



Childcare Agreement 2010-2011

The following agreement is made between

The Little Red Wagon and _____ (Parent/Guardian name)

for the provision of child care and/or preschool for

Child's name:	_____				
Terms of this contract begin on: (date)	_____				
Preschool Day and Time (for children 2-1/2 and older)					
(Check applicable boxes)	Monday	Tuesday	Wednesday	Thursday	Friday
Preschool (9:00 am - 1:00 pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early (8:00 am – 9:00 am)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part P.M. (1:00 pm – 3:00 pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full P.M. (1:00 pm – 5:00 pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late (5:00 pm – 6:00 pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daycare Day and Time (for children under 2-1/2 years)					
(Write start and end times for each day desired)	Monday	Tuesday	Wednesday	Thursday	Friday
	_____	_____	_____	_____	_____

Preschool Tuition and Rates Schedule (monthly rates)				
	3 days/wk	4 days/wk	5 days/wk	Drop in / day
Preschool (9:00 am - 1:00 pm)	\$577	\$740	\$888	\$52
Early (8:00 am – 9:00 am)	\$114	\$148	\$180	\$11
Part P.M. (1:00 pm – 3:00 pm)	\$228	\$296	\$360	\$22
Full P.M. (1:00 pm – 5:00 pm)	\$432	\$560	\$680	\$42
Late (5:00 pm – 6:00 pm)	\$114	\$148	\$180	\$11
Daycare Program (hourly rates)				
\$9.00 20 or more hours/week	\$9.50 < 20 hours/week; 8 hr. day minimum		\$11.00 partial day (less than 8 hr. day minimum)	

All childcare forms must be completed and signed before a child enters school. All forms are subject to annual review and renewal. Parents must be responsible for keeping record information current and complete. Blank forms can be obtained online at www.thelittleredwagon.net

Please complete and return the following forms:

1. Child Information Form
2. California School Immunization Record
3. Child Medical Information & Consent for Treatment
4. LIC613A – Personal Rights
5. LIC995A – Parents Rights
6. LIC995E – Caregiver Background Check Process (you keep)
7. LIC9212 – Consumer Awareness Information (you keep)
8. Childcare Agreement (this form)

1. HOURS OF OPERATION AND OBSERVED HOLIDAYS

Our hours of operation are Monday through Friday from 8:00 a.m. to 6:00 p.m.

Our facility will be closed on the following holidays: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve through New Year's Day. When one of the holidays falls on a weekend, we will be closed on the day recognized by most public institutions.

For the 2010-2011 school year, the holiday schedule is as follows:

- Monday September 6, 2010 – Labor Day
- Monday October 11, 2010 – Discoverer's Day
- November 24-26, 2010 – Thanksgiving Break
- December 24-31, 2010 – Winter Break
- Monday January 17, 2011 – Martin Luther King Jr. Day
- Monday February 21, 2011 – Presidents' Day
- Monday May 30, 2011 – Memorial Day
- Monday July 4, 2011 – Independence Day

Daycare

If your regularly contracted day falls on any of the above holidays, you will be charged at your normal contracted rate with the exception of the days before and after Thanksgiving, and December 27-30. For those extended holiday breaks, you will not be charged for childcare.

Preschool

Our preschool runs from 9:00 a.m. to 1:00 p.m. In addition to observing the above holidays, our preschool is closed for three (3) teacher work days, a one-week Spring Break, a one-week Summer Break, and an extended Winter Break.

For the 2010-2011 school year, preschool break schedule is as follows:

- Wednesday October 27, 2010 - Teacher Work Day
- December 20-23, 2010 – Extended Winter Break
- Tuesday February 22, 2011 – Teacher Work Day
- April 4-8, 2011 – Spring Break
- Thursday June 23, 2011 – Teacher Work Day
- August 8-12, 2011 – Summer Break

On the days when the preschool is closed but our daycare is open, you may pay for additional childcare for those preschool hours at \$9/hour on a space available basis.

2. PAYMENT POLICY

Childcare fees are charged whether or not your child attends daycare on the days / hours agreed upon above. There will be no “substituting” or “exchanging” days in the event that your child is sick, on vacation or for any other reason. If space is available, you may add additional time which will be charged at the regular contracted rate.

Daycare billing occurs twice per month in arrears on the 15th (or business day prior) and at the end of the month.

Preschool billing occurs once a month on the 15th (or business day prior).

You will receive an invoice through email. Payment is due upon receipt of your bill. A late fee of \$25.00 may be assessed for payment received more than three business days after the billing date. **Please make payment to: The Little Red Wagon.**

In the event a check is returned from the bank, all bank fees plus an additional \$25.00 will be assessed.

3. ILLNESS POLICY

No child is permitted at the daycare with a fever, diarrhea, vomiting, conjunctivitis or any other type of contagious illness with the exception of the common cold (no colored discharge). Please use good judgment and keep your child at home for the protection and well-being of the providers and other children at the daycare. Should a child become ill while in care, you will be notified as soon as possible. Please make immediate arrangements to remove the child from the daycare.

Please notify us prior to 8:00 a.m. if your child will not be attending daycare due to illness.

4. LATE PICKUP / OVERTIME POLICY

Please be respectful of the exact times you have contracted for. Please advise the daycare immediately if you will be arriving later than the pre-arranged time to pick up your child. It is the parents' responsibility to ensure that children are picked up no later than 6:00 p.m. If you are not able to pick up your child by 6:00 p.m., alternate arrangements must be made.

A late or overtime fee of \$5 per 15 minutes or fraction thereof may be applied.

Please notify us if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the Child Information Form.

5. FOOD

Nutritious breakfast, lunch, and snacks will be prepared and served by the daycare unless parents prefer to supply their child's food. If your child drinks formula or eats baby food, we will do our best to provide the preferred brand. We will provide organic foods whenever possible. We do not serve juice, soda or beverages other than water and milk (or formula). Please provide it if you wish for your child to consume a beverage other than water or organic whole milk.

Please notify us of any known or suspected allergies by indicating them on the Child Medical Information form.

6. TERMINATION POLICY

We reserve the right to suspend or terminate care of any child should it be deemed necessary for the overall safety and well-being of other children at the daycare.

A minimum of two (2) weeks notice is required before withdrawing a child from the school. If a two week notice is not possible, you may be required to pay for the balance of two weeks of care at your regular contracted rate or 1/2 month's preschool tuition, whichever is applicable.

Your signature on this form will be considered confirmation that you have read, understand, and agree to the terms of this contract. Please make and retain copies of this and all childcare forms for your own records before returning the originals to the provider. The terms of this agreement are subject to review on September 1st of each year.

Parent/guardian Signature

Date

Parent/guardian Signature

Date

Note: If child is in custody of both parents, both signatures are required.