



## CONTRACT FOR P.O.C. CHILD CARE SERVICES FEE AGREEMENT/ 2024-2025 School Year

CHILD'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

This "CONTRACT FOR CHILD CARE SERVICES/FEE AGREEMENT" is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Lil' Red Hen Nursery School and \_\_\_\_\_ the parents/guardians of the above listed child.

Lil' Red Hen Nursery School agrees to provide child care services for the named child in accordance with the mission, philosophy and policies outlined in the attached Parent Handbook. The child is enrolled in the \_\_\_\_\_ Classroom/age group on the following days of the week, for the time indicated each day:

|                    |               |  |   |
|--------------------|---------------|--|---|
| Full Time          | Monday-Friday | 6:15am-6:00pm                          | \$5.00/ minute after 6:00pm             |
| Part-time          | Monday-Friday | 6:15am-11:30am                         | (only available for Pre-School & Pre-K) |
| School-Age Program | Monday-Friday | Depends on elementary school schedule. |   |

Classroom assignments are made based upon the age of the child in accordance with child care licensing regulations. Lil' Red Hen Nursery School may change the child's classroom assignment based upon center enrollment and ratio requirements.

A late pick up fee of \$5.00 per minute will be billed to the parents/guardian's account in accordance with the Late Pick-Up Policy outlined in the Parent Handbook. You are considered late if the authorized allotted daily time is exhausted as determined by the State. Late Pick-up fees are due by the next statement.

Any requests for changes to the Enrollment Schedule listed herein must be made in writing and submitted to the Director in accordance with the Parent Handbook Policies and will require the execution of a new Contract for Child Care Services/Fee Agreement and payment of any additional security deposit, registration fees and/or tuition increase. Lil' Red Hen reserves the right to deny any request for schedule change for any reason within its sole discretion.

\_\_\_\_\_ The parents/guardians of the above listed child agree to compensate Lil' Red Hen the above listed services in the amount of \_\_\_\_\_ which is to be paid every Friday.

POC amount to be paid every Friday:

State Fee \_\_\_\_\_ Parents Co-Pay \_\_\_\_\_ POC Plus \_\_\_\_\_

Due every week \_\_\_\_\_

Tuition is paid prior to the performance of childcare services. Tuition is due every Friday by 3:00 pm. Tuition is due whether or not the child attends the program. The tuition represents the child's place in the program. There is no credit given for vacation or emergency closure days. Tuition will be waived should your child be admitted to a hospital as per the Parent Handbook Policies. If tuition is not paid by Monday, your child will not be able to return to Lil' Red Hen, until tuitions are paid up to date. If tuitions are not paid by that Friday, your child will lose his/her slot. With 30 days notice, Lil' Red Hen reserves the right to increase tuition.

\_\_\_\_\_ Please Initial

A one week advance payment in the amount of a week's tuition must be paid, and will be held by Lil' Red Hen. The advance payment may be used in accordance with the Parent Handbook Policies as the last week tuition payment.

This Contract for Child Care Services/Fee Agreement may be cancelled by **Lil' Red Hen** at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation.

\_\_\_\_\_ Please Initial

This Contract for Child Care Services/Fee Agreement may be cancelled by the **PARENTS/GUARDIANS** with five days written notice. Written notice of cancellation must be submitted to **Anne Atkinson** by parents/guardians. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation. Any security deposit held will first be applied to any unpaid account balance. If there is any remaining security deposit monies, that remaining amount will be refunded to the parents/guardians within 30 days of cancellation. The Security Deposit will be forfeited if the Parents/Guardians fail to give one week written notice of cancellation of this contract.

All field trips are weather permitting and subject to change.

This Contract for Child Care Services/Fee Agreement will expire on *June 14, 2025* if neither party has exercised its rights to cancel prior to said date.

By signing below, I/we the parents/guardians of the above listed child hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely, that I/we have had the opportunity to discuss the information contained herein with a representative of Lil' Red Hen, that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the policies contained herein by reference from Lil Red Hen's Parent Handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

## 2024-2025 P.O.C. Plus Rates

The POC plus rates will be the difference between our “private pay fee” and what POC compensates us for a student each week. This will vary for each student. This amount will be calculated on the *POC Plus Worksheet*.

- We have three spots available for \$0.00 pay Plus Rates. They are reserved for families who have legal custody of a family member’s children. This does not apply to having custody of your own children.

This fee is due weekly. If not paid you run the risk of losing your child’s spot.

Parent/Guardian \_\_\_\_\_

Lil’ Red Hen \_\_\_\_\_

