

Learn & Grow Child Care Center Contract

1020 N, 2nd Ave., Mulvane, KS 67110

316-777-0355

I agree to bring my child (print name) _____ From _____ (Date) to _____ (Date)

• **According to this schedule during the School Year - Please fill out days and times completely**

• **Agree to pay this amount weekly _____ and school age children this amount extra when Public School is Closed _____**

| Mon. 6am – 6pm | Tues. 6am – 6pm | Wed. 6am – 5:30 | Thur. 6am – 6pm | Fri. 6am - pm |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm |
| ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm |

• **According to this schedule during the Summer - Please fill out days and times completely**

• **I Agree to pay this amount weekly _____ Initial _____ Date _____**

| Mon. 6am – 6pm | Tues. 6am – 6pm | Wed. 6am – 5:30 | Thur. 6am – 6pm | Fri. 6am - pm |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm |
| ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm | ____ am/pm ____ am/pm |

1. I understand that I will bring and pick up my child at the times agreed upon according to this contract.
2. I understand that I need to call the Center any time my child will be absent for any reason.
3. I understand that I need to call the Center any time there is someone other than myself or my authorized persons sent to pick up my child. They are required to show proper ID before my child is allowed to leave with anyone not on my pickup list.
4. I understand that all tuition payments are DUE by Friday for the following week of care, this includes weeks the Center is closed such as VBS - the tuition is for the week the Center re-opens.
5. I understand that if my child needs to be absent for more than 2 weeks, I have the option to terminate the contract, and pay any penalties, or pay half the regular tuition to keep my child enrolled.
6. I understand that I need to maintain open communication with the Center regarding any changes in the home that might affect my child's well being.
7. I understand the Center reserves the right to evaluate fees as needed and to increase fees at any time with a 30-day notice.
8. I understand and agree to follow all rules and regulations set forth by Learn & Grow Child Care Center's Fee Schedule and Contract and Policy and Regulation Handbook.

Behavior Policy

Inappropriate behavior will not be tolerated. Learn and Grow considers the following inappropriate:

- Behavior on the part of the child which involves threatening and/or abusive actions and/or speech to another child, teacher, or staff member.
- Behavior on the part of the child which results in others being placed in physical jeopardy.
- Examples of such behavior involve hitting, biting, spitting, kicking, and profane language.

Steps to correct inappropriate behavior:

- First incident – A conference will be held with the parents and written documentation of the incident will be added to the child's file.
- Second incident – Parents will be notified, and the child will immediately be suspended for one day. The incident will be documented and added to the child's file.
- Third incident – Parents will be notified, and the child will be expelled. The incident will be documented and added to the child's file.

Learn and Grow Child Care Center reserves the right to immediately expel any child that threatens the safety of the children or staff in the Center.

Parent/Guardian _____ Date _____

Learn & Grow Child Care Center Responsibilities

1. The Center must maintain a current license from the Kansas Department of Health and Environment.
2. The Center must be in compliance with the Kansas Department of Health and Environment and the City of Wichita Child Care Licensing.
3. The Center must provide a safe, caring, environment to meet the needs of the children in our care, and to assist them in their spiritual, individual, emotional, social, and intellectual growth.
4. The Center will provide a nutritional breakfast, lunch and afternoon snack according to regulations and will accommodate children's needs concerning allergies and intolerances to the best of our ability.

Learn & Grow Representative Signature _____ Date _____

Both parties reserve the right to terminate this contract without notice if the other party is in substantial violation of this contract and/or the health / safety of the child is endangered.

Learn & Grow Child Care Center Fee Schedule and Contract

Hours of Operation - Monday thru Friday from 6:00 a.m. - 6:00 p.m. (5:30 p.m. on Wednesdays)

| SESSION CHOICES | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days |
|-----------------------------------|---------|---------|---------|---------|---------|
| PRESCHOOL 8:15 - 11:15 | \$15.00 | \$30.00 | \$45.00 | \$60.00 | \$75.00 |

| DAYCARE | Weekly Charges | | | | |
|-----------------|----------------|---------|----------|----------|----------|
| 5 hours or less | \$18.00 | \$36.00 | \$54.00 | \$72.00 | \$90.00 |
| Full Day | \$34.00 | \$68.00 | \$102.00 | \$136.00 | \$170.00 |

| Attend Munson ECH AM or PM | Weekly Charges (Includes Transportation Fee) | | | | |
|-------------------------------|--|---------|---------|----------|----------|
| 5 hours or less | \$19.00 | \$38.00 | \$57.00 | \$76.00 | \$95.00 |
| Full Day-Before and After | \$32.00 | \$64.00 | \$96.00 | \$128.00 | \$160.00 |

Those attending Munson will pay regular tuition on days Public school is closed whether or not they attend the Center

| Kindergarten - 2nd Grade | Weekly Charges (Includes Transportation Fee) | | | | |
|--------------------------|--|---------|---------|---------|----------|
| AM & PM | \$20.00 | \$40.00 | \$60.00 | \$80.00 | \$100.00 |
| AM Only | \$12.00 | \$24.00 | \$36.00 | \$48.00 | \$60.00 |
| PM Only | \$16.00 | \$32.00 | \$48.00 | \$64.00 | \$80.00 |
| PM with Wed. AM | \$20.00 | \$36.00 | \$52.00 | \$68.00 | \$84.00 |

Those attending Munson will pay regular tuition on days Public school is closed whether or not they attend the Center

| Other Fees | | |
|---|---|---------------------------|
| Enrollment | To cover cost of paper work, licensing, and insurance | \$35 (Non-Refundable) |
| Annual Enrollment | Due by May for following school year | \$35 (Non-Refundable) |
| Summer Activity Fee | Summer Activities include , but are not limited to: 4th of July T-shirt, End of Summer Pizza Party, Special Treat Days, and any Special Guest Speaker/Presentation that can be arranged | \$30.00 per child |
| Early Drop Off/ Late Pick Up | \$20.00 for any part of first 30 minutes and \$20.00 for every 30 minutes thereafter | Starting @ \$20.00 |
| Late Payment | \$5.00 late fee on Monday if not paid by the Friday before \$25.00 weekly late fee for up to 3 weeks | \$5.00 + \$25.00 per week |
| Returned Check | Service charge plus all accumulated bank fees | \$30.00 + Bank Fees |
| Termination of Contract | 2 weeks notice or full 2 week tuition payment | 2 Weeks Tuition |

10% Discount for more than one child enrolled from the same family

All tuition is set at the discretion of the Director

Includes Normal hours for Wed.
Includes Extra for Wed. & In-service Days

Those attending Munson will pay extra tuition on days that Public school is closed, if they attend the Center and exceed their normal sheduled hours

Regular Tuition Fees

Regular fees are still due when your child is sick, on vacation, or absent for any reason when the Center is open for business

| NO Tuition Fee | | |
|--------------------------|---|--|
| New Year's Day | One week In July for VBS According to FBC Calendar | Any day the Center is closed for bad weather or for the safety of the children at the discretion of the director |
| Good Friday | | |
| Memorial Day | Labor Day | |
| 4th of July (if weekday) | Thanksgiving & Friday | |
| Christmas Day | | |