



Parent & Provider Contract

HOURS OF OPERATION: 7:30am to 5:30pm Monday through Friday.

CONTRACTED CHILDCARE: Parents/Guardians are to provide a schedule, as far in advance as possible for the time needed for care. Care will be provided for the following days and hours (Circle and write in times):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

FEES: The rate for childcare is \$_____ per day for the following child(ren): _____. This fee is due regardless of attendance or days in the month; you are guaranteeing your child's spot. In case of a mandatory closure, tuition is not required on that day and will be credited back if payment has been made prior to the notification.

DEPOSIT: A non-refundable deposit of two weeks of care \$_____ is required upon enrolling. Late fees can be deducted from the deposit and the provider's discretion. The remaining balance of your child's deposit will be applied to the last two weeks of childcare when notice has been given. If an extension is needed, please let the provider know as soon as possible.

OVERTIME: Overtime is considered any time outside the agreed time interval. The following charges will be assessed for overtime incurred. A five minute grace period will be given and then \$15 per 15 minutes thereafter will be charged (unless prearranged). Doodlebugz is under no obligation to provide an extension of time if it will conflict with plans. Late arrival does not justify late departure.

PAYMENTS: Payments will be made on Monday or the first day of the month. Whichever payment plan is decided on, tuition shall be paid in full prior to or at the beginning of the day. If tuition is not paid by 5:30pm on agreed upon day then a \$25.00 per day late fee will be added to the amount due or fees will be removed from your deposit.

Parents/Guardians Initials _____/_____

Doodlebugz prefers automatically posted Zelle payments or an ACH debit through Brightwheel. However, if either of these options will not work for your banking institutions a personal check is allowed.

Checks: payable to Marni Schaefer

Chase Bank via Zelle: doodlebugzpreschool@gmail.com

We will pay for tuition weekly, every other week, or monthly via Zelle or Brightwheel (please circle your choice).

HOLIDAYS/VACATIONS: Childcare will not be provided on any federal holidays, as listed in the Doodlebugz Handbook, Thanksgiving and the following day, or Christmas Eve and Christmas Day, but the weekly fees for your child WILL remain in effect. If any of the above days fall on a Saturday or Sunday, the day designated by the Federal Government will be taken. Doodlebugz can be closed for up to 4 weeks each year for vacation. These dates and other closures are paid by the parents/guardians (unless otherwise noted). Parents/Guardians are responsible for finding back-up care during vacation, professional, and emergency closings.

For part-time care: If any of these holidays fall on a regular contracted day, the holiday is included in the total hours contracted for. In addition, Doodlebugz is not required to comp days for holidays, vacations, sick days, etc. These situations will be reviewed on a case by case basis.

Please notify Doodlebugz of any upcoming vacations as soon as possible. If your vacation is 30 days or less, tuition for that time is still paid in full in accordance with your chosen schedule. If your vacation is 31 days or longer, tuition will be reduced to half price and is still paid in accordance with your chosen schedule. By continuing to pay your child's tuition, during your vacation, ensures they have a spot within the preschool to return to. In the case that tuition is not paid during your vacation, your child will need to be re-enrolled upon returning if Doodlebugz has capacity.

TRIAL PERIOD AND TERMINATION OF SERVICE: The first two weeks of enrollment are considered probationary for everyone; either party may terminate care any time during that period. After the probationary period, either party may terminate this agreement by giving a 2-4 week notice. If the parent/guardian does not provide a two week notice, fees for two weeks of contracted service is still required and fees will be removed from your deposit. Doodlebugz retains the right to terminate this contract WITHOUT NOTICE in the event of destructive, uncontrollable, or violent behavior or delinquent fees.

PROPERTY DAMAGE: Respectful treatment of all property, toys and furniture is expected. Willful destruction of property will be charged to the parent/guardian at the cost to replace the item. Continued willful destruction of property will result in immediate termination of service.

Parents/Guardians Initials ____/____

DISCLAIMER: The provider, Doodlebugz, shall not be responsible for providing or paying for the child's health care. Parents/Guardians agree that neither they nor their child will bring any claims of any kind against Doodlebugz or any employees of our childcare facility as a result of any injuries, expenses, or damages that the parents or child may suffer in any way related to the use of the facilities, toys, or other children; whether such claims are known, unknown or arise in the future.

I/We (Parent/Guardian) hereby agree to comply with the rules and regulations of Doodlebugz Preschool regarding fees, attendance, health, clothing, and all other items as specified in the Parent's Handbook issued by Doodlebugz. I am aware of the scheduled childcare holidays. The information contained in the Parent Handbook as well as the rates are subject to change. I will be notified of these changes in writing before they go into effect. By signing this agreement, I/we (Parent/Guardian) agree to honor all terms of this contract, and the written policies of Doodlebugz, now and in the future. Breach of this contract in any way by the parent/guardian may result in immediate termination of all services.

Owner Date

Parent/Guardian Date

of _____