\$41.06	\$21.44
Preschool/School Age	\$77.68	\$65.26	\$51.28	\$35.74	\$18.65

*Tuition rates are subject to change with a one month notice to families.

Please provide us the schedule for each of your children by placing an “X” in the appropriate box for each day or half-day of the week they will be attending Sunflower. The information entered here will be considered your child’s contracted days.

CHILD’S NAME	BIRTHDAY	Schedule	MON	TUES	WED	THURS	FRI
		All Day					
		½ Day AM					
		½ Day PM					
		All Day					
		½ Day AM					
		½ Day PM					
		All Day					
		½ Day AM					
		½ Day PM					
		All Day					
		½ Day AM					
		½ Day PM					

SCHOOL AGE RATES* AND SCHEDULE

*Tuition rates are subject to change with a one month notice to families.

Option 1. Before School (includes the option of breakfast):

<u>5 days</u>	<u>4 days</u>	<u>3 days</u>	<u>2 days</u>	<u>Add'l day</u>
\$19.84	\$16.66	\$13.09	\$9.12	\$4.76

Option 2. After School (includes snack):

<u>5 days</u>	<u>4 days</u>	<u>3 days</u>	<u>2 days</u>	<u>Add'l day</u>
\$36.36	\$30.55	\$23.99	\$16.73	\$8.73

Option 3. Before and After School (includes breakfast and snack):

<u>5 days</u>	<u>4 days</u>	<u>3 days</u>	<u>2 days</u>	<u>Add'l day</u>
\$54.50	\$45.78	\$35.97	\$25.07	\$13.08

There will be no additional charge for a day when school starts late if you were contracted to attend that morning. If, however, you were **not** contracted to attend on a day when school starts late, you will be charged a fee of \$9.12. **You must let us know if your child will attend late starts – indicate below.**

There will be no **additional** charge for a day when school dismisses early if your child was contracted to attend that afternoon. If, however, you were **not** contracted to attend on a day when school dismisses early, you will be charged a fee of \$15.90. **You must let us know if your child will attend early outs – indicate below.**

When school is not in session for a full week (Monday-Friday), tuition will revert to the preschool rates.

When there is no school for a portion of a week, tuition will be an **additional** \$28.77 per day of no school. **You must let us know if your child will attend no school days – indicate below.**

During the summer months, tuition for school aged children is the same as the preschool rates.

Please provide us the schedule for each of your children by placing an “X” in the appropriate box indicating whether your child will be attending both Before & After School, Before Only, or After Only. Remember, each child must be enrolled for at least two times per week. The information entered here will be considered your child’s contracted days. **Also indicate your early out, late start, and no school day attendance preference below.**

CHILD’S NAME	BIRTHDAY	Schedule	MON	TUES	WED	THURS	FRI
		Before & After					
		Before Only					
		After Only					
		Before & After					
		Before Only					
		After Only					
		Before & After					
		Before Only					
		After Only					
		Before & After					
		Before Only					
		After Only					

My child/ren will attend for: _____ **Early Outs** _____ **Late Starts** _____ **No School Days**